



AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

1.3.2: Number of Value-added courses for imparting transferable and life skills offered during last five years

Course content or syllabus along with course outcome of Value-added courses offered

Sr. No.	Name of Institutes	Page Number
1	Amity Institute of Biotechnology	2-79
2	Amity Business School	80-213
3	Amity School of Communication	214-243
4	Amity Institute of Pharmacy	244-277
5	Amity School of Architecture and Planning	278-357
6	Amity Law School	358-408
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9	Amity Institute of Social Sciences	475-518
10	Amity School of Fashion Design and Technology	519-562



COMMUNICATION SKILL-I

Course Code: BCU 141

Credit Units: 1

Course Outcome:

The course is intended to familiarize students with the basics of English language and help them to learn to identify language structures for correct English usage.

Prerequisites: NIL

Prerequisites: N/A						Course Contents / Syllabus:				
1.	Module I Essentials of English Grammar					30% Weightage				
	• Common Errors • Parts of Speech • Collocations, Relative Pronoun • Subject-Verb Agreement • Articles • Punctuation • Sentence Structure- 'Wh' Questions									
2.	Module II Written English Communication					30% Weightage				
	• Paragraph Writing • Essay Writing									
3.	Module III Spoken English Communication					30% Weightage				
	• Introduction to Phonetics • Syllable-Consonant and Vowel Sounds • Stress and Intonation									
4.	Module IV : Prose					10% Weightage				
	“Friends, Romans, Countrymen, lend me your ears” Speech by Marc Antony in Julius Caesar ❖ Comprehension Questions will be set in the End-Semester Exam									
5.	Student Learning Outcomes: The students should be able to : • Identify Common Errors and Rectify Them • Develop and Expand Writing Skills Through Controlled and Guided Activities • To Develop Coherence, Cohesion and Competence in Oral Discourse through Intelligible Pronunciation.									
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures • Extempore									
Assessment/ Examination Scheme:										
Theory (%)		L/T		Lab/Practical/Studio (%)		End Examination		Term		
100%				NA		70%				
Theory Assessment (L&T):										
Components (Drop down)		CIE		Mid Sem		Attendance		End Examination		
Weightage (%)		10%		15%		5%		70%		

Text: Rosenblum, M. How to Build Better Vocabulary, London:

Bloomsbury Publication Verma, Shalini. Word

Power made Handy, S. Chand Publications

High School English Grammar & Composition by Wren & Martin

References: K.K.Sinha, Business Communication, Galgotia Publishing Company.

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Behavioural Science - I

Course Code: BSU-143

Course Credit: 01

Course Outcome:

This course aims at imparting an understanding of:

- Understanding self & process of self exploration
- Learning strategies for development of a healthy self esteem
- Importance of attitudes and its effective on personality
- Building Emotional Competency

Course Contents:

Module I: Self: Core Competency

(2 Hours)

- Understanding of Self
- Components of Self – Self identity
- Self concept
- Self confidence
- Self image

Module II: Techniques of Self Awareness

(2 Hours)

- Exploration through Johari Window
- Mapping the key characteristics of self
- Framing a charter for self
- Stages – self awareness, self acceptance and self realization

Module III: Self Esteem & Effectiveness

(2 Hours)

- Meaning
- Importance
- Components of self esteem
- High and low self esteem
- Measuring your self esteem

Module IV: Building Positive Attitude

(2 Hours)

- Meaning and nature of attitude
- Components and Types of attitude
- Importance and relevance of attitude

Module V: Building Emotional Competence

(2 Hours)

- Emotional Intelligence – Meaning, components, Importance and Relevance
- Positive and negative emotions
- Healthy and Unhealthy expression of emotions

Student learning outcomes

- Student will Develop accurate sense of self
- Student will nurture a deep understanding of personal motivation
- Student will develop thorough understanding of personal and professional responsibility
- Student will able to analyse the emotions of others for better adjustment.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management: 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change
- Lindzey, G. and Borgatta, E. Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Français-I

Course Code: FLU144

Credit units: 02

Course Outcome:

To familiarize students with the French language, with its phonetic system and its accents.
To enable students

- ☐ to greet someone in French
- ☐ to present and describe
- ☐ oneself and people
- ☐ to enter in contact, and begin a conversation
- ☐ to talk about one's family, tastes and preferences

Course Contents:

Dossiers 1, 2 – pg 5-24 Dossier 1: Toi, moi, nous Actes de Communication:

S'adresser poliment à quelqu'un, entrer en contact, se présenter, présenter quelqu'un, saluer, poser des questions

simples pour connaître quelqu'un, épeler et compter

Dossier 2: En famille Actes de Communication:

Parler de sa famille, Décrire quelqu'un, exprimer ses goûts, écrire et comprendre un message court, inviter

quelqu'un, exprimer la possession, la négation

Grammaire :

1. articles indéfinis, articles définis, masculin et féminin des noms et des adjectifs, pluriel des noms et des adjectifs
2. pronom sujet et toniques, on, c'est
- t/il est + profession, 3. masculin et féminin des adjectifs de nationalité
4. verbes être, avoir, aller, 'er' groupe
5. l'interrogation – l'intonation, est-ce que, qu'est-ce ? Qu'est-ce que ? L'inversion; où, comment, quand; quel
6. la négation
7. adjectifs possessifs

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

Girardeau, Bruno et Nelly Mous. Réussir le DELFA1. Paris: Didier, 2010.

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COMMUNICATION SKILL-II

Course Code: BCU 241

Credit Units: 1

Course Outcome:

To understand the different aspects of communication using the four macro skills – LSRW (Listening, Speaking, Reading, Writing)

Prerequisites: NIL

Course Contents / Syllabus:					
1.	Module I Communication			35% Weightage	
	• Process and Importance • Models of Communication (Linear & Shannon Weaver) • Role and Purpose • Types & Channels • Communication Networks • Principles & Barriers				
2.	Module II Verbal Communication			25% Weightage	
	Oral Communication: Forms, Advantages & Disadvantages Written Communication: Forms, Advantages & Disadvantages Introduction of Communication Skills (Listening, Speaking, Reading, Writing)				
3.	Module III Non-Verbal Communication			30% Weightage	
	• Principles & Significance of Nonverbal Communication • KOPPACT (Kinesics, Oculistics, Proxemics, Para-Language, Artifacts, Chronemics, Tactilics) • Visible Code				
4.	Module IV : Prose			10% Weightage	
	TEXT: APJ Abdul Kalam and Arun Tiwari. <i>Wings of Fire: An Autobiography</i> . Universities Press, 2011 Comprehension Questions will be set in the End-Semester Exam				
5.	Student Learning Outcomes: The students should be able to : • Apply Verbal and Non-Verbal Communication Techniques in the Professional Environment				
6.	Pedagogy for Course Delivery: • Extempore • Presentations • Lectures				
7.	Assessment/ Examination Scheme:				
	Theory L/T (%)		Lab/Practical/Studio (%)		
	100%		NA		
	Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
	Weightage (%)	10%	15%	5%	70%

Text: Rosenblum, M. *How to Build Better Vocabulary*, London: Bloomsbury Publication.
 Verma, Shalini. *Word Power made Handy*, S. Chand Publications.
High School English Grammar & Composition by Wren & Martin.

Reference: K.K.Sinha, *Business Communication*, Galgotia Publishing

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Behavioral Science - II

Course Code: BSU-243

Course Credit: 01

Total Hours: 10

Course Outcome:

This course aims at enabling students towards:

- Understand the importance of individual differences
- Better understanding of self in relation to society and nation
- Facilitation for a meaningful existence and adjustment in society
- Inculcating patriotism and national pride

Course Contents:

Module I: Individual differences & Personality

- Personality: Definition & Relevance
- Importance of nature & nurture in Personality Development
- Importance and Recognition of Individual differences in Personality
- Accepting and Managing Individual differences
- Intuition, Judgment, Perception & Sensation (MBTI)
- BIG5 Factors

Module II: Managing Diversity

- Defining Diversity
- Affirmation Action and Managing Diversity
- Increasing Diversity in Work Force
- Barriers and Challenges in Managing Diversity

Module III: Socialization

- Nature of Socialization
- Social Interaction
- Interaction of Socialization Process

Contributions to Society and Nation **Module IV: Patriotism and National Pride** (2 Hours)

- Sense of pride and patriotism
- Importance of discipline and hard work
- Integrity and accountability

Module V: Human Rights, Values and Ethics (2 Hours)

- Meaning and Importance of human rights
- Human rights awareness
- Values and Ethics- Learning based on project work on Scriptures like- Ramayana, Mahabharata, Gita etc.

Student learning outcomes

- Student will be able to identify, understand, and apply contemporary theories of leadership to a wide range of situations and interactions
- Student will be able to understand and respect individual difference, so to enhance the relationship
- Learn social responsibility and develop a sense of citizenship
- Student will be able to identify and understand the impact of culture on one's leadership style

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Davis, K. Organizational Behaviour,
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

FRENCH - II

Course Code:BSB 244

Credit Units: 02 Course Outcome:

Enabled the students to overcome the fear of speaking a foreign language and take position as a foreigner speaking French. Students become familiarized with the French language, with the phonetic system, with the syntax, with the manners, with the cultural aspects. To make them learn the basic rules of French Grammar.

Course Contents:

Module A : pp.38 – 47 : Unité 3 : Objectif 3, 4, 5, 6

Module B: pp. 47 to 75 Unité 4, 5

Contenu lexical: Unité 3: Organiser son temps

1. donner/demander des informations sur un emploi du temps, un horaire SNCF – Imaginer un dialogue
2. rédiger un message/ une lettre pour ...
 - i) prendre un rendez-vous/ accepter et confirmer/ annuler
 - ii) inviter/accepter/refuser
3. Faire un programme d'activités
imaginer une conversation téléphonique/un dialogue
Propositions- interroger, répondre

Unité 4: Découvrir son environnement

1. situer un lieu
2. s'orienter, s'informer sur un itinéraire.
3. Chercher, décrire un logement
4. connaître les rythmes de la vie

Unité 5: s'informer

1. demander/donner des informations sur un emploi du temps passé.
2. donner une explication, exprimer le doute ou la certitude.
3. découvrir les relations entre les mots
4. savoir s'informer

- Contenu grammatical:**
1. Adjectifs démonstratifs
 2. Adjectifs possessifs/exprimer la possession à l'aide de :
 - i. « de »
 - ii. A+nom/pronom disjoint
 3. Conjugaison pronominale – négative, interrogative - construction à l'infinitif
 4. Impératif/exprimer l'obligation/l'interdiction à l'aide de « il faut.... »/ « il ne faut pas... »
 5. passé composé
 6. Questions directes/indirectes

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre : Campus: Tome I


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

COMMUNICATION SKILL-III

Course Code: BCU 341

Credit Units: 1

Course Outcome:

To emphasize the essential aspects of effective written communication necessary for professional success.

Prerequisites: NIL

Course Contents / Syllabus:					
1	Module I Principles of Effective Writing			35%Weightage	
	• Spellings-100 Most Misspelled Words in English • Web Based Writing • Note Taking: Process & Techniques				
2	Module II Formal Letter Writing			35% Weightage	
	• Block Format • Types of Letters • E-mail • Netiquette				
3	Module III Business Memos			20% Weightage	
	• Format & Characteristics				
4	Module IV Short Stories			10%Weightage	
	• Stench of Kerosene-Amrita Pritam • A Flowering Tree-A.K. Ramanujan • The Gift of the Magi- O. Henry • A Fly in Buttermilk-James Baldwin				
5	Student Learning Outcomes: The students should be able to write correctly and properly with special reference to Letter writing.				
6	Pedagogy for Course Delivery:				
	• Workshop • Group Discussions • Presentations • Lectures				
7	Assessment/ Examination Scheme:				
	Theory L/T (%)		Lab/Practical/Studio (%)	EndTerm Examination	
	100%		NA	70%	
	Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance	EndTerm Examination
	Weightage (%)	10%	15%	5%	70%

Text: Rai, Urmila & S.M. Rai. Business Communication, Mumbai: Himalaya Publishing House,2002.

K.K.Sinha, Business Communication, Galgotia Publishing Company.

Reference: Sanjay Kumar & Pushp Lata, Communication Skills, Oxford University Press.

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Behavioural Science – III

Course Code: BSU-343

Course Credit: 01

Course Outcome:

To enable the students:

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

Course Contents:

Module I: Thinking as a tool for Problem Solving (2 Hours)

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

Module II: Hindrances to Problem Solving Process (2 Hours)

- Perception
- Expression
- Emotion
- Intellect
- Work environment

Module III: Problem Solving (2 Hours)

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

Module IV: Plan of Action (2 Hour)

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

Module V: Creative Thinking (2 Hours)

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

Student learning outcomes

- Student will be able to understand and solve the problems effectively in their personal and professional life.
- Students will outline multiple divergent solutions to a problem.
- Student will be able to create and explore risky or controversial ideas, and synthesize ideas/expertise to generate innovations.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Michael Steven: How to be a better problem solver, Kogan Page, New Delhi, 1999 • Geoff Petty:

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Course Outcome:

To enable the students

- to talk about the qualities and defects of people.
- to ask/give directions, to enquire about a lodging.
- to ask and give information about a certain place.
- to describe events in past tense.

Course Contents:

Dossiers 5, 6 – pg 45-64 Dossier 5: Ici et là Actes de Communication:

Exprimer l'obligation et l'interdiction, parler des qualités et des défauts de quelqu'un, demander son chemin,

indiquer un itinéraire, se situer dans l'espace, se renseigner sur un logement.

Dossier 6: Ailleurs Actes de Communication:

S'exprimer au passé composé, raconter un voyage, se situer dans le monde, exprimer le temps (avec indicateurs de temps – il y a, depuis), se renseigner sur un hébergement, exprimer la satisfaction et l'insatisfaction.

Grammaire :

1. les adjectifs démonstratifs
2. les verbes: 'ir groupe' devoir, falloir
3. les prépositions de lieu, de pays
4. l'impératif, le passé composé, forme et accord du participe passé, la négation au passé composé
5. les indicateurs de temps (il y a, depuis)

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

Girardeau, Bruno et Nelly Mous. Réussir le DELF A1.

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

COMMUNICATION SKILL –IV

Course Code: BCU 441

Credit Units: 1

Course Outcome:

This course is designed to develop the skills of the students in preparing job search artifacts and negotiating their use in GDs and interviews.

Prerequisites: NIL

Course Contents / Syllabus:			
1.	Module I Employment-Related Correspondence		35% Weightage
	• Resume Writing • Covering Letters • Follow Up Letters		
2.	Module II Dynamics of Group Discussion		35% Weightage
	• Significance of GD • Methodology & Guidelines		
3.	Module III Interviews		20% Weightage
	• Types & Styles of Interviews • Fundamentals of facing Interviews • Interview-Frequently Asked Questions		
4.	Module IV Short Stories		10% Weightage
	• Proof of the Pudding - O. Henry • “The Lottery” 1948 – Shirley Jackson • The Eyes Have it- Ruskin Bond • Kallu- Ismat Chughtai All the four stories will be discussed in one class. One Long Question will be set in the Exam from the Text.		
5.	Student Learning Outcomes: • Develop a resume for oneself • Ability to handle the interview process confidently • Learn the subtle nuances of an effective group discussion		
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures		
7.	Assessment/ Examination Scheme:		
	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
	100%	NA	70%
	Theory Assessment (L&T):		
	Components (Drop down)	CIE	Attendance
Weightage (%)	25%	5%	70%

Text: Sharma, R.C. & Krishna Mohan. *Business Correspondence and Report Writing: A Practical approach to Business & Technical Communication*, New Delhi: Tata McGraw Hill & Co. Ltd., 2002.

Rai, Urmila & S.M. Rai. *Business Communication*, Mumbai: Himalaya Publishing House, 2002. Rizvi,

M.Ashraf. *Effective Technical Communication*, New Delhi: Tata McGraw Hill, 2007.

Reference: Brusaw, Charles T., Gerald J. Alred & Walter E. Oliu. *The Business Writer's Companion*, Bedford: St. Martin's Press, 2010.

Lewis, Norman. *How to Read Better and Faster*. New Delhi: Binny Publishing House.

Additional Reading: Newspapers and Journals.

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Behavioural Science - IV

Course Code: BSU-443

Course Credit: 01

Total Hours: 10

Course Outcome:

This course aims at imparting an understanding of Values, Ethics & Morality among students for making a balanced choice between personal & professional development.

Course Contents:

Module I: Introduction to Values & Ethics

(2 Hours)

Meaning & its type
Relationship between Values
and Ethics Its implication in
one's life

Module II: Values Clarification & Acceptance

(2Hours)

Core Values-Respect, Responsibility, Integrity, Resilience, Care, &
Harmony Its process-Self Exploration
Nurturing Good values

Module III: Morality

(2 Hours)

Difference between morality, ethics & values Significance of moral
values

Module IV: Ethical Practice

(2 Hours)

Ethical Decision making
Challenges in its
implementation
Prevention of Corruption
& Crime

Module V: Personal & Professional Values

(2 Hours)

Personal values-Empathy, honesty, courage,
commitment Professional Values-Work ethics,
respect for others

Its role in personality development Character building-"New Self awareness.

Student learning outcomes

- Able to answer the question: What do I stand for?
- Ability to apply a coherent set of moral principles within professional and specialized contexts
- Willing to make unpopular but right decision
- Committed to working for justice and peace locally and globally.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Text & References:

Cassuto Rothman, J. (1998). From the Front Lines, Student Cases in Social Work Ethics. Needham Heights, MA: Allyn and Bacon.

Gambrill, E. & Pruger, R. (Eds). (1996). Controversial Issues in Social Work Ethics, Values, & Obligations. Needham Heights, MA: Allyn and Bacon, Inc.


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Français-IV

CourseCode: FLU 444

Creditunits:02

Course Outcome:

To strengthen the language of the student's in both oral and written
To revise the grammar in application and the communication tasks related to topics covered already
To get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks such as
talking about personal habits
narrating events in the past, marking the stages, using appropriate connectors
holding conversations on telephone
asking for/giving advice

Course Contents:

Dossier 7 – pg 65-74, Dossiers 1, 2 and 3 (révision) Dossier 7: auboulot Actes de Communication:

Parler des habitudes et décrire une situation à l'imparfait, comparer (nom et verbe), qualifier (qui, que) s'exprimer

au téléphone, demander et donner un avis.

Dossiers 1, 2, 3 – Révision

Exercices d'écoute, production orale et écrite.

Grammaire :

1. l'imparfait,
2. la comparaison du verbe/dunom ; mieux/meilleur
3. les pronoms relatifs

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	10	5	30	70	

Text & References:

Text:

Le livre à suivre:

Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Référence:

Girardeau, Bruno et Nelly Mous. Réussir le DELF A1

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COMMUNICATION SKILL-V

Course Code: BCU 541

Credit Units: 1

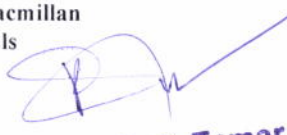
Course Outcome:

The course is intended to make students understand and adopt strategies for effective reading and writing skills. The course would enhance student's vocabulary, language and fluency. It would also teach the students to deliver professional presentations.

Prerequisites: NIL

Course Contents / Syllabus:			
1.	Module I Vocabulary		35% Weightage
	• Define Vocabulary • Significance of Vocabulary • One Word Substitution, Synonyms & Antonyms and Idioms & Phrases • Define and Differentiate Homonyms, Homophones and Homographs • Vocabulary Drills • Foreign Words		
2.	Module II Comprehension Skills		25% Weightage
	• Reading Comprehension-SQ3R Reading Techniques • Summarising and Paraphrasing • Précis Writing • Listening Comprehension		
3.	Module III Presentation Skills		30% Weightage
	• Discussing the Significance of Audio-visual Aids, Audience and Feedback in PresentationSkills. • Analyzing the Significance of Non-Verbal Communication		
4.	Module IV Prose		10% Weightage
	• How Far is the River-Ruskin Bond • My Wood-E.M.Forster • I have a Dream-Martin Luther King • Spoken English and Broken English-G.B. Shaw		
5.	Student Learning Outcomes:		
	• Communicate fluently and sustain comprehension of an extended discourse. • Demonstrate ability to interpret texts and observe the rules of good writing. • Prepare and present effective presentations aided by ICT tools.		
	Pedagogy for Course Delivery: Workshop		
6.	• Group Discussions • Presentations • Lectures		
7.	Assessment/ Examination Scheme:		
	Theory L/T (%)		Lab/Practical/Studio (
	100%		NA
	Theory Assessment (L&T):		
	Components (Drop down)	CIE	Attendance
	Weightage (%)		End Term Examination
	25%	5%	70%

Text: Jaffe, C.I. Public Speaking: Concepts and Skills for a Diverse Society, 4thed. Belmont, CA: Wadsworth, 2004.
 Effective English for Engineering Students, B Cauveri, Macmillan India
 Creative English for Communication, Krishnaswamy N, Macmillan Reference: A Textbook of English Phonetics, Balasubramanian T, Macmillan
 Additional Reading: Newspapers and Journals


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

BEHAVIOURAL SCIENCE-V

Course Code: BSU-543

Course Credit: 01

Course Outcome:

The course is intended to make students understand inculcate in the students an elementary level of understanding of group/team functions. To develop team spirit and to know the importance of working in teams

Course Contents:

Module I: Group formation

(2 Hours)

- Definition and

Characteristics

- Importance of group
- Classification of groups
- Stages of group formation
- Benefits of group formation

Module II: Group Functions

(2 Hours)

- External Conditions affecting group functioning: Authority, Structure, Org. Resources, Organizational policies etc.
- Internal conditions affecting group functioning: Roles, Norms, Conformity, Status, Cohesiveness, Size, Inter group conflict.
- Group Cohesiveness and Group

Conflict ▪ Adjustment in Groups

Module III: Teams

(2 Hours)

- Meaning and nature of teams
- External and internal factors effecting team

•Building Effective Teams

•Consensus Building

•Collaboration

Module IV: Leadership

(2 Hours)

- Meaning, Nature and Functions • Self leadership
- Leadership styles in organization • Leadership in Teams

Module V: Power to empower: Individual and Teams

(2 Hours)

- Meaning and Nature
- Types of power
- Relevance in organization and Society

Student learning outcomes

- Students will develop critical and reflective thinking abilities
- Students will demonstrate an understanding of group dynamics and effective teamwork
- Student will develop a range of leadership skills and abilities such as effectively leading change, resolving conflict, and motivating others
- Student will Gain knowledge and understanding of organization resources, policies, and involvement opportunities.
- Student will develop strategies to recruit, retain, and continually motivate contributing members to the organization.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers •Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour •Dressers, David and Cans, Donald: The Study of Human Interaction
- Lapierre, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996), Pfeiffer & Company
- Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers.

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Français-V

CourseCode: FLU544

Credit units: 02

CourseOutcome:

Enabled the students to overcome the fear of speaking a foreign language and take position as a foreigner speaking French. Students become familiarized with the French language, with the phonetic system, with the syntax, with the manners, with the cultural aspects. To make them learn the basic rules of French Grammar.

CourseContents:

Dossier8Pg7584Dossiers4,5 and6(révision) Dossier8:Vivre ensemble

ActesdeCommunication:

Exprimerlacause,l'opposition,laconséquence,décrirelesétapesd'uneaction,s'exprimersurl'environnement,

l'écologie,identifieret décrirelesdifférencesde comportement,décrire le fonctionnementd'une association,fairelabiographie d'une personne.

Dossiers4, 5,6–Révision

Exercicesd'écoute,productionorale et écrite.

Grammaire :

1. le présent (révision),lepassé composé(révision)
2. lespronomscomplémentsdirects,lespronomscompléments indirects
3. lesmarqueurschronologiques
4. lesarticulateurslogiques

ExaminationScheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	10	5	30	70	

Text &References:

Text:

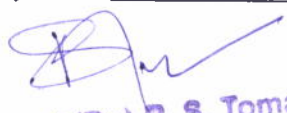
Le livre àsuivre:

· Andant, Christineet al.A proposA1Livre del'élève.Grenoble:Pressesuniversitairesde Grenoble, 2010.

· Andant, Christineet al.A proposA1Cahierd'exercices.Grenoble:Pressesuniversitairesde Grenoble, 2010.

Référence:

· Girardeau, Brunoet NellyMous.Réussirle DELFA1.Paris: Didier, 2010.


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COMMUNICATION SKILLS-VI

Course Code: BCU 641

Credit Units: 1

Course Outcome: The main emphasis of this course is to enable students to learn the dynamics of social communication and to demonstrate the ability to learn the nuances of informal communication.

Prerequisites: NIL

Prerequisites: Nil

Course Contents / Syllabus:				
1.	Module I Social Communication Essentials			30% Weightage
	• Small talk • Building rapport • Expand social and Corporate Associations • Informal Communication: Grapevine, Chat			
2.	Module II Workplace Interpersonal Skills			25% Weightage
	• Understanding Social Communication in Workplace environment. • Employee feedback: Assess employee performance and satisfaction. • Simulation ➤ Humour in Communication-Use of 'Puns' ➤ Entertainment and Communication (Infotainment) • Infotainment and Social Media • Entertainment in Journalism ➤ Social Networking			
3.	Module III Visual Code / Social Etiquette			35% Weightage
	• Power Dressing • Fine Dining • Office Party Etiquette • Business Travel Etiquette ➤ Work Place and Business Etiquette • Proper Greetings • Thank You Notes • Telephonic Manners/ Voice Mail Etiquette • Business Salutation Etiquette • Guest Etiquette • Cubicle Etiquette • Business Card Etiquette ➤ Different Cultural Etiquette & Protocol			
4.	Module IV Prose			10% Weightage
	• Secret of Socrates - Dale Carnegie • My Financial Career-Stephen Leacock • The Luncheon - W. Somerset Maugham • The National Flag - Jawahar Lal Nehru All the four stories will be discussed in one class One Long Question will be set in the Exam from the Text			
5.	Student Learning Outcomes: • To communicate contextually in specific personal and professional situations with courtesy. • To inject humour in their regular interactions. • To strengthen their creative learning process through individual expression and collaborative peer activities.			
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures			
7.	Assessment/ Examination Scheme:			
	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	
	100%	NA	70%	
	Theory Assessment (L&T):			
	Continuous Assessment/Internal Assessment		End Term Examination	
	Components (Drop down)	CIE	Attn	
	Weightage (%)	25%	5%	70%

Text:

Krizan, Merrier, Logan & Williams. *Effective Business Communication*, New Delhi: Cengage, 2011

- *Communication and Organizational Culture*, Keyton, Joann. Sage Publications
- *Social Communication (Frontiers of Social Psychology)*, Fiedler, Klaus. Psychology Press

Reference:

Cypherpunks: *Freedom and the Future of the Internet*, Assange, Julian. Assange, OR Books.

Additional Reading: Newspapers and Journals

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

BEHAVIOURAL SCIENCE -VI

Course Code: BSU-643

Course Credit: 01

Course Outcome:

The course is intended to make students understand the concept of stress its causes, symptoms and consequences and to develop an understanding the consequences of the stress on one's wellness, health, and workperformance.

Course Contents:

Module I: Stress

(2 Hours)

- Meaning & Nature
- Characteristics
- Types of stress

Module II: Stages and Models of Stress

(2 Hours)

- Stages of stress
- The physiology of stress
- Stimulus-oriented approach.
- Response-oriented approach.
- The transactional and interactional model.
- Pressure – environment fit model of stress.

Module III: Causes and symptoms of stress

(2Hours)

- Personal
- Organizational
- Environmental

Module IV: Consequences of stress

(2 Hours)

- Effect on behavior and personality
- Effect of stress on performance
- Individual and Organizational consequences with special focus on health

Module V: Strategies for stress management

(2 Hours)

- Importance of stress management
- Healthy and Unhealthy strategies
- Peer group and social support
- Happiness and well-being.

Student learning outcomes

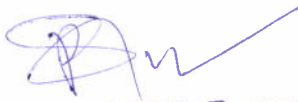
- Student will able demonstrate thorough understanding of stress and its effects
- Student will able to learn various coping strategies to deal stress effectively so to overcome the consequences and impact of stress on their health and wellbeing, ultimately it will enhance their performance.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Blonna, Richard; Coping with Stress in a Changing World: Second edition
- Pestonjee, D.M, Pareek, Udai, Agarwal Rita; Studies in Stress And its Management
- Pestonjee, D.M.; Stress and Coping: The Indian Experience.


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

FRENCH - VI

Course Code: FLU 644

Credit Units: 02

Course Outcome:

Enabled the students to overcome the fear of speaking a foreign language and take position as a foreigner speaking French. Students become familiarized with the French language, with the phonetic system, with the syntax, with the manners, with the cultural aspects. To make them learn the basic rules of French Grammar.

Course Contents:

Module D: pp. 157 – 168 – Unité 12

Unité 12: s'évader

1. présenter, caractériser, définir
2. parler de livres, de lectures
3. préparer et organiser un voyage
4. exprimer des sentiments et des opinions
5. téléphoner
6. faire une réservation

Contenu grammatical:

2. Faire + verbe
2. proposition relative avec pronom relatif "qui", "que", "où" - pour caractériser

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation

I –

Interaction/Conversation

Practice

Text & References:

- le livre à suivre :
Campus: Tome I


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

COMMUNICATION SKILLS-VII

Course Code: BCU 741

Credit Units: 1

Course Outcome:

The course is designed to empower students to carry out day to day communication at the work place by adequate understanding of various types of communication to facilitate efficient interpersonal communication.

Prerequisites: NIL

Course Contents / Syllabus:			
1.	Module I Meetings		30% Weightage
	• Notices • Circulars • Agenda • Minutes		
2.	Module II Report Writing & Telephony Skills		25% Weightage
	➤ Report Writing • Purpose/Significance • Types • Format ➤ Telephony Skills • Call Receiving/ Handling/ Concluding Etiquette • Voice Modulation • Effective Listening • Dos and Don'ts of Telephony Skills		
3.	Negotiation Skills • Definition/Concept • Purpose/ Significance • Checklist- Good & Bad Practices		35% Weightage
4.	Module IV Prose		10% Weightage
	• The Great Trial-Robert Payne • The Home Coming - Rabindra Nath Tagore • How Much Land does a Man Need? - Leo Tolstoy • Valiant Vicky, The Brave Weaver - Flora Anne Steel All the four stories will be discussed in one class One Long Question will be set in the Exam from the Text		
5. Student Learning Outcomes: • Conduct all business activities related to the workplace with technical efficiency. • Contribute positively to the overall growth of the organization.			
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures		
7.	Assessment/ Examination Scheme:		
	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
	100%	NA	70%
	Theory Assessment (L&T):		
	Components (Drop down)	CIE	Attendance
Weightage (%)	25%	5%	70%

Text: Penrose, Rasberry & Myers. *Business Communication for Managers: An Advanced Approach*, New Delhi: Cengage, 2012.
T.N Chabbra, *Business Communication*, Sun India Publication.

Sanjay Kumar & Pushplata, *Communication skills*, Oxford University Press.

Reference: Jones, *Working in English*, First Edition, Cambridge, CUP, 2001.

Additional Reading: Newspapers and Jour

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Behavioural Science - VII

Course Code: BSU-743

Course Credit: 01

Course Outcome

This course will help the students to:

- Explore interest and attitude
- Explore career opportunities
- Set career goals
- Developing attributes that employers value

Course Contents:

Module I: Career Planning

(2 Hours)

- Importance of Career Planning & Development
- Career Development Plan
- Assessment of Career Development

Module II: Career Success: Interest, Aptitude & Attitude (Personality)

(2 Hours)

- Interest, Aptitude & Attitude
- Knowing and assessing one's Interest
- Knowing and assessing one's Aptitude

Module III: Explore Career for Growth

(2 Hours)

- Selecting from available resources
- Career selection (Jobs)

Module IV: Self Reliance and Employability skills

(2 Hours)

- Self awareness, Self promotion and Presentation, Self confidence
- Action planning, Networking, Negotiation
- Political awareness, Coping with uncertainty,
- Developing positive attributes at work place (personal and professional)
- Time Management as Self Management

Module V: Impression Management for Career Enhancement

(2 Hours)

- Meaning & Components of Impression Management
- Impression Management Techniques(Influencing Tactics)
- Impact of Impression Management on Career Planning and Development

Student learning outcomes:

- Students develop the ability to identify suitable career options and to create a suitable career plan based on the utilization of the counseling process, assessment tools, and other resources.
- Students will know how to assess their skills, interests and values.
- Students will know how to make informed career choices based on their self- assessment.
- Students will know how to explore relevant career options and build skills pertinent to those of greatest interest.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressers, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard, T - Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison - Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
- Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers

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CourseOutcome:

To provide the students with the linguistic tools to enhance social communication skills and be able

- ☐ To describe an object, compare objects and evaluate
- ☐ To ask for information, precision
- ☐ To make claims

CourseContents:

Dossier 2 – pg 17-28, Dossier 2: 64 millions de consommateurs Actes de Communication:

Décrire un objet (un bijou unique, un voyage extraordinaire, un nouvel appareil photo)

Évaluer une chose (acheter un cadeau, discuter le prix) Ouvrir un compte à la banque
(demander des renseignements à un banquier afin d'ouvrir un compte) Demander des informations/précisions (précision sur un problème dans le relevé de compte)

Faire une réclamation (s'adresser au service après-vente pour échanger un produit défectueux)

Thèmes abordés:

S'habiller bon marché (comment vous habillez-vous bon marché ?)

Le e-commerce (le portrait de l'acheteur de votre pays)

Les produits contrefaits (parler des produits contrefaits)

La profession: Les maraîchers (débat: comment éviter le gaspillage? la mode de vie des décroissants, privilégie-t-elle la qualité ou le prix lors d'un achat?)

Grammaire :

1. Le pronom " en "
2. La place de l'adjectif
3. Le présent progressif
4. Le passé récent
5. Le futur proche (révision)
6. Le comparatif et le superlatif

Examination Scheme:

Components Weightage	INTERNAL				EXTERNAL	GRAND
	MID-SEM	VIVA-	ATTENDANC	TOTAL	END	
	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

☐ Carenzi-Vialaneix, Christelle et al. A propos A2 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

☐ Carenzi-Vialaneix, Christelle et al. A propos A2 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

- ☐ Girardeau, Bruno et Mous, Nelly. Réussir le DELFA1. Paris: Les Éditions Didier, 2010

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

COMMUNICATION SKILL – VIII

Course Code: BCU 841

Credit Units: 1

Course Outcome:

This course is designed to hone the creative minds of students to develop knowledge of diverse ethnic groups and cultures and to increase self-awareness for cultural competence and sensitivity.

Prerequisites: NIL

Course Contents / Syllabus:											
1.	Module I Speaking in Public - Essentials in Public Speaking - Parameters of Public Speaking			45% Weightage							
2.	Module II Cross Cultural Communication - Culture and Context - Awareness & Significance of Understanding Culture - Ethnocentrism, Stereotyping and Cultural Relativism - Cultural Shock and Social Change			45% Weightage							
3.	Module III Prose			10% Weightage							
4.	- India Cinema: Tradition & Change-Chidananda Das Gupta - Kabuliwala-Rabindranath Tagore - The Duchess and the Jewelller -Virginia Woolf - The Park- James Mathews All the four stories will be discussed in one class One Long Question will be set in the Exam from the Text										
	Student Learning Outcomes: - Students will be able to navigate cross cultural encounters in a global economy. - Facilitate students to develop learning to construct and deliver messages that incorporate the appropriate use of organizing content, language, vocabulary, kinesics, eye contact, appearance, visual aids, and time constraints.										
5.	Pedagogy for Course Delivery: - Workshop - Group Discussions - Presentations - Lectures										
6.	Assessment/ Examination Scheme:										
	<table><tr><td>Theory L/T (%)</td><td>Lab/Practical/Studio (%)</td><td>End Term Examination</td></tr><tr><td>100%</td><td>NA</td><td>70%</td></tr></table>			Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%		
	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination								
	100%	NA	70%								
	Theory Assessment (L&T):										
<table><tr><td>Components (Drop down)</td><td>CIE</td><td>Attendance</td><td>End Term Examination</td></tr><tr><td>Weightage (%)</td><td>25%</td><td>5%</td><td>70%</td></tr></table>			Components (Drop down)	CIE	Attendance	End Term Examination	Weightage (%)	25%	5%	70%	
Components (Drop down)	CIE	Attendance	End Term Examination								
Weightage (%)	25%	5%	70%								

Text: Penrose, Rasberry & Myers. *Business Communication for Managers: An Advanced Approach*. New Delhi: Cengage, 2012.

Raman, Meenakshi. *Business Communication*, Oxford

Krizan, Merrier, Logan & Williams. *Effective Business Communication*, New Delhi: Cengage, 2011

References:

Beamer, Linda. *Intercultural Communication in the Global Workplace*, Irwin/McGraw-Hill. 2005.

Reynolds, Sana & Deborah Valentine. *Guide to Cross-cultural Communication*, Prentice Hall, 2003.

Additional Reading: Newspapers and Journals.

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Behavioural Science – VIII

Course Code: BSU-843

Course Credit:01

Total Hours: 10

Course Outcome:

- To have a great deal of insight into one's character.
- Understanding of positive emotions
- To explore the dimensions of happiness, well-being, Optimism and hope
- Quick understanding of different situations and grasp new concepts.

Course Contents:

Module I: Positivity in personality

(2 Hours)

- Importance of Positivity in personality
- Positivity Vs. Negativity
- Introspection and personal growth

Module II: Positive Emotions

(2 Hours)

- Understanding positive emotions
- Importance of Positive emotion
- Types and identification of positive emotions (Love, happiness, Contentment, Resilience, etc.)

Module III: Hope, Optimism and Resilience

(2 Hours)

- Positive approach towards future
- Benefits of Positive approach
- Resilience during challenge and loss

Module IV: Application of Positive Emotions

(2 Hours)

- Application of positive emotions in relationships, and organizations
- Creating healthy organizational climate
- Positive emotions enhances performance.
-

Module V: Happiness and Well Being

(2 Hours)

- Concept of Happiness & Well-Being
- Secret of happy mind and healthy life
- Work life balance.

Student learning outcomes:

Students develop the ability to identify and regulate positive emotions for personal and professional excellence.

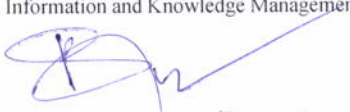
- Students will know how to develop resilience.
- Students will know how to role of happiness to attain wellbeing.
- Students will know how to nurture personality by positivity.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Raman, A.T. (2003) Knowledge Management: A Resource Book. Excel Books, Delhi.
- Kamalavijayan D. (2005). Information and Knowledge Management Macmillan India Ltd. Delhi.


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**AMITY UNIVERSITY MADHYA PRADESH,
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Français-VIII

Course Code:FLU844

Creditunits:02

Course Outcome:

To provide the students with the linguistic tool to enhance social communication skills and be able

- ☒ To express an intention, announce a news,
- ☐ enquire about an event To speak about the future
- ☐ To discuss the media

Course Contents:

Dossier 3 – pg 29-40, Dossiers 1 & 2 (révision).

Dossier 3: Médias.fr Actes de Communication:

Parler de l'avenir (les avantages et les inconvénients des réseaux sociaux) Exprimer une intention (poser des questions sur un forum)
Parler des médias Engager/ terminer une conversation (demander pourquoi on n'a pas répondu au mail) Interroger sur un événement (vol, accident) Annoncer une nouvelle (celle de démission)

Thèmes abordés:

Les Français et la presse (débat: Croyez-vous aux légendes urbaines?)
Les Français et Internet (débat: les informations de la presse écrites sont plus fiables que les informations sur Internet ?) La télévision des Français
La profession: Les animateurs radio (débat : pour ou contre le téléchargement illégal de la musique ou des films)

Grammaire :

1. Le futur simple
2. L'hypothèse sur le futur
3. Les formes de la négation
4. Les pronoms compléments directs et indirects (révision)

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

- ☐ Le livre à suivre
Carenzi-Vialaneix, Christelle et al. A propos A2 Livre
Grenoble, 2010.
☐ Carenzi-Vialaneix, Christelle et al. A propos A2 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

- ☐ Girardeau, Bruno et Mous, Nelly. Réussir le DELF A1. Paris: Les Éditions Didier, 2010.

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COMMUNICATION SKILL-I

Course Code: BCU 141

Credit Units: 1

Course Outcome:

The course is intended to familiarize students with the basics of English language and help them to learn to identify language structures for correct English usage.

Prerequisites: NIL

Course Contents / Syllabus:					
1.	Module I Essentials of English Grammar				30% Weightage
	• Common Errors • Parts of Speech • Collocations, Relative Pronoun • Subject-Verb Agreement • Articles • Punctuation • Sentence Structure- ‘Wh’ Questions				
2.	Module II Written English Communication				30% Weightage
	• Paragraph Writing • Essay Writing				
3.	Module III Spoken English Communication				30% Weightage
	• Introduction to Phonetics • Syllable-Consonant and Vowel Sounds • Stress and Intonation				
4.	Module IV : Prose				10% Weightage
	“Friends, Romans, Countrymen, lend me your ears” Speech by Marc Antony in Julius Caesar ❖ Comprehension Questions will be set in the End-Semester Exam				
5.	Student Learning Outcomes: The students should be able to :				
	• Identify Common Errors and Rectify Them • Develop and Expand Writing Skills Through Controlled and Guided Activities • To Develop Coherence, Cohesion and Competence in Oral Discourse through Intelligible Pronunciation.				
6.	Pedagogy for Course Delivery:				
	• Workshop • Group Discussions • Presentations • Lectures • Extempore				
Assessment/ Examination Scheme:					
Theory (%)		L/T	Lab/Practical/Studio (%)		End Term Examination
100%			NA		70%
Theory Assessment (L&T):					
Components (Drop down)		CIE	Mid Sem	Attendance	End Term Examination
Weightage (%)		10%	15%	5%	70%

Text: Rosenblum, M. *How to Build Better Vocabulary*, London:

Bloomsbury Publication Verma, Shalini. *Word*

Power made Handy, S. Chand Publications

High School English Grammar & Composition by Wren & Martin

References: K.K.Sinha, *Business Communication*, Galgotia Publishing Company.

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Behavioural Science - I

Course Code: BSU-143

Course Credit: 01

Course Outcome:

This course aims at imparting an understanding of:

- Understanding self & process of self exploration
- Learning strategies for development of a healthy self esteem
- Importance of attitudes and its effective on personality
- Building Emotional Competency

Course Contents:

Module I: Self: Core Competency

(2 Hours)

- Understanding of Self
- Components of Self – Self identity
- Self concept
- Self confidence
- Self image

Module II: Techniques of Self Awareness

(2 Hours)

- Exploration through Johari Window
- Mapping the key characteristics of self
- Framing a charter for self
- Stages – self awareness, self acceptance and self realization

Module III: Self Esteem & Effectiveness

(2 Hours)

- Meaning
- Importance
- Components of self esteem
- High and low self esteem
- Measuring your self esteem

Module IV: Building Positive Attitude

(2 Hours)

- Meaning and nature of attitude
- Components and Types of attitude
- Importance and relevance of attitude

Module V: Building Emotional Competence

(2 Hours)

- Emotional Intelligence – Meaning, components, Importance and Relevance
- Positive and negative emotions
- Healthy and Unhealthy expression of emotions

Student learning outcomes

- Student will Develop accurate sense of self
- Student will nurture a deep understanding of personal motivation
- Student will develop thorough understanding of personal and professional responsibility
- Student will able to analyse the emotions of others for better adjustment.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard T - Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison - Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi

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Course Outcome:

To familiarize students with the French language, with its phonetic system and its accents.

To enable students

- ☐ to greet someone in French
- ☐ to present and describe
- ☐ oneself and people
- ☐ to enter in contact, and begin a conversation
- ☐ to talk about one's family, tastes and preferences

Course Contents:

Dossiers 1, 2 – pg 5-24 Dossier 1: Toi, moi, nous Actes de Communication:

S'adresser poliment à quelqu'un, entrer en contact, se présenter, présenter quelqu'un, saluer, poser des questions

simples pour connaître quelqu'un, épeler et compter

Dossier 2: En famille Actes de Communication:

Parler de sa famille, Décrire quelqu'un, exprimer ses goûts, écrire et comprendre un message court, inviter

quelqu'un, exprimer la possession, la négation

Grammaire :

1. articles indéfinis, articles définis, masculin et féminin des noms et des adjectifs, pluriel des noms et des adjectifs

2. pronom sujet et toniques, on, c'est

t/il est + profession, 3. masculin et féminin des adjectifs de nationalité

4. verbes être, avoir, aller, 'er' groupe

5. l'interrogation – l'intonation, est-ce que, qu'est-ce ? Qu'est-ce que ? L'inversion; où, comment, quand; quel

6. la négation

7. adjectifs possessifs

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	10	5	30	70	

Text & References:

Text:

Le livre à suivre:

Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.


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COMMUNICATION SKILL-II

Course Code: BCU 241

Credit Units: I

Course Outcome:

To understand the different aspects of communication using the four macro skills – LSRW (Listening, Speaking, Reading, Writing)

Prerequisites: Nil.

Course Contents / Syllabus:						
1.	Module I Communication			35% Weightage		
	• Process and Importance • Models of Communication (Linear & Shannon Weaver) • Role and Purpose • Types & Channels • Communication Networks • Principles & Barriers					
2.	Module II Verbal Communication			25% Weightage		
	Oral Communication: Forms, Advantages & Disadvantages Written Communication: Forms, Advantages & Disadvantages Introduction of Communication Skills (Listening, Speaking, Reading, Writing)					
3.	Module III Non-Verbal Communication			30% Weightage		
	• Principles & Significance of Nonverbal Communication • KOPPACT (Kinesics, Oculistics, Proxemics, Para-Language, Artifacts, Chronemics, Tactilics) • Visible Code					
4.	Module IV : Prose			10% Weightage		
	TEXT: APJ Abdul Kalam and Arun Tiwari. <i>Wings of Fire: An Autobiography</i> , Universities Press, 2011 Comprehension Questions will be set in the End-Semester Exam					
5.	Student Learning Outcomes: The students should be able to : • Apply Verbal and Non-Verbal Communication Techniques in the Professional Environment					
6.	Pedagogy for Course Delivery: • Extempore • Presentations • Lectures					
7.	Assessment/ Examination Scheme:					
	Theory L/T (%)		Lab/Practical/Studio (%)			
	100%		NA			
	Theory Assessment (L&T):					
	Components (Drop down)	CIE	Mid Sem		Attendance	End Term Examination
	Weightage (%)	10%	15%		5%	70%

Text: Rosenblum, M. *How to Build Better Vocabulary*, London: Bloomsbury Publication.

Verma, Shalini. *Word Power made Handy*, S. Chand

Publications. *High School English Grammar &*

Composition by Wren & Martin.

Reference: K.K.Sinha, *Business Communication*, Galgotia Publishing

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Behavioral Science - II

Course Code: BSU-243

Course Credit: 01

Total Hours: 10

Course Outcome:

This course aims at enabling students towards:

- Understand the importance of individual differences
- Better understanding of self in relation to society and nation
- Facilitation for a meaningful existence and adjustment in society
- Inculcating patriotism and national pride

Course Contents:

Module I: Individual differences & Personality

- Personality: Definition & Relevance
- Importance of nature & nurture in Personality Development
- Importance and Recognition of Individual differences in Personality
- Accepting and Managing Individual differences
- Intuition, Judgment, Perception & Sensation (MBTI)
- BIG5 Factors

Module II: Managing Diversity

- Defining Diversity
- Affirmation Action and Managing Diversity
- Increasing Diversity in Work Force
- Barriers and Challenges in Managing Diversity

Module III: Socialization

- Nature of Socialization
- Social Interaction
- Interaction of Socialization Process

Contributions to Society and Nation module IV: Patriotism and National Pride

(2 Hours)

- Sense of pride and patriotism
- Importance of discipline and hard work
- Integrity and accountability

Module V: Human Rights, Values and Ethics

(2 Hours)

- Meaning and Importance of human rights
- Human rights awareness
- Values and Ethics- Learning based on project work on Scriptures like- Ramayana, Mahabharata, Gita etc.

Student learning outcomes

- Student will be able to identify, understand, and apply contemporary theories of leadership to a wide range of situations and interactions
- Student will be able to understand and respect individual difference, so to enhance the relationship
- Learn social responsibility and develop a sense of citizenship
- Student will be able to identify and understand the impact of culture on one's leadership style

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Davis, K. Organizational Behaviour,
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

FRENCH - II

Course Code:BSB 244

Credit Units: 02 Course Outcome:

Enabled the students to overcome the fear of speaking a foreign language and take position as a foreigner speaking French. Students become familiarized with the French language, with the phonetic system, with the syntax, with the manners, with the cultural aspects. To make them learn the basic rules of French Grammar.

Course Contents:

Module A : pp.38 – 47 : Unité 3 : Objectif 3, 4, 5, 6

Module B: pp. 47 to 75 Unité 4, 5

Contenu lexical:

Unité 3: Organiser son temps

1. donner/demander des informations sur un emploi du temps, un horaire SNCF – Imaginer un dialogue
2. rédiger un message/ une lettre pour ...
 - i) prendre un rendez-vous/ accepter et confirmer/ annuler
 - ii) inviter/accepter/refuser
3. Faire un programme d'activités
imaginer une conversation téléphonique/un dialogue
Propositions- interroger, répondre

Unité 4: Découvrir son environnement

1. situer un lieu
2. s'orienter, s'informer sur un itinéraire.
3. Chercher, décrire un logement
4. connaître les rythmes de la vie

Unité 5: s'informer

1. demander/donner des informations sur un emploi du temps passé.
2. donner une explication, exprimer le doute ou la certitude.
3. découvrir les relations entre les mots
4. savoir s'informer

Contenu grammatical:

1. Adjectifs démonstratifs
2. Adjectifs possessifs/exprimer la possession à l'aide de :
 - i. « de » ii. A+nom/pronom disjoint
3. Conjugaison pronominale – négative, interrogative - construction à l'infinitif
4. Impératif/exprimer l'obligation/l'interdiction à l'aide de « il faut... »/ «il ne faut pas... »
5. passé composé
6. Questions directes/indirectes

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre : Campus: Tome 1


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

COMMUNICATION SKILL-III

Course Code: BCU 341

Credit Units: 1

Course Outcome:

To emphasize the essential aspects of effective written communication necessary for professional success.

Prerequisites: NIL

Course Contents / Syllabus:					
1	Module I Principles of Effective Writing		35%Weightage		
	• Spellings-100 Most Misspelled Words in English • Web Based Writing • Note Taking: Process & Techniques				
2	Module II Formal Letter Writing		35% Weightage		
	• Block Format • Types of Letters • E-mail • Netiquette				
3	Module III Business Memos • Format & Characteristics		20% Weightage		
4	Module IV Short Stories		10%Weightage		
	• Stench of Kerosene-Amrita Pritam • A Flowering Tree-A.K. Ramanujan • The Gift of the Magi- O. Henry • A Fly in Buttermilk-James Baldwin				
5	Student Learning Outcomes: The students should be able to write correctly and properly with special reference to Letter writing.				
6	Pedagogy for Course Delivery:				
	• Workshop • Group Discussions • Presentations • Lectures				
7	Assessment/ Examination Scheme:				
	Theory L/T (%)		Lab/Practical/Studio (%)	EndTerm Examination	
	100%		NA	70%	
	Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance	EndTerm Examination
	Weightage (%)	10%	15%	5%	70%

Text: Rai, Urmila & S.M. Rai. Business Communication, Mumbai: Himalaya Publishing House, 2002.

K.K.Sinha, Business Communication, Galgotia Publishing Company.

Reference: Sanjay Kumar & Pushp Lata, Communication Skills, Oxford University Press.

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Behavioural Science – III

Course Code: BSU-343

Course Credit: 01

Course Outcome:

To enable the students:

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

Course Contents:

Module I: Thinking as a tool for Problem Solving (2 Hours)

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

Module II: Hindrances to Problem Solving Process (2 Hours)

- Perception
- Expression
- Emotion
- Intellect
- Work environment

Module III: Problem Solving (2 Hours)

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

Module IV: Plan of Action (2 Hour)

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

Module V: Creative Thinking (2 Hours)

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

Student learning outcomes

- Student will be able to understand and solve the problems effectively in their personal and professional life.
- Students will outline multiple divergent solutions to a problem.
- Student will be able to create and explore risky or controversial ideas, and synthesize ideas/expertise to generate innovations.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Michael Steven: How to be a better problem solver, Kogan Page, New Delhi, 1999 • Geoff Petty:


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Course Outcome:

To enable the students

- to talk about the qualities and defects of people.
- to ask/give directions, to enquire about a lodging.
- to ask and give information about a certain place.
- to describe events in past tense.

Course Contents:

Dossiers 5, 6 – pg 45-64 Dossier 5: Ici et là Actes de Communication:

Exprimer l'obligation et l'interdiction, parler des qualités et des défauts de quelqu'un, demander son chemin,

indiquer un itinéraire, se situer dans l'espace, se renseigner sur un logement.

Dossier 6: Ailleurs Actes de Communication:

S'exprimer au passé composé, raconter un voyage, se situer dans le monde, exprimer le temps (avec indicateurs de temps – il y a, depuis), se renseigner sur un hébergement, exprimer la satisfaction et l'insatisfaction.

Grammaire :

1. les adjectifs démonstratifs
2. les verbes: 'il groupe' devoir, falloir
3. les prépositions de lieu, de pays
4. l'impératif, le passé composé, forme et accord du participe passé, la négation au passé composé
5. les indicateurs de temps (il y a, depuis)

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

COMMUNICATION SKILL –IV

Course Code: BCU 441

Credit Units: 1

Course Outcome:

This course is designed to develop the skills of the students in preparing job search artifacts and negotiating their use in GDs and interviews.

Prerequisites: NIL

Course Contents / Syllabus:				
1.	Module I Employment-Related Correspondence		35% Weightage	
	• Resume Writing • Covering Letters • Follow Up Letters			
2.	Module II Dynamics of Group Discussion		35% Weightage	
	• Significance of GD • Methodology & Guidelines			
3.	Module III Interviews		20% Weightage	
	• Types & Styles of Interviews • Fundamentals of facing Interviews • Interview-Frequently Asked Questions			
4.	Module IV Short Stories		10% Weightage	
	• Proof of the Pudding - O. Henry • “The Lottery” 1948 – Shirley Jackson • The Eyes Have it- Ruskin Bond • Kallu- Ismat Chughtai All the four stories will be discussed in one class. One Long Question will be set in the Exam from the Text.			
5.	Student Learning Outcomes: • Develop a resume for oneself • Ability to handle the interview process confidently • Learn the subtle nuances of an effective group discussion			
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures			
7.	Assessment/ Examination Scheme:			
	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	
	100%	NA	70%	
	Theory Assessment (L&T):			
	Components (Drop down)	CIE	Attendance	End Term Examination
	Weightage (%)	25%	5%	70%

Text: Sharma, R.C. & Krishna Mohan. *Business Correspondence and Report Writing: A Practical approach to Business & Technical Communication*, New Delhi: Tata McGraw Hill & Co. Ltd., 2002.

Rai, Urmila & S.M. Rai. *Business Communication*, Mumbai: Himalaya Publishing House, 2002. Rizvi,

M.Ashraf. *Effective Technical Communication*, New Delhi: Tata McGraw Hill, 2007.

Reference: Brusaw, Charles T., Gerald J. Alred & Walter E. Oliu. *The Business Writer's Companion*, Bedford: St. Martin's Press, 2010.

Lewis, Norman. *How to Read Better and Faster*, New Delhi: Binny Publishing House,

Additional Reading: Newspapers and Journals.

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Behavioural Science - IV

Course Code: BSU-443

Course Credit: 01

Total Hours: 10

Course Outcome:

This course aims at imparting an understanding of Values, Ethics & Morality among students for making a balanced choice between personal & professional development.

Course Contents:

Module I: Introduction to Values & Ethics

(2 Hours)

Meaning & its type
Relationship between Values
and Ethics Its implication in
one's life

Module II: Values Clarification & Acceptance

(2Hours)

Core Values-Respect, Responsibility, Integrity, Resilience, Care, &
Harmony Its process-Self Exploration
Nurturing Good values

Module III: Morality

(2 Hours)

Difference between morality, ethics & values Significance of moral
values

Module IV: Ethical Practice

(2 Hours)

Ethical Decision making
Challenges in its
implementation
Prevention of Corruption
& Crime

Module V: Personal & Professional Values

(2 Hours)

Personal values-Empathy, honesty, courage,
commitment Professional Values-Work ethics,
respect for others

Its role in personality development Character building-"New Self awareness.

Student learning outcomes

- Able to answer the question: What do I stand for?
- Ability to apply a coherent set of moral principles within professional and specialized contexts
- Willing to make unpopular but right decision
- Committed to working for justice and peace locally and globally.

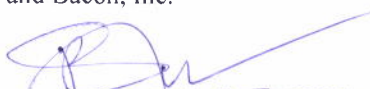
Examination Scheme:

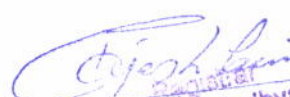
Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Text & References:

Cassuto Rothman, J. (1998). From the Front Lines, Student Cases in Social Work Ethics. Needham Heights, MA: Allyn and Bacon.

Gambrill, E. & Pruger, R. (Eds). (1996). Controversial Issues in Social Work Ethics, Values, & Obligations. Needham Heights, MA: Allyn and Bacon, Inc.


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Français-IV

CourseCode: FLU 444

Creditunits:02

Course Outcome:

To strengthen the language of the student's in both oral and written
To revise the grammar in application and the communication tasks related to topics covered already
To get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks such as
talking about personal habits
narrating events in the past, marking the stages, using appropriate connectors
holding conversations on telephone
asking for/giving advice

Course Contents:

Dossier 7 – pg 65-74, Dossiers 1, 2 and 3 (révision) Dossier 7: aubout Actes de Communication:
Parler des habitudes et décrire une situation à l'imparfait, comparer (nom et verbe), qualifier (qui, que) s'exprimer
au téléphone, demander et donner un avis.

Dossiers 1, 2, 3 – Révision

Exercices d'écoute, production orale et écrite.

Grammaire :

1. l'imparfait,
2. la comparaison du verbe/dunom ; mieux/meilleur
3. les pronoms relatifs

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	10	5	30	70	

Text & References:

Text:

Le livre à suivre:

Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Référence:

Girardeau, Bruno et Nelly Mous. Réussir le DELF A1

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COMMUNICATION SKILL-V

Course Code: BCU 541

Credit Units: 1

Course Outcome:

The course is intended to make students understand and adopt strategies for effective reading and writing skills. The course would enhance student's vocabulary, language and fluency. It would also teach the students to deliver professional presentations.

Prerequisites: NIL

Course Contents / Syllabus:			
1.	Module I Vocabulary		35% Weightage
	- Define Vocabulary - Significance of Vocabulary - One Word Substitution, Synonyms & Antonyms and Idioms & Phrases - Define and Differentiate Homonyms, Homophones and Homographs - Vocabulary Drills - Foreign Words		
2.	Module II Comprehension Skills		25% Weightage
	- Reading Comprehension-SQ3R Reading Techniques - Summarising and Paraphrasing - Précis Writing - Listening Comprehension		
3.	Module III Presentation Skills		30% Weightage
	- Discussing the Significance of Audio-visual Aids, Audience and Feedback in PresentationSkills. - Analyzing the Significance of Non-Verbal Communication		
4.	Module IV Prose		10% Weightage
	- How Far is the River-Ruskin Bond - My Wood-E.M.Forster - I have a Dream-Martin Luther King - Spoken English and Broken English-G.B. Shaw		
5.	Student Learning Outcomes:		
	- Communicate fluently and sustain comprehension of an extended discourse. - Demonstrate ability to interpret texts and observe the rules of good writing. - Prepare and present effective presentations aided by ICT tools.		
6.	Pedagogy for Course Delivery: Workshop		
	- Group Discussions - Presentations - Lectures		
7.	Assessment/ Examination Scheme:		
	Theory L/T (%)		Lab/Practical/Studio (
	100%		NA
	Theory Assessment (L&T):		
	Components (Drop down)	CIE	Attendance
	Weightage (%)	25%	5%
			End Term Examination
			70%

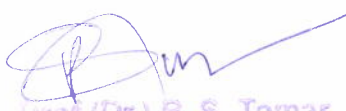
Text: Jaffe, C.I. Public Speaking: Concepts and Skills for a Diverse Society, 4thed. Belmont, CA: Wadsworth,2004.

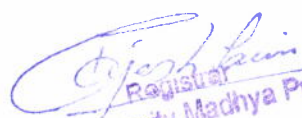
Effective English for Engineering Students, B Cauveri, Macmillan India

Creative English for Communication, Krishnaswamy N, Macmillan Reference: A Textbook of

English Phonetics, Balasubramanian T, Macmillan

Additional Reading: Newspapers and Journals


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

BEHAVIOURAL SCIENCE-V

Course Code: BSU-543

Course Credit: 01

Course Outcome:

The course is intended to make students understand inculcate in the students an elementary level of understanding of group/team functions. To develop team spirit and to know the importance of working in teams

Course Contents:

Module I: Group formation

(2 Hours)

- Definition and

Characteristics

- Importance of group
- Classification of groups
- Stages of group formation
- Benefits of group formation

Module II: Group Functions

(2 Hours)

- External Conditions affecting group functioning: Authority, Structure, Org. Resources, Organizational policies etc.
- Internal conditions affecting group functioning: Roles, Norms, Conformity, Status, Cohesiveness, Size, Inter group conflict.
- Group Cohesiveness and Group Conflict
- Adjustment in Groups

Module III: Teams

(2 Hours)

- Meaning and nature of teams
- External and internal factors effecting team

•Building Effective Teams

•Consensus Building

•Collaboration

Module IV: Leadership

(2 Hours)

- Meaning, Nature and Functions
- Self leadership
- Leadership styles in organization
- Leadership in Teams

Module V: Power to empower: Individual and Teams

(2 Hours)

- Meaning and Nature
- Types of power
- Relevance in organization and Society

Student learning outcomes

- Students will develop critical and reflective thinking abilities
- Students will demonstrate an understanding of group dynamics and effective teamwork
- Student will develop a range of leadership skills and abilities such as effectively leading change, resolving conflict, and motivating others
- Student will Gain knowledge and understanding of organization resources, policies, and involvement opportunities.
- Student will develop strategies to recruit, retain, and continually motivate contributing members to the organization.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressers, David and Cans, Donald: The Study of Human Interaction
- Lapierre, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol 4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
- Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers.

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Français-V

CourseCode: FLU544

Credit units: 02

CourseOutcome:

Enabled the students to overcome the fear of speaking a foreign language and take position as a foreigner speaking French. Students become familiarized with the French language, with the phonetic system, with the syntax, with the manners, with the cultural aspects. To make them learn the basic rules of French Grammar.

CourseContents:

Dossier8Pg7584Dossiers4,5 and6(révision) Dossier8:Vivre ensemble

ActesdeCommunication:

Exprimerl'cause,l'opposition,laconséquence,décrirelesétapesd'uneaction,s'exprimersurl'environnement,

l'écologie,identifieret décrirelesdifférencesde comportement,décrire le fonctionnementd'une association,fairela biographied'une personne.

Dossiers4, 5,6-Révision

Exercicesd'écoute,productionorale et écrite.

Grammaire :

1. le présent (révision),lepassé composé(révision)
2. lespronomscomplémentsdirects,lespronomscompléments indirects
3. lesmarqueurschronologiques
4. lesarticulateurslogiques

ExaminationScheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	10	5	30	70	

Text &References:

Text:

Le livre à suivre:

· Andant, Christineet al.A proposA1Livre del'élève.Grenoble:Pressesuniversitairesde Grenoble, 2010.

· Andant, Christineet al.A proposA1Cahierd'exercices.Grenoble:Pressesuniversitairesde Grenoble, 2010.

Référence:

· Girardeau, Brunoet NellyMous.Réussirle DELFA1.Paris: Didier, 2010.

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COMMUNICATION SKILLS-VI

Course Code: BCU 641

Credit Units: 1

Course Outcome: The main emphasis of this course is to enable students to learn the dynamics of social communication and to demonstrate the ability to learn the nuances of informal communication.

Prerequisites: NIL

Course Contents / Syllabus:				
1.	Module I Social Communication Essentials			30% Weightage
	• Small talk • Building rapport • Expand social and Corporate Associations • Informal Communication: Grapevine, Chat			
2.	Module II Workplace Interpersonal Skills			25% Weightage
	• Understanding Social Communication in Workplace environment. • Employee feedback: Assess employee performance and satisfaction. • Simulation ➤ Humour in Communication-Use of 'Puns' ➤ Entertainment and Communication (Infotainment) • Infotainment and Social Media • Entertainment in Journalism ➤ Social Networking			
3.	Module III Visual Code / Social Etiquette			35% Weightage
	• Power Dressing • Fine Dining • Office Party Etiquette • Business Travel Etiquette ➤ Work Place and Business Etiquette • Proper Greetings • Thank You Notes • Telephonic Manners/ Voice Mail Etiquette • Business Salutation Etiquette • Guest Etiquette • Cubicle Etiquette • Business Card Etiquette ➤ Different Cultural Etiquette & Protocol			
4.	Module IV Prose			10% Weightage
	• Secret of Socrates - Dale Carnegie • My Financial Career-Stephen Leacock • The Luncheon - W. Somerset Maugham • The National Flag - Jawahar Lal Nehru All the four stories will be discussed in one class One Long Question will be set in the Exam from the Text			
5.	Student Learning Outcomes:			
	• To communicate contextually in specific personal and professional situations with courtesy. • To inject humour in their regular interactions. • To strengthen their creative learning process through individual expression and collaborative peer activities.			
6.	Pedagogy for Course Delivery:			
	• Workshop • Group Discussions • Presentations • Lectures			
7.	Assessment/ Examination Scheme:			
	Theory L/T (%)	Lab/Practical/Studio (%)	End Examination	Term
	100%	NA	70%	
	Theory Assessment (L&T):			
	Continuous Assessment/Internal Assessment		End Examination	Term
	Components (Drop down)	CIE	Attn	
	Weightage (%)	25%	5%	70%

Text:

- Kritam, Merrier, Logan & Williams. *Effective Business Communication*, New Delhi: Cengage, 2011
- *Communication and Organizational Culture*. Keyton. Joann. Sage Publications
- *Social Communication (Frontiers of Social Psychology)*. Fiedler, Klaus. Psychology Press

Reference:

Cyberpunks: Freedom and the Future of the Internet. Assange, Julian. Assange. OR Books.

Additional Reading: Newspapers and Journals

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

BEHAVIOURAL SCIENCE -VI

Course Code: BSU-643

Course Credit: 01

Course Outcome:

The course is intended to make students understand the concept of stress its causes, symptoms and consequences and to develop an understanding the consequences of the stress on one's wellness, health, and workperformance.

Course Contents:

Module I: Stress

(2 Hours)

- Meaning & Nature
- Characteristics
- Types of stress

Module II: Stages and Models of Stress

(2 Hours)

- Stages of stress
- The physiology of stress
- Stimulus-oriented approach.
- Response-oriented approach.
- The transactional and interactional model.
- Pressure – environment fit model of stress.

Module III: Causes and symptoms of stress

(2Hours)

- Personal
- Organizational
- Environmental

Module IV: Consequences of stress

(2 Hours)

- Effect on behavior and personality
- Effect of stress on performance
- Individual and Organizational consequences with special focus on health

Module V: Strategies for stress management

(2 Hours)

- Importance of stress management
- Healthy and Unhealthy strategies
- Peer group and social support
- Happiness and well-being.

Student learning outcomes

- Student will able demonstrate thorough understanding of stress and its effects
- Student will able to learn various coping strategies to deal stress effectively so to overcome the consequences and impact of stress on their health and wellbeing, ultimately it will enhance their performance.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Blonna, Richard; Coping with Stress in a Changing World: Second edition
- Pestonjee, D.M, Pareek, Udai, Agarwal Rita; Studies in Stress And its Management
- Pestonjee, D.M.; Stress and Coping: The Indian Experience.


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**AMITY UNIVERSITY MADHYA PRADESH,
GWALIOR**

FRENCH - VI

Course Code: FLU 644

Credit Units: 02

Course Outcome:

Enabled the students to overcome the fear of speaking a foreign language and take position as a foreigner speaking French. Students become familiarized with the French language, with the phonetic system, with the syntax, with the manners, with the cultural aspects. To make them learn the basic rules of French Grammar.

Course Contents:

Module D: pp. 157 – 168 – Unité 12

Unité 12: s'évader

1. présenter, caractériser, définir
2. parler de livres, de lectures
3. préparer et organiser un voyage
4. exprimer des sentiments et des opinions
5. téléphoner
6. faire une réservation

Contenu grammatical:

2. Faire + verbe

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre : Campus: Tome 1

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COMMUNICATION SKILL-I

Course Code: BCU 141

Credit Units: 1

Course Outcome:

The course is intended to familiarize students with the basics of English language and help them to learn to identify language structures for correct English usage.

Prerequisites: NIL

Prerequisites: N/A																														
Course Contents / Syllabus:																														
1.	Module I Essentials of English Grammar					30% Weightage																								
	• Common Errors • Parts of Speech • Collocations, Relative Pronoun • Subject-Verb Agreement • Articles • Punctuation • Sentence Structure- ‘Wh’ Questions																													
2.	Module II Written English Communication					30% Weightage																								
	• Paragraph Writing • Essay Writing																													
3.	Module III Spoken English Communication					30% Weightage																								
	• Introduction to Phonetics • Syllable-Consonant and Vowel Sounds • Stress and Intonation																													
4.	Module IV : Prose					10% Weightage																								
	“Friends, Romans, Countrymen, lend me your ears” Speech by Marc Antony in Julius Caesar ❖ Comprehension Questions will be set in the End-Semester Exam																													
5.	Student Learning Outcomes: The students should be able to : • Identify Common Errors and Rectify Them • Develop and Expand Writing Skills Through Controlled and Guided Activities • To Develop Coherence, Cohesion and Competence in Oral Discourse through Intelligible Pronunciation.																													
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures • Extempore																													
Assessment/ Examination Scheme: <table><tr><th>Theory (%)</th><th>L/T</th><th colspan="2">Lab/Practical/Studio (%)</th><th>End Examination</th><th>Term</th></tr><tr><td>100%</td><td></td><td colspan="2">NA</td><td>70%</td><td></td></tr></table> Theory Assessment (L&T): <table><tr><th>Components (Drop down)</th><th>CIE</th><th>Mid Sem</th><th>Attendance</th><th>End Examination</th><th>Term</th></tr><tr><td>Weightage (%)</td><td>10%</td><td>15%</td><td>5%</td><td>70%</td><td></td></tr></table>							Theory (%)	L/T	Lab/Practical/Studio (%)		End Examination	Term	100%		NA		70%		Components (Drop down)	CIE	Mid Sem	Attendance	End Examination	Term	Weightage (%)	10%	15%	5%	70%	
Theory (%)	L/T	Lab/Practical/Studio (%)		End Examination	Term																									
100%		NA		70%																										
Components (Drop down)	CIE	Mid Sem	Attendance	End Examination	Term																									
Weightage (%)	10%	15%	5%	70%																										

Text: Rosenblum, M. How to Build Better Vocabulary, London:

Bloomsbury Publication Verma, Shalini. Word

Power made Handy, S. Chand Publications

High School English Grammar & Composition by Wren & Martin

References: K.K.Sinha, Business Communication, Galgotia Publishing Company.

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Behavioural Science - I

Course Code: BSU-143

Course Credit: 01

Course Outcome:

This course aims at imparting an understanding of:

- Understanding self & process of self exploration
- Learning strategies for development of a healthy self esteem
- Importance of attitudes and its effective on personality
- Building Emotional Competency

Course Contents:

Module I: Self: Core Competency

(2 Hours)

- Understanding of Self
- Components of Self – Self identity
- Self concept
- Self confidence
- Self image

Module II: Techniques of Self Awareness

(2 Hours)

- Exploration through Johari Window
- Mapping the key characteristics of self
- Framing a charter for self
- Stages – self awareness, self acceptance and self realization

Module III: Self Esteem & Effectiveness

(2 Hours)

- Meaning
- Importance
- Components of self esteem
- High and low self esteem
- Measuring your self esteem

Module IV: Building Positive Attitude

(2 Hours)

- Meaning and nature of attitude
- Components and Types of attitude
- Importance and relevance of attitude

Module V: Building Emotional Competence

(2 Hours)

- Emotional Intelligence – Meaning, components, Importance and Relevance
- Positive and negative emotions
- Healthy and Unhealthy expression of emotions

Student learning outcomes

- Student will Develop accurate sense of self
- Student will nurture a deep understanding of personal motivation
- Student will develop thorough understanding of personal and professional responsibility
- Student will able to analyse the emotions of others for better adjustment.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi

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Course Outcome:

To familiarize students with the French language, with its phonetic system and its accents.

To enable students

- ☐ to greet someone in French
- ☐ to present and describe
- ☐ oneself and people
- ☐ to enter in contact, and begin a conversation
- ☐ to talk about one's family, tastes and preferences

Course Contents:

Dossiers 1, 2 – pg 5-24 Dossier 1: Toi, moi, nous Actes de Communication:

S'adresser poliment à quelqu'un, entrer en contact, se présenter, présenter quelqu'un, saluer, poser des questions

simples pour connaître quelqu'un, épeler et compter

Dossier 2: En famille Actes de Communication:

Parler de sa famille, Décrire quelqu'un, exprimer ses goûts, écrire et comprendre un message court, inviter

quelqu'un, exprimer la possession, la négation

Grammaire :

1. articles indéfinis, articles définis, masculin et féminin des noms et des adjectifs, pluriel des noms et des adjectifs

2. pronom sujet et toniques, on, c'est

t/il est + profession, 3. masculin et

féminin des adjectifs de nationalité

4. verbes être, avoir, aller, 'er' groupe

5. l'interrogation – l'intonation, est-ce que, qu'est-ce ? Qu'est-ce que ? L'inversion;

où, comment, quand; quel

6. la négation

7. adjectifs possessifs

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	10	5	30	70	

Text & References:

Text:

Le livre à suivre:

Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

Girardeau, Bruno et Nelly Mous. Réussir le DELFA 1. Paris: Didier, 2010.

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

COMMUNICATION SKILL-II

Course Code: BCU 241

Credit Units: 1

Course Outcome:

To understand the different aspects of communication using the four macro skills – LSRW (Listening, Speaking, Reading, Writing)

Prerequisites: NIL

Course Contents / Syllabus:					
1.	Module I Communication			35% Weightage	
	• Process and Importance • Models of Communication (Linear & Shannon Weaver) • Role and Purpose • Types & Channels • Communication Networks • Principles & Barriers				
2.	Module II Verbal Communication			25% Weightage	
	Oral Communication: Forms, Advantages & Disadvantages Written Communication: Forms, Advantages & Disadvantages Introduction of Communication Skills (Listening, Speaking, Reading, Writing)				
3.	Module III Non-Verbal Communication			30% Weightage	
	• Principles & Significance of Nonverbal Communication • KOPPACT (Kinesics, Oculistics, Proxemics, Para-Language, Artifacts, Chronemics, Tactilics) • Visible Code				
4.	Module IV : Prose			10% Weightage	
	TEXT: APJ Abdul Kalam and Arun Tiwari. <i>Wings of Fire: An Autobiography</i> , Universities Press, 2011 Comprehension Questions will be set in the End-Semester Exam				
5.	Student Learning Outcomes: The students should be able to : • Apply Verbal and Non-Verbal Communication Techniques in the Professional Environment				
6.	Pedagogy for Course Delivery: • Extempore • Presentations • Lectures				
7.	Assessment/ Examination Scheme:				
	Theory L/T (%)		Lab/Practical/Studio (%)		
	100%		NA		
	Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
	Weightage (%)	10%	15%	5%	70%

Text: Rosenblum, M. *How to Build Better Vocabulary*, London: Bloomsbury Publication.

Verma, Shalini. *Word Power made Handy*, S. Chand

Publications. *High School English Grammar &*

Composition by Wren & Martin.

Reference: K.K.Sinha, *Business Communication*, Galgotia Publishing

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Behavioral Science - II

Course Code: BSU-243

Course Credit: 01

Total Hours: 10

Course Outcome:

This course aims at enabling students towards:

- Understand the importance of individual differences
- Better understanding of self in relation to society and nation
- Facilitation for a meaningful existence and adjustment in society
- Inculcating patriotism and national pride

Course Contents:

Module I: Individual differences & Personality

- Personality: Definition & Relevance
- Importance of nature & nurture in Personality Development
- Importance and Recognition of Individual differences in Personality
- Accepting and Managing Individual differences
- Intuition, Judgment, Perception & Sensation (MBTI)
- BIG5 Factors

Module II: Managing Diversity

- Defining Diversity
- Affirmation Action and Managing Diversity
- Increasing Diversity in Work Force
- Barriers and Challenges in Managing Diversity

Module III: Socialization

- Nature of Socialization
- Social Interaction
- Interaction of Socialization Process

Module IV: Patriotism and National Pride

(2 Hours)

- Sense of pride and patriotism
- Importance of discipline and hard work
- Integrity and accountability

Module V: Human Rights, Values and Ethics

(2 Hours)

- Meaning and Importance of human rights
- Human rights awareness
- Values and Ethics- Learning based on project work on Scriptures like- Ramayana, Mahabharata, Gita etc.

Student learning outcomes

- Student will be able to identify, understand, and apply contemporary theories of leadership to a wide range of situations and interactions
- Student will be able to understand and respect individual difference, so to enhance the relationship
- Learn social responsibility and develop a sense of citizenship
- Student will be able to identify and understand the impact of culture on one's leadership style

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Davis, K. Organizational Behaviour,
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

FRENCH - II

Course Code:BSB 244

Credit Units: 02 Course Outcome:

Enabled the students to overcome the fear of speaking a foreign language and take position as a foreigner speaking French. Students become familiarized with the French language, with the phonetic system, with the syntax, with the manners, with the cultural aspects. To make them learn the basic rules of French Grammar.

Course Contents:

Module A : pp.38 – 47 : Unité 3 : Objectif 3, 4, 5, 6

Module B: pp. 47 to 75 Unité 4, 5

Contenu lexical:

Unité 3: Organiser son temps

1. donner/demander des informations sur un emploi du temps, un horaire SNCF – Imaginer un dialogue
2. rédiger un message/ une lettre pour ...
 - i) prendre un rendez-vous/ accepter et confirmer/ annuler
 - ii) inviter/accepter/refuser
3. Faire un programme d'activités
imaginer une conversation téléphonique/un dialogue
Propositions- interroger, répondre

Unité 4: Découvrir son environnement

1. situer un lieu
2. s'orienter, s'informer sur un itinéraire.
3. Chercher, décrire un logement
4. connaître les rythmes de la vie

Unité 5: s'informer

1. demander/donner des informations sur un emploi du temps passé.
2. donner une explication, exprimer le doute ou la certitude.
3. découvrir les relations entre les mots
4. savoir s'informer

Contenu grammatical:

1. Adjectifs démonstratifs
2. Adjectifs possessifs/exprimer la possession à l'aide de :
 - i. « de » ii. A+nom/pronom disjoint
3. Conjugaison pronominale – négative, interrogative - construction à l'infinitif
4. Impératif/exprimer l'obligation/l'interdiction à l'aide de « il faut... »/ « il ne faut pas... »
5. passé composé
6. Questions directes/indirectes

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre : Campus: Tome 1


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

COMMUNICATION SKILL-III

Course Code: BCU 341

Credit Units: 1

Course Outcome:

To emphasize the essential aspects of effective written communication necessary for professional success.

Prerequisites: NIL

Course Contents / Syllabus:					
1	Module I Principles of Effective Writing		35%Weightage		
	• Spellings-100 Most Misspelled Words in English • Web Based Writing • Note Taking: Process & Techniques				
2	Module II Formal Letter Writing		35% Weightage		
	• Block Format • Types of Letters • E-mail • Netiquette				
3	Module III Business Memos		20% Weightage		
	• Format & Characteristics				
4	Module IV Short Stories		10%Weightage		
	• Stench of Kerosene-Amrita Pritam • A Flowering Tree-A.K. Ramanujan • The Gift of the Magi- O. Henry • A Fly in Buttermilk-James Baldwin				
5	Student Learning Outcomes: The students should be able to write correctly and properly with special reference to Letter writing.				
6	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures				
7	Assessment/ Examination Scheme:				
	Theory L/T (%)		Lab/Practical/Studio (%)	EndTerm Examination	
	100%		NA	70%	
	Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance	EndTerm Examination
	Weightage (%)	10%	15%	5%	70%

Text: Rai, Urmila & S.M. Rai. Business Communication, Mumbai: Himalaya Publishing House, 2002.

K.K.Sinha, Business Communication, Galgotia Publishing Company.

Reference: Sanjay Kumar & Pushp Lata, Communication Skills, Oxford University Press.


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Course Outcome:

To enable the students:

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

Course Contents:

Module I: Thinking as a tool for Problem Solving (2 Hours)

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

Module II: Hindrances to Problem Solving Process (2 Hours)

- Perception
- Expression
- Emotion
- Intellect
- Work environment

Module III: Problem Solving (2 Hours)

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

Module IV: Plan of Action (2 Hour)

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

Module V: Creative Thinking (2 Hours)

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

Student learning outcomes

- Student will be able to understand and solve the problems effectively in their personal and professional life.
- Students will outline multiple divergent solutions to a problem,
- Student will able to create and explore risky or controversial ideas, and synthesize ideas/expertise to generate innovations.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Michael Steven: How to be a better problem solver, Kogan Page, New Delhi, 1999 •Geoff Petty:


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Course Code: FLU344

Credit units:02

Course Outcome:

To enable the students

- to talk about the qualities and defects of people.
- to ask/give directions, to enquire about a lodging.
- to ask and give information about a certain place.
- to describe events in past tense.

Course Contents:

Dossiers 5,6 – pg 45-64 Dossier 5: Ici et là Actes de Communication:

Exprimer l'obligation et l'interdiction, parler des qualités et des défauts de quelqu'un, demander son chemin,

indiquer un itinéraire, se situer dans l'espace, se renseigner sur un logement.

Dossier 6: Ailleurs Actes de Communication:

S'exprimer au passé composé, raconter un voyage, se situer dans le monde, exprimer le temps (avec indicateurs de temps – il y a, depuis), se renseigner sur un hébergement, exprimer la satisfaction et l'insatisfaction.

Grammaire :

1. les adjectifs démonstratifs
2. les verbes: 'ir groupe' devoir, falloir
3. les prépositions de lieu, de pays
4. l'impératif, le passé composé, forme et accord du participe passé, la négation au passé composé
5. les indicateurs de temps (il y a, depuis)

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

Girardeau, Bruno et Nelly Mous. Réussir le DELFA1.


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

COMMUNICATION SKILL –IV

Course Code: BCU 441

Credit Units: 1

Course Outcome:

This course is designed to develop the skills of the students in preparing job search artifacts and negotiating their use in GDs and interviews.

Prerequisites: NIL

Prerequisites: Nil				Course Contents / Syllabus:								
1.	Module I Employment-Related Correspondence		35% Weightage									
	• Resume Writing • Covering Letters • Follow Up Letters											
2.	Module II Dynamics of Group Discussion		35% Weightage									
	• Significance of GD • Methodology & Guidelines											
3.	Module III Interviews		20% Weightage									
	• Types & Styles of Interviews • Fundamentals of facing Interviews • Interview-Frequently Asked Questions											
4.	Module IV Short Stories		10% Weightage									
	• Proof of the Pudding - O. Henry • “The Lottery” 1948 – Shirley Jackson • The Eyes Have it- Ruskin Bond • Kallu- Ismat Chughtai All the four stories will be discussed in one class. One Long Question will be set in the Exam from the Text.											
5.	Student Learning Outcomes:											
	• Develop a resume for oneself • Ability to handle the interview process confidently • Learn the subtle nuances of an effective group discussion											
6.	Pedagogy for Course Delivery:											
	• Workshop • Group Discussions • Presentations • Lectures											
7.	Assessment/ Examination Scheme:											
	<table><tr><td>Theory L/T (%)</td><td>Lab/Practical/Studio (%)</td><td>End Term Examination</td></tr><tr><td>100%</td><td>NA</td><td>70%</td></tr></table>		Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%				
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination										
100%	NA	70%										
	Theory Assessment (L&T):											
	<table><tr><td>Components (Drop down)</td><td>CIE</td><td>Attendance</td><td>End Term Examination</td></tr><tr><td>Weightage (%)</td><td>25%</td><td>5%</td><td>70%</td></tr></table>		Components (Drop down)	CIE	Attendance	End Term Examination	Weightage (%)	25%	5%	70%		
Components (Drop down)	CIE	Attendance	End Term Examination									
Weightage (%)	25%	5%	70%									

Text: Sharma, R.C. & Krishna Mohan. *Business Correspondence and Report Writing: A Practical approach to Business & Technical Communication*, New Delhi: Tata McGraw Hill & Co. Ltd., 2002.

Rai, Urmila & S.M. Rai. *Business Communication*, Mumbai: Himalaya Publishing House, 2002. Rizvi,

M.Ashraf. *Effective Technical Communication*, New Delhi: Tata McGraw Hill, 2007.

Reference: Brusaw, Charles T., Gerald J. Alred & Walter E. Oliu. *The Business Writer's Companion*, Bedford: St. Martin's Press, 2010.

Lewis, Norman. *How to Read Better and Faster*. New Delhi: Binny Publishing House.

Additional Reading: Newspapers and Journals.

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Behavioural Science - IV

Course Code: BSU-443

Course Credit: 01

Total Hours: 10

Course Outcome:

This course aims at imparting an understanding of Values, Ethics & Morality among students for making a balanced choice between personal & professional development.

Course Contents:

Module I: Introduction to Values & Ethics

(2 Hours)

Meaning & its type
Relationship between Values
and Ethics Its implication in
one's life

Module II: Values Clarification & Acceptance

(2Hours)

Core Values-Respect, Responsibility, Integrity, Resilience, Care, &
Harmony Its process-Self Exploration
Nurturing Good values

Module III: Morality

(2 Hours)

Difference between morality, ethics & values Significance of moral
values

Module IV: Ethical Practice

(2 Hours)

Ethical Decision making
Challenges in its
implementation
Prevention of Corruption
& Crime

Module V: Personal & Professional Values

(2 Hours)

Personal values-Empathy, honesty, courage,
commitment Professional Values-Work ethics,
respect for others

Its role in personality development Character building-“New Self awareness.

Student learning outcomes

- Able to answer the question: What do I stand for?
- Ability to apply a coherent set of moral principles within professional and specialized contexts
- Willing to make unpopular but right decision
- Committed to working for justice and peace locally and globally.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Text & References:

Cassuto Rothman, J. (1998). From the Front Lines, Student Cases in Social Work Ethics. Needham Heights, MA: Allyn and Bacon.

Gambrill, E. & Pruger, R. (Eds). (1996). Controversial Issues in Social Work Ethics, Values, & Obligations. Needham Heights, MA: Allyn and Bacon, Inc.

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Français-IV

CourseCode: FLU 444

Creditunits:02

Course Outcome:

To strengthen the language of the student's in both oral and written
To revise the grammar in application and the communication tasks related to topics covered already
To get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks such as
talking about personal habits
narrating events in the past, marking the stages, using appropriate connectors
holding conversations on telephone
asking for/giving advice

CourseContents:

Dossier 7 – pg 65-74, Dossiers 1, 2 and 3 (révision) Dossier 7: aubout Actes de Communication:

Parler des habitudes et décrire une situation à l'imparfait, comparer (nom et verbe), qualifier (qui, que) s'exprimer
à l'ordinateur, demander et donner un avis.

Dossiers 1, 2, 3 – Révision

Exercices d'écoute, production orale et écrite.

Grammaire :

1. l'imparfait,
2. la comparaison du verbe/dunom ; mieux/meilleur
3. les pronoms relatifs

ExaminationScheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	10	5	30	70	

Text & References:

Text:

Le livre à suivre:

Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Référence:

Girardeau, Bruno et Nelly Mous. Réussir le DELF A1


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COMMUNICATION SKILL-I

Course Code: BCU 141

Credit Units: 1

Course Outcome:

The course is intended to familiarize students with the basics of English language and help them to learn to identify language structures for correct English usage.

Prerequisites: NIL

Course Contents / Syllabus:					
1.	Module I Essentials of English Grammar				30% Weightage
	• Common Errors • Parts of Speech • Collocations, Relative Pronoun • Subject-Verb Agreement • Articles • Punctuation • Sentence Structure- ‘Wh’ Questions				
2.	Module II Written English Communication				30% Weightage
	• Paragraph Writing • Essay Writing				
3.	Module III Spoken English Communication				30% Weightage
	• Introduction to Phonetics • Syllable-Consonant and Vowel Sounds • Stress and Intonation				
4.	Module IV : Prose				10% Weightage
	“Friends, Romans, Countrymen, lend me your ears” Speech by Marc Antony in Julius Caesar ❖ Comprehension Questions will be set in the End-Semester Exam				
5.	Student Learning Outcomes: The students should be able to : • Identify Common Errors and Rectify Them • Develop and Expand Writing Skills Through Controlled and Guided Activities • To Develop Coherence, Cohesion and Competence in Oral Discourse through Intelligible Pronunciation.				
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures • Extempore				
Assessment/ Examination Scheme:					
Theory (%)		L/T	Lab/Practical/Studio (%)		End Term Examination
100%			NA		70%
Theory Assessment (L&T):					
Components (Drop down)		CIE	Mid Sem	Attendance	End Term Examination
Weightage (%)		10%	15%	5%	70%

Text: Rosenblum, M. How to Build Better Vocabulary, London:

Bloomsbury Publication Verma, Shalini. Word

Power made Handy, S. Chand Publications

High School English Grammar & Composition by Wren & Martin

References: K.K.Sinha, Business Communication, Galgotia Publishing Company.

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Behavioural Science - I

Course Code: BSU-143

Course Credit: 01

Course Outcome:

This course aims at imparting an understanding of:

- Understanding self & process of self exploration
- Learning strategies for development of a healthy self esteem
- Importance of attitudes and its effective on personality
- Building Emotional Competency

Course Contents:

Module I: Self: Core Competency

(2 Hours)

- Understanding of Self
- Components of Self – Self identity
- Self concept
- Self confidence
- Self image

Module II: Techniques of Self Awareness

(2 Hours)

- Exploration through Johari Window
- Mapping the key characteristics of self
- Framing a charter for self
- Stages – self awareness, self acceptance and self realization

Module III: Self Esteem & Effectiveness

(2 Hours)

- Meaning
- Importance
- Components of self esteem
- High and low self esteem
- Measuring your self esteem

Module IV: Building Positive Attitude

(2 Hours)

- Meaning and nature of attitude
- Components and Types of attitude
- Importance and relevance of attitude

Module V: Building Emotional Competence

(2 Hours)

- Emotional Intelligence – Meaning, components, Importance and Relevance
- Positive and negative emotions
- Healthy and Unhealthy expression of emotions

Student learning outcomes

- Student will Develop accurate sense of self
- Student will nurture a deep understanding of personal motivation
- Student will develop thorough understanding of personal and professional responsibility
- Student will able to analyse the emotions of others for better adjustment.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Français-I

CourseCode: FLU144

Creditunits: 02

Course Outcome:

To familiarize students with the French language, with its phonetic system and its accents.

To enable students

- ☐ to greet someone in French
- ☐ to present and describe
- ☐ oneself and people
- ☐ to enter in contact, and begin a conversation
- ☐ to talk about one's family, tastes and preferences

CourseContents:

Dossiers 1, 2 – pg 5-24 Dossier 1: Toi, moi, nous Actes de Communication:

S'adresser poliment à quelqu'un, entrer en contact, se présenter, présenter quelqu'un, saluer, poser des questions

simples pour connaître quelqu'un, épeler et compter

Dossier 2: En famille Actes de Communication:

Parler de sa famille, Décrire quelqu'un, exprimer ses goûts, écrire et comprendre un message court, inviter

quelqu'un, exprimer la possession, la négation

Grammaire :

1. articles indéfinis, articles définis, masculin et féminin indésnomset des adjectifs, pluriel des nomset des adjectifs

2. pronomssujetsettoniques, on, c'es

t/il est+ profession, 3. masculin et féminin indés adjectifs denationalité

4. verbes-êtr, avoir, aller, 'er' groupe

5. l'interrogation-l'intonation, est-ce que, qu'est-ce ? Qu'est-ce que? L'inversion; où, comment, quand; quel

6. la négation

7. adjectifs possessifs

ExaminationScheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	10	5	30	70	

Text & References:

Text:

Le livre à suivre:

• Andant, Christine et al. A propos A1 Livre del'élève. Grenoble: Presses universitaires de Grenoble, 2010.

• Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

• Girardeau, Bruno et Nelly Mous. Réussir le DELFA1. Paris: Didier, 2010.


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COMMUNICATION SKILL-II

Course Code: BCU 241

Credit Units: 1

Course Outcome:

To understand the different aspects of communication using the four macro skills – LSRW (Listening, Speaking, Reading, Writing)

Prerequisites: NIL

Prerequisites: Nil					
Course Contents / Syllabus:					
1.	Module I Communication				35% Weightage
	• Process and Importance • Models of Communication (Linear & Shannon Weaver) • Role and Purpose • Types & Channels • Communication Networks • Principles & Barriers				
2.	Module II Verbal Communication				25% Weightage
	Oral Communication: Forms, Advantages & Disadvantages Written Communication: Forms, Advantages & Disadvantages Introduction of Communication Skills (Listening, Speaking, Reading, Writing)				
3.	Module III Non-Verbal Communication				30% Weightage
	• Principles & Significance of Nonverbal Communication • KOPPACT (Kinesics, Oculistics, Proxemics, Para-Language, Artifacts, Chronemics, Tactilics) • Visible Code				
4.	Module IV : Prose				10% Weightage
	TEXT: APJ Abdul Kalam and Arun Tiwari. <i>Wings of Fire: An Autobiography</i> , Universities Press, 2011 Comprehension Questions will be set in the End-Semester Exam				
5.	Student Learning Outcomes: The students should be able to :				
	• Apply Verbal and Non-Verbal Communication Techniques in the Professional Environment				
6.	Pedagogy for Course Delivery:				
	• Extempore • Presentations • Lectures				
7.	Assessment/ Examination Scheme:				
	Theory L/T (%)			Lab/Practical/Studio (%)	
	100%			NA	
	Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
	Weightage (%)	10%	15%	5%	70%

Text: Rosenblum, M. *How to Build Better Vocabulary*, London: Bloomsbury Publication.

Verma, Shalini. *Word Power made Handy*, S. Chand

Publications. *High School English Grammar &*

Composition by Wren & Martin.

Reference: K.K.Sinha, *Business Communication*, Galgotia Publishing

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Behavioral Science - II

Course Code: BSU-243

Course Credit: 01
Total Hours: 10

Course Outcome:

This course aims at enabling students towards:

- Understand the importance of individual differences
- Better understanding of self in relation to society and nation
- Facilitation for a meaningful existence and adjustment in society
- Inculcating patriotism and national pride

Course Contents:

Module I: Individual differences & Personality

- Personality: Definition & Relevance
- Importance of nature & nurture in Personality Development
- Importance and Recognition of Individual differences in Personality
- Accepting and Managing Individual differences
- Intuition, Judgment, Perception & Sensation (MBTI)
- BIG5 Factors

Module II: Managing Diversity

- Defining Diversity
- Affirmation Action and Managing Diversity
- Increasing Diversity in Work Force
- Barriers and Challenges in Managing Diversity

Module III: Socialization

- Nature of Socialization
- Social Interaction
- Interaction of Socialization Process

Contributions to Society and Nation module IV: Patriotism and National Pride

(2 Hours)

- Sense of pride and patriotism
- Importance of discipline and hard work
- Integrity and accountability

Module V: Human Rights, Values and Ethics

(2 Hours)

- Meaning and Importance of human rights
- Human rights awareness
- Values and Ethics- Learning based on project work on Scriptures like- Ramayana, Mahabharata, Gita etc.

Student learning outcomes

- Student will be able to identify, understand, and apply contemporary theories of leadership to a wide range of situations and interactions
- Student will be able to understand and respect individual difference, so to enhance the relationship
- Learn social responsibility and develop a sense of citizenship
- Student will be able to identify and understand the impact of culture on one's leadership style

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Davis, K. Organizational Behaviour,
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

FRENCH - II

Course Code:BSB 244

Credit Units: 02 Course Outcome:

Enabled the students to overcome the fear of speaking a foreign language and take position as a foreigner speaking French. Students become familiarized with the French language, with the phonetic system, with the syntax, with the manners, with the cultural aspects. To make them learn the basic rules of French Grammar.

Course Contents:

Module A : pp.38 – 47 : Unité 3 : Objectif 3, 4, 5, 6

Module B: pp. 47 to 75 Unité 4, 5

Contenu lexical:

Unité 3: Organiser son temps

1. donner/demander des informations sur un emploi du temps, un horaire SNCF – Imaginer un dialogue
2. rédiger un message/ une lettre pour ...
 - i) prendre un rendez-vous/ accepter et confirmer/ annuler
 - ii) inviter/accepter/refuser
3. Faire un programme d'activités
imaginer une conversation téléphonique/un dialogue
Propositions- interroger, répondre

Unité 4: Découvrir son environnement

1. situer un lieu
2. s'orienter, s'informer sur un itinéraire.
3. Chercher, décrire un logement
4. connaître les rythmes de la vie

Unité 5: s'informer

1. demander/donner des informations sur un emploi du temps passé.
2. donner une explication, exprimer le doute ou la certitude.
3. découvrir les relations entre les mots
4. savoir s'informer

Contenu grammatical:

1. Adjectifs démonstratifs
2. Adjectifs possessifs/exprimer la possession à l'aide de :
 - i. « de » ii. A+nom/pronom disjoint
3. Conjugaison pronominale – négative, interrogative - construction à l'infinitif
4. Impératif/exprimer l'obligation/l'interdiction à l'aide de « il faut... »/ «il ne faut pas... »
5. passé composé
6. Questions directes/indirectes

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre : Campus: Tome 1

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Course Outcome:

The Course is designed to enhance vocabulary skills and make students fluent, thereby improving receptive and expressive skills.

Prerequisites: NIL.

Course Contents / Syllabus:

Module I Fundamentals of Communication.		30% Weightage															
• Role and Purpose of Communication,7 C's of Communication • Barriers to Effective Communication • Forms of Communication: One-to-One, Informal and Formal																	
Module II Oral Communication		20% Weightage															
• Effective Listening: Principles and Barriers • Effective Speaking: Pronunciation and Accent																	
Module III Building Advanced Vocabulary		20% Weightage															
• Word Formation; Synonyms; Antonyms; Eponyms; Homonyms, Homophones & Homographs • One Word Substitution; Phrasal Verbs, Idiomatic Expressions & Proverbs • Foreign Words in English																	
Module IV Non Verbal Communication		30% Weightage															
• Principles & Significance • Kinesics, Oculistics, Proxemics,, Para-Language, Artifacts, Chronemics, Tactilics																	
Student Learning Outcomes																	
The students will be able to use the LSRW Skills to communicate effectively in a professional environment. Will be able to develop fluency.																	
Pedagogy for Course Delivery																	
• Workshop • Presentation • Group Discussion • Lectures																	
Assessment/ Examination Scheme:																	
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination															
100%	Theory Assessment (L&T):	70%															
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End Term Examination																	
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination													
Weightage (%)	10%	15%	5%	70%													

Text:

Jones, *Working in English*, 1st ed. Cambridge, CUP 2001

Raman Prakash, *Business Communication*, 2nd ed. Delhi OUP 2006

Butterfield, Jeff *Soft skills for Everyone*, Cengage Learning 2011

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Behavioral Science – I

Course Code: BSP-143

Total Hours: 10

Course Credit: 01

Course Outcome:

This course aims at imparting an understanding of:
elf and the process of self exploration

- Learning strategies for development of a healthy self esteem
- Importance of attitudes and their effect on work behavior.
- Effective management of emotions and building interpersonal competence.

Course Contents:

Module I: Understanding Self

(2 Hours)

- Formation of self concept
- Dimension of Self
- Components of self
- Self Competency

Module II: Self-Esteem: Sense of Worth

(2 Hours)

- Meaning and Nature of Self Esteem
- Characteristics of High and Low Self Esteem
- Importance & need of Self Esteem
- Self Esteem at work
- Steps to enhance Self Esteem

Module III: Emotional Intelligence: Brain Power

(2 Hours)

- Introduction to EI
- Difference between IQ, EQ and SQ
- Relevance of EI at workplace
- Self assessment, analysis and action plan

Module IV: Managing Emotions and Building Interpersonal Competence

(2 Hours)

- Need and importance of Emotions
- Healthy and Unhealthy expression of emotions
- Anger: Conceptualization and Cycle
- Developing emotional and interpersonal competence.
- Self assessment, analysis and action Plan.

Module V: Leading Through Positive Attitude

(2 Hours)

- Understanding Attitudes
- Formation of Attitudes
- Types of Attitudes
- Effects of Attitude on
 - Behavior
 - Perception
 - Motivation
 - Stress
 - Adjustment
 - Time Management
 - Effective Performance
- Building Positive Attitude.

Student learning outcomes:

- Student will Develop accurate sense of self
- Student will nurture a deep understanding of personal motivation
- Student will develop thorough understanding of personal and professional responsibility.
- Student will able to analyse the emotions of others for better adjustment.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

The above evaluation scheme shall not be applicable for LLM Course. Suggested Readings:

- Towers, Marc: Self Esteem, 1st Edition 1997, American Media
- Pedler Mike, Burgoyne John, Boydell Tom, A Manager's Guide to Self-Development: Second edition, McGraw-Hill Book company.
- Covey, R. Stephen: Seven habits of Highly Effective People, 1992 Edition, Simon & Schuster Ltd.,
- Khera Shiv: You Can Win, 1st Edition, 1999, Macmillan
- Gegax Tom, Winning in the Game of Life: 1st Edition, Harmony Books


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**Français-I**

CourseCode:FLP144

CreditUnits:02

Course Objective:

To familiarize the students with the French language

- with the phonetic system
 - with the accents
 - with the manners
 - with the cultural aspects
- To enable the students
- to establish first contacts
 - to identify things and talk about things

CourseContents:

Unité 1,2: pp.01 to 37**Introduction à la langue:** système phonétique, accents, genre et accord, jours, mois, nombres

Actes de communication:

Unité 1: Premiers contacts

1. nommer des objets, s'adresser poliment à quelqu'un
2. se présenter, présenter quelqu'un
3. entrer en contact: dire tu ou vous, épeler
4. dire où on travaille, ce qu'on fait
5. communiquer ses coordonnées

Unité 2: Objets

1. identifier des objets, expliquer leur usage
 2. dire ce qu'on possède, faire un achat, discuter le prix.
 3. montrer et situer des objets
 4. décrire des objets
 5. comparer des objets, expliquer ses préférences
- Grammaire:** 1. articles indéfinis, masculin et féminin des noms, pluriel des noms
2. Je, il, elle, sujets, verbes parler, habiter, s'appeler, être, avoir, masculin et féminin des adjectifs de nationalité
3. tu, vous, sujets, verbes parler, aller, être, c'est moi/c'est toi
4. verbes faire, connaître, vendre, c'est/il est + profession, qui est-ce ? qu'est-ce que...?
5. article défini, complément d'un nom avec de, quel interrogatif
6. adjectifs possessifs (1), pour + infinitif
7. verbe avoir, ne...pas/pas de, question avec est-ce que ?, question négative, réponse Si
8. Prépositions de lieu, il y a/qu'est-ce qu'il y a
9. accord et place des adjectifs qualificatifs, il manque...
10. comparatifs et superlatifs, pronom toniques, pronom on

Examination Scheme

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weight age (%)	15	10	5	30	70	100

Text & References:

Le livre à suivre: Penfornis, Jean-Luc. Français.Com (Débutant). Paris: Clé International, 2007.


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Advanced Communication-II

Course Code: BCP 241

Credit Units: 1

Course Outcome:

The course is designed to make the students ready for placement.

Prerequisites: NIL

Prerequisites: N/A

Module I Job Correspondence		20% Weightage		
- Job Applications - Resume & Profile Writing for Social Media - Follow Up Letter				
Module II Dynamics of Group Discussion		30% Weightage		
- Methodology - Guidelines				
Module III Speaking for Employment		50% Weightage		
- Types of Interview (Technical & HR Rounds) - Fundamentals of Facing Interviews - Question Answer on Various Dimensions - Non-Verbal Communication Component - Interview Etiquettes				
Pedagogy for Course Delivery				
- Workshop - Presentation - Group Discussion - Lectures				
Student Learning Outcomes: The student will be able to write an impressive resume and face the interview confidently.				
Assessment/ Examination Scheme:				
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination		
100%	NA	70%		
Theory Assessment (L&T):				
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
Weightage (%)	10%	15%	5%	70%

Text:

Bovee, L Courtland, Mukesh chaturvedi, and John U Thill, Business Communication Today, Pearson
Raman Prakash, Business Communication, 2nd ed. Delhi OUP 2006

Comfort, Jermy Speaking Effectively, Jermy, et.al, Cambridge, CUP, 1994

Reference:

Guffey, Ellen Mary, Business Communication, Thomson (South Western)

Stay Hungry, Stay Foolish: Rashmi Bansal

Business Maharajas: Gita Piramal

How to Make Friends in Digital Age: Dale Carnegie

Business Communication / Making Connections in a Digital World, Raymond V. Lesikar, Marie E Flattey,

Kathryn Rentz, Neerja Pande, Mc Graw Hill, 2009

Additional Reading: Newspapers and Journals.


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**BEHAVIORAL SCIENCE-II**

Course Code: BSP-243

Credit unit: 01

Total Hours: 10**Course Objective:**

This course aims at imparting an understanding of:

- To develop an understanding the concept of stress its causes, symptoms and consequences.
- To develop an understanding the consequences of the stress on one's wellness, health, and work performance.
- Enhancing personal effectiveness and performance through effective interpersonal communication
- Enhancing their conflict management and negotiation skills.

Course Contents:**Module I: Conflict Management****(2 Hour)**

- Meaning and nature of conflicts
- Types of Conflict
- Styles and Techniques of conflict management
- Conflict management and interpersonal communication

Module II: Behavioral & Interpersonal Communication**(2 Hours)**

- Importance of Interpersonal Communication
- Rapport Building – NLP, Communication mode
- Steps to improve interpersonal communication
- Meaning and Nature of Behavioural Communication
- Relevance of Behavioural Communication

Module III: Relationship Management for Personal and professional Development**(2 Hours)**

- Importance of relationships
- Maintaining healthy relationships
- Communication Styles
- Types of Interpersonal Relationships

Module IV: Stress Management**(2 Hours)**

- Understanding of Stress & GAS Model
- Symptoms of Stress
- Individual and Organizational consequences with special focus on health
- Healthy and Unhealthy strategies for stress management
- Social support for stress management and well being
- Stress free, Successful and Happy Life

Module V: Conflict Resolution & Management**(2 Hours)**

- Conflict Resolution Strategies
- Ways of Managing Conflict (Healthy & Unhealthy)
- Impact of Conflict Resolution & Management.

Student learning outcomes

- Students develop the ability to identify their strengths and weaknesses.
- Students will know how to develop positive healthy relationship.
- Students will know how to manage their daily life conflicts.
- Students will know how to be resilient during stressful situations.

Examination Scheme.

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

The above evaluation scheme shall not be applicable for LLM Course.**Suggested Readings:**

- Vangelist L. Anita, Mark N. Knapp, Inter Personal Communication and Human Relationships: Third Edition, Allyn and Bacon
- Julia T. Wood. Interpersonal Communication everyday encounter
- Simons, Christine, Naylor, Belinda: Effective Communication for Managers, 1997 1st Edition Cassel.
- Goddard, Ken: Informative Writing, 1995 1st Edition, Cassell
- Harvard Business School, Effective Communication: United States of America.
- Foster John, Effective Writing Skills: Volume-7, First Edition 2000, Institute of Public Relations (IPR)
- Beebe, Beebe and Redmond; Interpersonal Communication, 1996; Allyn and Bacon Publishers.

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Français-II

CourseCode:FLP 244

CreditUnits:02

CourseObjective:

To furnish the linguistic tools to enable the students

- to talk about time schedules
- to talk about travel
- to perform simple communicative tasks (fix appointments, make reservations, discuss habits, give advice, directions)

CourseContents:

Unité 3, 4: pp. 42 to 72:

Actes de communication:

Unité 3 : Emploi du temps.

1. demander et donner l'heure, des horaires
2. raconter sa journée
3. parler de ses habitudes au travail, de ses loisirs
4. dire la date, parler du temps qu'il fait
5. fixer rendez-vous (au téléphone pare-mail), réserver une table au restaurant

Unité 4: Voyage

1. réserver une chambre d'hôtel, demander la note
 2. expliquer un itinéraire
 3. parler de ses déplacements, situer sur une carte
 4. exprimer un conseil, une interdiction, une obligation
 5. acheter un billet de train, consulter un tableau d'horaires
- Grammaire:**
1. question avec à quelle heure? adjectifs démonstratifs
 2. verbes pronominaux au présent, les prépositions à et de : aller à venir de
 3. adverbess de fréquence, pourquoi...? Parce que ...?
 4. expression indiquant la date, verbes impersonnels
 5. verbe pouvoir + infinitif, le lundi, lundi prochain
 6. adjectifs possessifs (2), adjectif tout
 7. impératif présent (1), nombres ordinaux
 8. questions avec est-ce que ? à et en + moyen de transport, en/au + pays
 9. verbes devoir + infinitif, il faut + infinitif, il est interdit de
 10. verbes: aller, venir, partir, questions avec d'où, où, par où, à quel, de quel.

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCAL	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	10	5	30	70	

Text & References:

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ADVANCED COMMUNICATION-III

Course Code: BCP 341

Credit Units: 1

Course Objective:

The course is designed to develop competence in communication skills related to production & presentation of messages in multiple formats & understand the importance of body language.

Prerequisites: NIL

Course Contents / Syllabus:					
	Module I Written Communication			40% Weightage	
	• Coherence and Structure • Précis Writing • Writing Paragraphs & Essays				
	Module II Developing Writing Skills			30% Weightage	
	• Business Letter/Official Correspondence • Social Correspondence • Emails & Netiquette				
	Module III Business Presentations			30% Weightage	
	• Planning, Design and Layout of Presentation • Contents : Information Packaging & Delivery • Personal Branding				
	Student Learning Outcomes				
	The student will be able to write impressive official correspondence and also learn to make and give effective presentations in a professional environment.				
	Pedagogy for Course Delivery • Workshop • Presentation • Group Discussion • Lectures				
	Assessment/ Examination Scheme:				
	Theory L/T (%)	Lab/Practical/Studio (%)		End Term Examination	
	100%	NA		70%	
	Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
	Weightage (%)	10%	15%	5%	70%

Text:

Raman Prakash, *Business Communication*, 2nd ed. Delhi OUP 2006

Comfort, Jermey *Speaking Effectively*, Jermey, et.al, Cambridge, CUP, 1994

Lesikar & Flatley, *Basic Business Communication*, Tata McGraw- Hill Edition

Reference:

Guffey, Ellen Mary, *Business Communication*, Thomson (South Western)

Business Communication for Managers, Payal Mehra Pearson 2012

Additional Reading: Newspapers and Journal.

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BEHAVIOURAL SCIENCE – III

Course Code: BSP-343

Course Credit: 01

Total Hours: 1

Course Objective:

This course will help the students to:

- Importance of Personal and Professional excellence
- Inculcating the components of excellence
- Explore interest, attitude and Explore career opportunities
- Set career goals

Course Contents:

Module I: Professional Competence

(2 Hours)

- Understanding Professional Competence
- Component of Competence:
 - Knowledge
 - Skills
 - Attitude
 - Self awareness
 - Self Promotion & Presentation,
 - Self confidence
 - Skills
 - Performance

- Political awareness, Coping with uncertainty
- Developing positive attributes at work place (personal and professional)
- Time management
- Handling criticism and interruptions
- Managing difficult people

Module II: Managing Personal Effectiveness

(2 Hours)

- Dimensions of personal effectiveness (self disclosure, openness to feedback and perceptiveness)
- Integration of personal and organizational vision for effectiveness
- A healthy balance of work and play

Module III: Components of Excellence

(2 Hours)

- Positive Imagination & Focused
- SMART Goal
- Controlling Distraction
- Commitment
- Constructive Evaluation
- Creativity & Success

Module IV: Career Development

(2 Hours)

- Understanding Development Process
- Knowing and assessing one's Interest
- Knowing and assessing one's Aptitude
- Selecting from available resources
- Career planning and development

Module V: Personal & Professional Success

(2 Hours)

- Career Selection & Motivation.
- Action planning Networking Negotiation.
- Accept Change & Challenge for Successful career.

Student learning outcomes:

- Students develop the ability to identify their strengths and weaknesses.
- Students will know how to develop positive healthy relationship.
- Students will know how to manage their daily life conflicts.
- Students will know how to be resilient during stressful situations.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
- Smith Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers
- Raman, A.T. (2003) Knowledge Management: A Resource Book. Excel Books, Delhi.
- Kamalavijayan, D. (2005). Information and Knowledge Management, Macmillan India Ltd. Delhi


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

FRENCH - III

Course Code: FLP 344

Credit Units: 02

Course Objective:

To provide the students with the know-how

- To master the current social communication skills in oral and in written.
- To enrich the formulations, the linguistic tools and vary the sentence construction without repetition.

Course Contents:

Module B: pp. 76 – 88 Unité 6

Module C: pp. 89 to 103 Unité 7

Contenu lexical: Unité 6: se faire plaisir

1. acheter : exprimer ses choix, décrire un objet (forme, dimension, poids et matières) payer
2. parler de la nourriture, deux façons d'exprimer la quantité, commander un repas au restaurant
3. parler des différentes occasions de faire la fête

Unité 7: Cultiver ses relations

1. maîtriser les actes de la communication sociale courante (Salutations, présentations, invitations, remerciements)
2. annoncer un événement, exprimer un souhait, remercier, s'excuser par écrit.
3. caractériser une personne (aspect physique et caractère)
8. accord du participe passé (auxiliaire « avoir ») avec l'objet direct
9. Impératif avec un pronom complément direct ou indirect
10. construction avec « que » - Je crois que/ Je pense que/ J'ai vu que

Contenu grammatical:

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project +

Presentation

I –

Interaction/Conversation

Practice

Text & References:

- le livre à suivre:
Campus: Tome 1
- 2. accord des adjectifs qualificatifs
- 3. articles partitifs
- 4. Négations avec de, ne...rien/personne/plus
- 5. Questions avec combien, quel...
- 6. expressions de la quantité: plus/toujours/encore
- 7. pronoms compléments directs et indirects

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

ADVANCED COMMUNICATION-I

Course Code: BCP 141

Credit Units: 1

Course Outcome:

The Course is designed to enhance vocabulary skills and make students fluent, thereby improving receptive and expressive skills.

Prerequisites: NIL.

Course Contents / Syllabus:

Module I Fundamentals of Communication.		30% Weightage															
• Role and Purpose of Communication,7 C's of Communication • Barriers to Effective Communication • Forms of Communication: One-to-One, Informal and Formal																	
Module II Oral Communication		20% Weightage															
• Effective Listening: Principles and Barriers • Effective Speaking: Pronunciation and Accent																	
Module III Building Advanced Vocabulary		20% Weightage															
• Word Formation; Synonyms; Antonyms; Eponyms; Homonyms, Homophones & Homographs • One Word Substitution; Phrasal Verbs, Idiomatic Expressions & Proverbs • Foreign Words in English																	
Module IV Non Verbal Communication		30% Weightage															
• Principles & Significance • Kinesics, Oculistics, Proxemics,, Para-Language, Artifacts, Chronemics, Tactilics																	
Student Learning Outcomes																	
The students will be able to use the LSRW Skills to communicate effectively in a professional environment. Will be able to develop fluency.																	
Pedagogy for Course Delivery • Workshop • Presentation • Group Discussion • Lectures																	
Assessment/ Examination Scheme:																	
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination															
100%	Theory Assessment (L&T):	70%															
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Weightage (%)	10%	15%	5%	70%													

Text:

Jones, *Working in English*, 1st ed. Cambridge, CUP 2001

Raman Prakash, *Business Communication*, 2nd ed. Delhi OUP 2006

Butterfield, Jeff *Soft skills for Everyone*, Cengage Learning 2011

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Behavioral Science – I

Course Code: BSP-143

Course Credit: 01

Total Hours: 10

Course Outcome:

This course aims at imparting an understanding of:
elf and the process of self exploration

- Learning strategies for development of a healthy self esteem
- Importance of attitudes and their effect on work behavior.
- Effective management of emotions and building interpersonal competence.

Course Contents:

Module I: Understanding Self

(2 Hours)

- Formation of self concept
- Dimension of Self
- Components of self
- Self Competency

Module II: Self-Esteem: Sense of Worth

(2 Hours)

- Meaning and Nature of Self Esteem
- Characteristics of High and Low Self Esteem
- Importance & need of Self Esteem
- Self Esteem at work
- Steps to enhance Self Esteem

Module III: Emotional Intelligence: Brain Power

(2 Hours)

- Introduction to EI
- Difference between IQ, EQ and SQ
- Relevance of EI at workplace
- Self assessment, analysis and action plan

Module IV: Managing Emotions and Building Interpersonal Competence

(2 Hours)

- Need and importance of Emotions
- Healthy and Unhealthy expression of emotions
- Anger: Conceptualization and Cycle
- Developing emotional and interpersonal competence.
- Self assessment, analysis and action Plan.

Module V: Leading Through Positive Attitude

(2 Hours)

- Understanding Attitudes
- Formation of Attitudes
- Types of Attitudes
- Effects of Attitude on
 - Behavior
 - Perception
 - Motivation
 - Stress
 - Adjustment
 - Time Management
 - Effective Performance
- Building Positive Attitude.

Student learning outcomes:

- Student will Develop accurate sense of self
- Student will nurture a deep understanding of personal motivation
- Student will develop thorough understanding of personal and professional responsibility.
- Student will able to analyse the emotions of others for better adjustment.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

The above evaluation scheme shall not be applicable for LLM Course. Suggested Readings:

- Towers, Marc: Self Esteem, 1st Edition 1997, American Media
- Pedler Mike, Burgoyne John, Boydell Tom, A Manager's Guide to Self-Development: Second edition, McGraw-Hill Book company.
- Covey, R. Stephen: Seven habits of Highly Effective People, 1992 Edition, Simon & Schuster Ltd.,
- Khera Shiv: You Can Win, 1st Edition, 1999, Macmillan
- Gegax Tom, Winning in the Game of Life: 1st Edition, Harmony Books


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Français-I

CourseCode:FLP144

CreditUnits:02

Course Objective:

To familiarize the students with the French language

- with the phonetic system
- with the accents
- with the manners
- with the cultural aspects
- To enable the students
- to establish first contacts
- to identify things and talk about things

Course Contents:

Unité 1,2: pp.01 to 37

Introduction à la langue: système phonétique, accents, genre et accord, jours, mois, nombres

Actes de communication:

Unité 1: Premiers contacts

1. nommer des objets, s'adresser poliment à quelqu'un
2. se présenter, présenter quelqu'un
3. entrer en contact: dire tu ou vous, épeler
4. dire où on travaille, ce qu'on fait
5. communiquer ses coordonnées

Unité 2: Objets

1. identifier des objets, expliquer leur usage
2. dire ce qu'on possède, faire un achat, discuter le prix.
3. monter et situer des objets
4. décrire des objets
5. comparer des objets, expliquer ses préférences

Grammaire: 1. articles indéfinis, masculin et féminin des noms, pluriel des noms

2. Je, il, elle, sujets, verbes parler, habiter, s'appeler, être, avoir, masculin et féminin des adjectifs de nationalité

3. tu, vous, sujets, verbes parler, aller, être, c'est moi / c'est toi

4. verbes faire, connaître, vendre, c'est / il est + profession, qu'est-ce ? qu'est-ce que... ?

5. article défini, complément d'un nom avec de, quel interrogatif

6. adjectifs possessifs (1), pour + infinitif

7. verbe avoir, ne... pas / pas de, question avec est-ce que ?, question négative, réponse

Si

8. Prépositions de lieu, il y a / qu'est-ce qu'il y a

9. accord et place des adjectifs qualificatifs, il manque...

10. comparatifs et superlatifs, pronom toniques, pronom on

Examination Scheme

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weight age (%)	15	10	5	30	70	100

Text & References:

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Advanced Communication-II

Course Code: BCP 241

Credit Units: 1

Course Outcome:

The course is designed to make the students ready for placement.

Prerequisites: NIL

Prerequisites: N/A

Module I Job Correspondence	20% Weightage			
• Job Applications • Resume & Profile Writing for Social Media • Follow Up Letter				
Module II Dynamics of Group Discussion	30% Weightage			
• Methodology • Guidelines				
Module III Speaking for Employment	50% Weightage			
• Types of Interview (Technical & HR Rounds) • Fundamentals of Facing Interviews • Question Answer on Various Dimensions • Non-Verbal Communication Component • Interview Etiquettes				
Pedagogy for Course Delivery				
• Workshop • Presentation • Group Discussion • Lectures				
Student Learning Outcomes: The student will be able to write an impressive resume and face the interview confidently.				
Assessment/ Examination Scheme:				
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination		
100%	NA	70%		
Theory Assessment (L&T):				
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
Weightage (%)	10%	15%	5%	70%

Text:

Bovee, L Courtland, Mukesh chaturvedi, and John U Thill, Business Communication Today, Pearson
Raman Prakash, Business Communication, 2nd ed. Delhi OUP 2006

Comfort, Jermy Speaking Effectively, Jermy, et.al, Cambridge, CUP, 1994

Reference:

Guffey, Ellen Mary, Business Communication, Thomson (South Western)

Stay Hungry, Stay Foolish: Rashmi Bansal

Business Maharajas: Gita Piramal

How to Make Friends in Digital Age: Dale Carnegie

Business Communication / Making Connections in a Digital World, Raymond V. Lesikar, Marie E Flattey,

Kathryn Rentz, Neerja Pande, Mc Graw Hill, 2009

Additional Reading: Newspapers and Journals.

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**BEHAVIORAL SCIENCE-II**

Course Code: BSP-243

Credit unit: 01

Total Hours: 10**Course Objective:**

This course aims at imparting an understanding of:

- To develop an understanding the concept of stress its causes, symptoms and consequences.
- To develop an understanding the consequences of the stress on one's wellness, health, and work performance.
- Enhancing personal effectiveness and performance through effective interpersonal communication
- Enhancing their conflict management and negotiation skills.

Course Contents:**Module I: Conflict Management****(2 Hour)**

- Meaning and nature of conflicts
- Types of Conflict
- Styles and Techniques of conflict management
- Conflict management and interpersonal communication

Module II: Behavioral & Interpersonal Communication**(2 Hours)**

- Importance of Interpersonal Communication
- Rapport Building – NLP, Communication mode
- Steps to improve interpersonal communication
- Meaning and Nature of Behavioural Communication
- Relevance of Behavioural Communication

Module III: Relationship Management for Personal and professional Development**(2 Hours)**

- Importance of relationships
- Maintaining healthy relationships
- Communication Styles
- Types of Interpersonal Relationships

Module IV: Stress Management**(2 Hours)**

- Understanding of Stress & GAS Model
- Symptoms of Stress
- Individual and Organizational consequences with special focus on health
- Healthy and Unhealthy strategies for stress management
- Social support for stress management and well being
- Stress free, Successful and Happy Life

Module V: Conflict Resolution & Management**(2 Hours)**

- Conflict Resolution Strategies
- Ways of Managing Conflict (Healthy & Unhealthy)
- Impact of Conflict Resolution & Management.

Student learning outcomes

- Students develop the ability to identify their strengths and weaknesses.
- Students will know how to develop positive healthy relationship.
- Students will know how to manage their daily life conflicts.
- Students will know how to be resilient during stressful situations.

Examination Scheme.

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

The above evaluation scheme shall not be applicable for LLM Course.**Suggested Readings:**

- Vangelist L. Anita, Mark N. Knapp, Inter Personal Communication and Human Relationships: Third Edition, Allyn and Bacon
- Julia T. Wood. Interpersonal Communication everyday encounter
- Simons, Christine, Naylor, Belinda: Effective Communication for Managers, 1997 1st Edition Cassel.
- Goddard, Ken: Informative Writing, 1995 1st Edition, Cassell
- Harvard Business School, Effective Communication: United States of America.
- Foster John, Effective Writing Skills: Volume-7, First Edition 2000, Institute of Public Relations (IPR)
- Beebe, Beebe and Redmond; Interpersonal Communication, 1996; Allyn and Bacon Publishers.

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Français-II

CourseCode:FLP 244

CreditUnits:02

CourseObjective:

To furnish the linguistic tools to enable the students

- to talk about time schedules
- to talk about travel
- to perform simple communicative tasks (fix appointments, make reservations, discuss habits, give advice, directions)

CourseContents:

Unité 3, 4: pp. 42 to 72:

Actes de communication:

Unité 3 : Emploi du temps.

1. demander et donner l'heure, des horaires
2. raconter sa journée
3. parler de ses habitudes au travail, de ses loisirs
4. dire la date, parler du temps qu'il fait
5. fixer rendez-vous (au téléphone, par e-mail), réserver une table au restaurant

Unité 4: Voyage

1. réserver une chambre d'hôtel, demander la note
2. expliquer un itinéraire
3. parler de ses déplacements, situer sur une carte
4. exprimer un conseil, une interdiction, une obligation
5. acheter un billet de train, consulter un tableau d'horaires

Grammaire:

1. question avec à quelle heure? adjectifs démonstratifs
2. verbes pronominaux au présent, les prépositions à et de : aller à venir de
3. adverbess de fréquence, pourquoi...? Parce que ...?
4. expression indiquant la date, verbes impersonnels
5. verbe pouvoir + infinitif, le lundi, lundi prochain
6. adjectifs possessifs (2), adjectif tout
7. impératif présent (1), nombres ordinaux
8. questions avec est-ce que ? à en + moyen de transport, en / au + pays
9. verbes devoir + infinitif, il faut + infinitif, il est interdit de
10. verbes: aller, venir, partir, questions avec d'où, où, par où, à quel, de quel.

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Le livre à suivre: Penfornis, Jean-Luc. Français.Com (Débutant). Paris: Clé International, 2007.

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ADVANCED COMMUNICATION-III

Course Code: BCP 341

Credit Units: 1

Course Objective:

The course is designed to develop competence in communication skills related to production & presentation of messages in multiple formats & understand the importance of body language.

Prerequisites: NIL

Course Contents / Syllabus:				
	Module I Written Communication			40% Weightage
	• Coherence and Structure • Précis Writing • Writing Paragraphs & Essays			
	Module II Developing Writing Skills			30% Weightage
	• Business Letter/Official Correspondence • Social Correspondence • Emails & Netiquette			
	Module III Business Presentations			30% Weightage
	• Planning, Design and Layout of Presentation • Contents : Information Packaging & Delivery • Personal Branding			
	Student Learning Outcomes			
	The student will be able to write impressive official correspondence and also learn to make and give effective presentations in a professional environment.			
	Pedagogy for Course Delivery • Workshop • Presentation • Group Discussion • Lectures			
	Assessment/ Examination Scheme:			
	Theory L/T (%)	Lab/Practical/Studio (%)		End Term Examination
	100%	NA		70%
	Theory Assessment (L&T):			
	Components (Drop down)	CIE	Mid Sem	Attendance
	Weightage (%)	10%	15%	5%
				End Term Examination
				70%

Text:

Raman Prakash, *Business Communication*, 2nd ed. Delhi OUP 2006

Comfort, Jermey *Speaking Effectively*, Jermey, et.al, Cambridge, CUP, 1994

Lesikar & Flatley, *Basic Business Communication*, Tata McGraw- Hill Edition

Reference:

Guffey, Ellen Mary, *Business Communication*, Thomson (South Western)

Business Communication for Managers, Payal Mehra Pearson 2012

Additional Reading: Newspapers and Journal.

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BEHAVIOURAL SCIENCE – III

Course Code: BSP-343

Course Credit: 01

Total Hours: 1

Course Objective:

This course will help the students to:

- Importance of Personal and Professional excellence
- Inculcating the components of excellence
- Explore interest, attitude and Explore career opportunities
- Set career goals

Course Contents:

Module I: Professional Competence

(2 Hours)

- Understanding Professional Competence
- Component of Competence:
 - Knowledge
 - Skills
 - Attitude
 - Self awareness
 - Self Promotion & Presentation,
 - Self confidence
 - Skills
 - Performance

- Political awareness, Coping with uncertainty
- Developing positive attributes at work place (personal and professional)
- Time management
- Handling criticism and interruptions
- Managing difficult people

Module II: Managing Personal Effectiveness

(2 Hours)

- Dimensions of personal effectiveness (self disclosure, openness to feedback and perceptiveness)
- Integration of personal and organizational vision for effectiveness
- A healthy balance of work and play

Module III: Components of Excellence

(2 Hours)

- Positive Imagination & Focused
- SMART Goal
- Controlling Distraction
- Commitment
- Constructive Evaluation
- Creativity & Success

Module IV: Career Development

(2 Hours)

- Understanding Development Process
- Knowing and assessing one's Interest
- Knowing and assessing one's Aptitude
- Selecting from available resources
- Career planning and development

Module V: Personal & Professional Success

(2 Hours)

- Career Selection & Motivation.
- Action planning Networking Negotiation.
- Accept Change & Challenge for Successful career.

Student learning outcomes:

- Students develop the ability to identify their strengths and weaknesses.
- Students will know how to develop positive healthy relationship.
- Students will know how to manage their daily life conflicts.
- Students will know how to be resilient during stressful situations.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science. Vol 2, Group (1996); Pfeiffer & Company
- Smither Robert D.: The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers
- Raman, A.T. (2003) Knowledge Management: A Resource Book. Excel Books, Delhi
- Kamalavijayan, D. (2005). Information and Knowledge Management, Macmillan India Ltd. Delhi


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

FRENCH - III

Course Code: FLP 344

Credit Units: 02

Course Objective:

To provide the students with the know-how

- To master the current social communication skills in oral and in written.
- To enrich the formulations, the linguistic tools and vary the sentence construction without repetition.

Course Contents:

Module B: pp. 76 – 88 Unité 6

Module C: pp. 89 to 103 Unité 7

Contenu lexical: Unité 6: se faire plaisir

1. acheter : exprimer ses choix, décrire un objet (forme, dimension, poids et matières) payer
2. parler de la nourriture, deux façons d'exprimer la quantité, commander un repas au restaurant
3. parler des différentes occasions de faire la fête

Unité 7: Cultiver ses relations

1. maîtriser les actes de la communication sociale courante (Salutations, présentations, invitations, remerciements)
2. annoncer un événement, exprimer un souhait, remercier, s'excuser par écrit.
3. caractériser une personne (aspect physique et caractère)

Contenu grammatical:

2. accord des adjectifs qualificatifs
3. articles partitifs
4. Négations avec de, ne...rien/personne/plus
5. Questions avec combien, quel...
6. expressions de la quantité
7. ne...plus/toujours - encore
8. pronoms compléments directs et indirects
9. accord du participe passé (auxiliaire « avoir ») avec l'objet direct
10. Impératif avec un pronom complément direct ou indirect
11. construction avec « que » - Je crois que/ Je pense que/ J'ai vu que

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project +

Presentation

I –

Interaction/Conversation

Practice

Text & References:

- le livre à suivre:
Campus: Tome I


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AMITY UNIVERSITY

MADHYA PRADESH

(Established by Ritnand Balved Education Foundation)

Annexure' CD-01'

BACHELOR OF BUSINESS ADMINISTRATION

FIRST SEMESTER

UG- 01

Course Title: Communication Skills-I

Credit Units: 1

Course Code: BCU141

L	T	P /S	SW/ FW	TOTAL CREDI T UNITS
1	0	0	0	1

Course Objective The course is intended to familiarize students with the basics of English language and help them to learn to identify language structures for correct English usage.

Course Outcomes:

The students would be able to identify common errors and rectify them, develop and expand writing skills through controlled and guided activities, develop coherence, cohesion and competence in oral discourse through intelligible pronunciation and adopt strategies for effective reading and writing skills.

Prerequisites: NIL

Course Contents / Syllabus:		
1.	Module I Essentials of English Grammar • Common Errors • Parts of Speech • Collocations, Relative Pronoun • Subject-Verb Agreement • Articles • Punctuation • Sentence Structure- 'Wh' Questions	30% Weightage
2.	Module II Written English Communication • Paragraph Writing • Essay Writing	30% Weightage
3.	Module III Spoken English Communication • Introduction to Phonetics	30% Weightage

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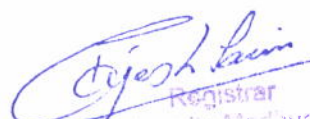
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	• Syllable-Consonant and Vowel Sounds • Stress and Intonation																	
4.	Module IV : Prose “Friends, Romans, Countrymen, lend me your ears” Speech by Marc Antony in Julius Caesar ❖ Comprehension Questions will be set in the End-Semester Exam	10% Weightage																
5.	Student Learning Outcomes: The students should be able to : • Identify Common Errors and Rectify Them • Develop and Expand Writing Skills Through Controlled and Guided Activities • To Develop Coherence, Cohesion and Competence in Oral Discourse through Intelligible Pronunciation.																	
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures • Extempore																	
Assessment/ Examination Scheme: <table><tr><th>Theory L/T (%)</th><th>Lab/Practical/Studio (%)</th><th>End Term Examination</th></tr><tr><td>100%</td><td>NA</td><td>70%</td></tr></table> Theory Assessment (L&T): <table><tr><th>Components (Drop down)</th><th>CIE</th><th>Mid Sem</th><th>Attendance</th><th>End Term Examination</th></tr><tr><td>Weightage (%)</td><td>10%</td><td>15%</td><td>5%</td><td>70%</td></tr></table>		Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	Weightage (%)	10%	15%	5%	70%	
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination																
100%	NA	70%																
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination														
Weightage (%)	10%	15%	5%	70%														

Text: *Rosenblum, M. How to Build Better Vocabulary, London: Bloomsbury Publication*
Verma, Shalini. Word Power made Handy, S. Chand Publications
High School English Grammar & Composition by Wren & Martin
References: *K.K.Sinha , Business Communication, Galgotia Publishing Company.*
Additional Reading: Newspapers and Journals




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BEHAVIOURAL SCIENCE - I

Course Code: BSU 143

Credit Units: 01

Course Objective:

This course aims at imparting:

- Understanding self & process of self exploration
- Learning strategies for development of a healthy self esteem
- Importance of attitudes and its effective on personality
- Building Emotional Competence

Course outcomes :

- Student will Develop accurate sense of self
- Student will nurture a deep understanding of personal motivation
- Student will develop thorough understanding of personal and professional responsibility
- Student will able to analyse the emotions of others for better adjustment.

Course Contents:

Module I: Self: Core Competency

(2 Hours)

- Understanding of Self
- Components of Self – Self identity
- Self concept
- confidence Self
- Self image

Module II: Techniques of Self Awareness

(2 Hours)

- Exploration through Johari Window
- Mapping the key characteristics of self
- Framing a charter for self
- Stages – self awareness, self acceptance and self realization

Module III: Self Esteem & Effectiveness

(2 Hours)

- Meaning and Importance
- Components of self esteem
- High and low self esteem
- Measuring your self esteem

Module IV: Building Positive Attitude

(2 Hours)

- Meaning and nature of attitude


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- Components and Types of attitude
- Importance and relevance of attitude

Module V: Building Emotional Competence
Hours)

(2

- Emotional Intelligence – Meaning, components, Importance and Relevance
- Positive and Negative emotions
- Healthy and Unhealthy expression of emotions

Module VI: End-of-Semester Appraisal
Hours)

(2

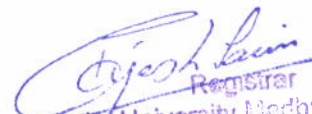
- Viva based on personal journal
- Assessment of Behavioral change as a result of training
- **Exit Level Rating by Self and Observer**

Suggested Readings:

- Organizational Behaviour, Davis, K.
- **Hoover, Judhith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers**
- **Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books**
- **Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour**
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- **LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi**
- **J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company**
- Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers



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FRENCH

Course Code: FLU 144

Credit Units: 02

Course Objective:

To familiarize the students with the French language

- with the phonetic system
- with the syntax
- with the manners
- with the cultural aspects

Course Outcome:

At the end of the course, students will be able to:

- familiarize students with the French language, with its phonetic system and its accents
- greet someone in French
- present and describe oneself and people,
- enter in contact, and begin a conversation
- talk about one's family, tastes and preferences

Course Contents:

Module A: pp. 01 to 37: Unités 1, 2, Unité 3 Object if 1, 2

Only grammar of Unité 3: object if 3, 4 and 5

Contenu lexical: Unité 1: **Découvrir la langue française: (oral et écrit)**

1. se présenter, présenter quelqu'un, faire la connaissance
des

autres, formules de politesse, rencontres

2. dire/interroger si on comprend

3. Nommer les choses

Unité 2: **Faire connaissance**

1. donner/demander des informations sur une personne,
premiers

contacts, exprimer ses goûts et ses préférences

2. Parler de soi: parler du travail, de ses activités, de son pays,
de sa ville.

Unité 3: **Organiser son temps**

1. dire la date et l'heure

Contenu grammatical:

1. organisation générale de la grammaire
2. article indéfini, défini, contracté
3. nom, adjectif, masculin, féminin, singulier et pluriel
4. négation avec « de », "moi aussi", "moi non plus"
5. interrogation: Inversion, est-ce que, qui, que, quoi, qu'est-ce que, où, quand, comment, quel(s), quelle(s)


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- Interro-négatif: réponses: oui, si, non
6. pronom tonique/disjoint- pour insister après une préposition
7. futur proche

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre: Campus: Tome 1

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BBA II SEMESTER

SECOND SEMESTER

Annexure' CD-01'

UG: Semester II

Course Title: Communication Skills-II

Course Code: BCU 241

Credit Units: 1

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Objectives:

To understand the different aspects of communication using the four macro skills – LSRW (Listening, Speaking, Reading, Writing)

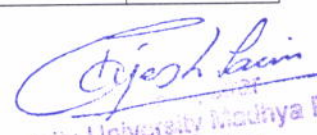
Prerequisites: NIL

Course Outcomes:

The students would be able to apply Verbal and Non-Verbal Communication Techniques in the Professional Environment

Course Contents / Syllabus:		
1	Module I Communication	35% Weightage
	• Process and Importance • Models of Communication (Linear & Shannon Weaver) • Role and Purpose • Types & Channels • Communication Networks • Principles & Barriers	
2	Module II Verbal Communication	25% Weightage
	Oral Communication: Forms, Advantages & Disadvantages Written Communication: Forms, Advantages & Disadvantages Introduction of Communication Skills (Listening, Speaking, Reading, Writing)	
3	Module III Non-Verbal Communication	30% Weightage
	• Principles & Significance of Nonverbal Communication • KOPPACT (Kinesics, Oculesics, Proxemics, Para-Language, Artifacts, Chronemics, Tactilics) • Visible Code	
4	Module IV : Prose	10%


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		Weightage																
	TEXT: APJ Abdul Kalam and Arun Tiwari. <i>Wings of Fire: An Autobiography</i>, Universities Press, 2011 Comprehension Questions will be set in the End-Semester Exam																	
5	Student Learning Outcomes: The students should be able to : • Apply Verbal and Non-Verbal Communication Techniques in the Professional Environment																	
6	Pedagogy for Course Delivery: • Extempore • Presentations • Lectures																	
7	Assessment/ Examination Scheme: <table><tr><th>Theory L/T (%)</th><th>Lab/Practical/Studio (%)</th><th>End Term Examination</th></tr><tr><td>100%</td><td>NA</td><td>50%</td></tr></table> Theory Assessment (L&T): <table><tr><th>Components (Drop down)</th><th>CIE</th><th>Mid Sem</th><th>Attendance</th><th>End Term Examination</th></tr><tr><td>Weightage (%)</td><td>10%</td><td>15%</td><td>5%</td><td>70%</td></tr></table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	50%	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	Weightage (%)	10%	15%	5%	70%	
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Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination														
Weightage (%)	10%	15%	5%	70%														

Text: Rosenblum, M. How to Build Better Vocabulary, London: Bloomsbury Publication.

Verma, Shalini. Word Power made Handy, S. Chand Publications.

High School English Grammar & Composition by Wren & Martin

Reference: K.K.Sinha , Business Communication, Galgotia Publishing Company.

Alan Pease : Body Language

Additional Reading: Newspapers and Journals


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Course Objective:

This course aims at enabling students towards:

- Understand the importance of individual differences
- Better understanding of self in relation to society and nation
- Facilitation for a meaningful existence and adjustment in society
- Inculcating patriotism and national pride

Course outcomes :

- Student will be able to identify, understand, and apply contemporary theories of leadership to a wide range of situations and interactions
- Student will be able to understand and respect individual difference, so to enhance the relationship ♣ Learn social responsibility and develop a sense of citizenship
- Student will be able to identify and understand the impact of culture on one's leadership style

Course Contents:

Module I: Individual differences & Personality

(2 Hours)

- Personality: Definition & Relevance
- Importance of nature & nurture in Personality Development
- Importance and Recognition of Individual differences in Personality
- Accepting and Managing Individual differences
- Intuition, Judgment, Perception & Sensation (MBTI)
- BIG5 Factors

Module II: Managing Diversity
Hours)

(2

- Defining Diversity
- Affirmation Action and Managing Diversity
- Increasing Diversity in Work Force
- Barriers and Challenges in Managing Diversity

Module III: Socialization
Hours)

(2

- Nature of Socialization
- Social Interaction
- Interaction of Socialization Process
- Contributions to Society and Nation

Module IV: Patriotism and National Pride
Hours)

(2


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- Sense of pride and patriotism
- Importance of discipline and hard work
- Integrity and accountability

**Module V: Human Rights, Values and Ethics
Hours)**

(2

- Meaning and Importance of human rights
- Human rights awareness
- Values and Ethics- Learning based on project work on Scriptures like- Ramayana, Mahabharata, Gita etc.

Module VI: End-of-Semester Appraisal

(2 Hours)

- Viva - Voce based on personal journal
- Assessment of Behavioral change as a result of training
- Exit Level Rating by Self and Observer

Examination Scheme:

Components	SAP	A	Mid Term Test (CT)	VIVA	Journal for Success (JOS)
Weightage (%)	20	05	20	30	25


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Course Objective:

To enable the students to overcome the fear of speaking a foreign language and take position as a foreigner speaking French.

To make them learn the basic rules of French Grammar.

Course Outcomes:

At the end of the course, students will be able to:

- talk about daily activities and sports.
- express necessities.
- talk about activities in recent future.
- have conversations and perform day to day life tasks like enquiring about time, take an appointment.
 - enquire about products and place orders in a shop/ restaurant.

Course Contents:

Module A: pp.38 – 47: Unité 3: Object if 3, 4, 5, 6

Module B: pp. 47 to 75 Unité 4, 5

Contenu lexical:**Unité 3: Organiser son temps**

1. donner/demander des informations sur un emploi du temps, un horaire SNCF – Imaginer un dialogue
2. rédiger un message/ une lettre pour ...
 - i) prendre un rendez-vous/ accepter et confirmer/ annuler
 - ii) inviter/accepter/refuser
3. Faire un programme d'activités
4. imaginer une conversation téléphonique/un dialogue
5. Propositions- interroger, répondre

Unité 4: Découvrir son environnement

1. situer un lieu
2. s'orienter, s'informer sur un itinéraire.
3. Chercher, décrire un logement
4. connaître les rythmes de la vie

Unité 5: s'informer

1. demander/donner des informations sur un emploi du temps passé.
2. donner une explication, exprimer le doute ou la certitude.
3. découvrir les relations entre les mots
4. savoir s'informer

Contenu grammatical:**1. Adjectifs démonstratifs****2. Adjectifs possessifs/exprimer la possession à l'aide de:**

- i. « de » ii. A+nom/pronom disjoint

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3. Conjugaison pronominale – négative, interrogative - construction à l'infinitif
4. Impératif/exprimer l'obligation/l'interdiction à l'aide de « il faut.... »/ «il ne faut pas... »
5. passé composé
6. Questions directes/indirectes

« il

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

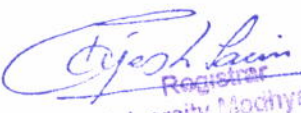
C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre: Campus: Tome 1


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BBA III SEMESTER**Annexure' CD-01'**

UG: Semester III

Course Title: Effective Written Communication /
Communication Skills-III

Credit Units: 1

Course Code: BCU 341

Course Objective:

To emphasize the essential aspects of effective written communication necessary for professional success.

Course Outcomes:

The students would be able to write correctly and properly with special reference to Letter writing.

L	T	P/ S	SW/F W	TOTAL CREDI UNITS
1	0	0	0	1

Course Contents / Syllabus:

1	Module I Principles of Effective Writing	35% Weightage
	• Spellings-100 Most Misspelled Words in English • Web Based Writing • Note Taking: Process & Techniques	
2	Module II Formal Letter Writing	35% Weightage
	• Block Format • Types of Letters • E-mail • Netiquette	
3	Module III Business Memos	20% Weightage
	• Format & Characteristics	
4	Module IV Short Stories	10% Weightage
	• Stench of Kerosene-Amrita Pritam • A Flowering Tree-A.K. Ramanujan • The Gift of the Magi- O. Henry • A Fly in Buttermilk-James Baldwin	
5	Student Learning Outcomes: The students should be able to write correctly and properly with special reference to Letter writing.	
6	Pedagogy for Course Delivery:	

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	• Workshop • Group Discussions • Presentations • Lectures				
7	Assessment/ Examination Scheme:				
	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination		
	100%	NA	70%		
	Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
	Weightage (%)	10%	15%	5%	70%

Text: Rai, Urmila & S.M. Rai. *Business Communication*, Mumbai: Himalaya Publishing House, 2002.

K.K.Sinha, Business Communication, Galgotia Publishing Company.

Reference: Sanjay Kumar & Pushp Lata, *Communication Skills*, Oxford University Press.

Additional Reading: Newspapers and Journals

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BEHAVIOURAL SCIENCE - III

Course Code: BSU 343

Credit Units: 01

Course Objective:

To enable the students:

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

Course outcomes:

- Student will be able to understand and solve the problems effectively in their personal and professional life.
- Students will outline multiple divergent solutions to a problem,
- Student will able to create and explore risky or controversial ideas, and synthesize ideas/expertise to generate innovations

Course Contents:

Module I: Thinking as a tool for Problem Solving (2 Hours)

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

Module II: Hindrances to Problem Solving Process (2 Hours)

- Perception
- Expression
- Emotion
- Intellect
- Work environment

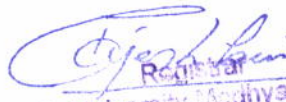
Module III: Problem Solving (2 Hours)

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

Module IV: Plan of Action (2 Hour)

- Construction of POA
- Monitoring


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- **Reviewing and analyzing the outcome**

Module V: Creative Thinking

(2 Hours)

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

Suggested Readings:

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


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Course Objective:

To provide the students with the know-how

To master the current social communication skills in oral and in written.

To enrich the formulations, the linguistic tools and vary the sentence construction without repetition.

Course Outcome:

At the end of the course, students will be able to:

- to talk about the qualities and defects of people.
- to ask/give directions.
- to enquire about a lodging.
- to ask and give information's about a certain place.
- to describe events in past tense.

Course Contents:

Module B: pp. 76 – 88 Unité 6

Module C: pp. 89 to 103 Unité 7

Contenu lexical:

Unité 6: se faire plaisir

1. acheter: exprimer ses choix, décrire un objet (forme, dimension, poids et matières) payer
2. parler de la nourriture, deux façons d'exprimer la quantité, commander un repas au restaurant
3. parler des différentes occasions de faire la fête

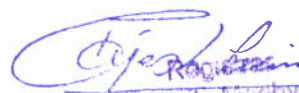
Unité 7: Cultiver ses relations

1. maîtriser les actes de la communication sociale courante
2. (Salutations, présentations, invitations, remerciements)
3. annoncer un événement, exprimer un souhait, remercier,
4. s'excuser par écrit.
5. caractériser une personne (aspect physique et caractère)

Contenu grammatical:

1. accord des adjectifs qualificatifs
2. articles partitifs
3. Négations avec de, ne...rien/personne/plus
4. Questions avec combien, quel...
5. expressions de la quantité
 6. ne...plus/toujours - encore
 7. pronoms compléments directs et indirects
8. accord du participe passé (auxiliaire « avoir ») avec l'objet direct

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9. Impératif avec un pronom complément direct ou indirect
10. construction avec « que » - Je crois que/ Je pense que/ Je sais que

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

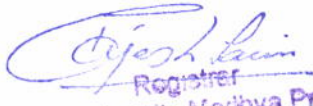
C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre: Campus: Tome 1


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BBA IV SEMESTER

UG: Semester IV

Course Title: Communication Skills-IV

Annexure' CD-01'

Credit Units: 1

Course Code: BCU 441

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Objective:

This course is designed to develop the skills of the students in preparing job search artifacts and negotiating their use in GDs and interviews.

Course Outcome:

The students would be able to develop a resume for themselves, would be able to handle the interview process confidently and learn the subtle nuances of an effective group discussion.

Prerequisites: **NIL**

Course Contents / Syllabus:

1.	Module I Employment-Related Correspondence	35% Weightage
	• Resume Writing • Covering Letters • Follow Up Letters	
2.	Module II Dynamics of Group Discussion	35% Weightage
	• Significance of GD • Methodology & Guidelines	
3.	Module III Interviews	20% Weightage
	• Types & Styles of Interviews • Fundamentals of facing Interviews • Interview-Frequently Asked Questions	
4.	Module IV Short Stories	10% Weightage
	• Proof of the Pudding - O. Henry • "The Lottery" 1948 – Shirley Jackson • The Eyes Have it- Ruskin Bond • Kallu- Ismat Chughtai All the four stories will be discussed in one class. One Long Question will be set in the Exam from the Text.	
5.	Student Learning Outcomes:	
	• Develop a resume for oneself • Ability to handle the interview process confidently • Learn the subtle nuances of an effective group discussion	
6.	Pedagogy for Course Delivery:	

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	• Workshop • Group Discussions • Presentations • Lectures			
7.	Assessment/ Examination Scheme:			
	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	
	100%	NA	70%	
	Theory Assessment (L&T):			
	Components (Drop down)	CIE	Attendance	End Term Examination
	Weightage (%)	25%	5%	70%

Text: *Sharma, R.C. & Krishna Mohan. Business Correspondence and Report Writing: A Practical approach to Business & Technical Communication, New Delhi: Tata McGraw Hill & Co. Ltd., 2002.*

Rai, Urmila & S.M. Rai. Business Communication, Mumbai: Himalaya Publishing House, 2002.

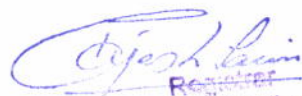
Rizvi, M.Ashraf. Effective Technical Communication, New Delhi: Tata McGraw Hill, 2007.

Reference: *Brusaw, Charles T., Gerald J. Alred & Walter E. Oliu. The Business Writer's Companion, Bedford: St. Martin's Press, 2010.*

Lewis, Norman. How to Read Better and Faster. New Delhi: Binny Publishing House.

Additional Reading: Newspapers and Journals


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BEHAVIOURAL SCIENCE - IV

Course Code: BSU 443

Credit Units: 01

Course Objective:

To inculcate an elementary level of understanding of group/team functions.

To develop team-spirit and to know the importance of working in teams.

Course outcomes :

- Students will Develop critical and reflective thinking abilities
- Students will Demonstrate an understanding of group dynamics and effective teamwork
- Student will develop a range of leadership skills and abilities such as effectively leading change, resolving conflict, and motivating others
- Student will Gain knowledge and understanding of organization resources, policies, and involvement opportunities.
- Student will Develop strategies to recruit, retain, and continually motivate contributing members to the organization

Course Contents:

Module I: Group formation

Definition and Characteristics

Importance of groups

Classification of groups

Stages of group formation

Benefits of group formation

Module II: Group Functions

External Conditions affecting group functioning: Authority, Structure, Org. Resources, Organizational policies etc.

Internal conditions affecting group functioning: Roles, Norms, Conformity, Status, Cohesiveness, Size, Inter group conflict.

Group Cohesiveness and Group Conflict

Adjustment in Groups

Module III: Teams

Meaning and nature of teams

External and Internal factors effecting team

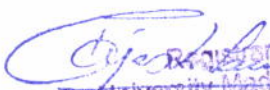
Building Effective Teams

Consensus Building

Collaboration

Module IV: Leadership


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Meaning, Nature and Functions

Self leadership

Leadership styles in organization

Leadership in Teams

Module V: Power to empower: Individual and Teams

Meaning and Nature

Types of power

Relevance in organization and Society

Module VI: End-of-Semester Appraisal

Viva based on personal journal

Assessment of Behavioural change as a result of training

Exit Level Rating by Self and Observer

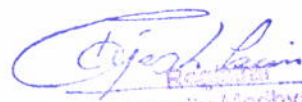
Examination Scheme:

Components	SAP	A	Mid Term Test (CT)	VIVA	Journal for Success (JOS)
Weightage (%)	20	05	20	30	25

Text & References:

- **Organizational Behaviour, Davis, K.**
- **Hoover, Judhith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers**
- **Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books**
- **LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi**
- **Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers**


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FRENCH

Course Code: FLU 444

Credit Units: 02

Course Objective:

To enable students:

To develop strategies of comprehension of texts of different origin

To present facts, projects, plans with precision

Course Outcome:

At the end of the course, students will be able to:

- strengthen the language of the students in both oral and written
- use language application for communication tasks.
- get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks.
- talk about personal habits, narrating events in the past, marking the stages, using appropriate connectors.
- hold the conversations on telephone, asking for/ giving advices.

Course Contents:

Module C: pp. 104 – 139: Unités 8, 9

Contenu lexical:

Unité 8: **Découvrir le passé**

- 1) **parler du passé, des habitudes et des changements.**
- 2) **parler de la famille, raconter une suite**
- 3) **d'événements/préciser leur date et leur durée.**
- 4) **connaître quelques moments de l'histoire**

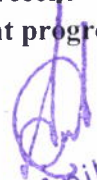
Unité 9: **Entreprendre**

1. **faire un projet de la réalisation: (exprimer un besoin,**
2. **préciser les étapes d'une réalisation)**
3. **parler d'une entreprise**
4. **parler du futur**

Contenu grammatical: **Imparfait**

- 1) **Pronom « en »**
- 2) **Futur**
- 3) **Discours rapporté au présent**
- 4) **Passé récent**
- 5) **Présent progressif**

Examination Scheme:


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Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

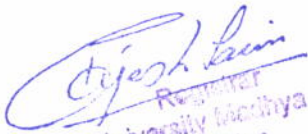
C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre: Campus: Tome 1


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BBA V SEMESTER**Annexure' CD-01'**

UG: Semester V

Course Title: Communication Skills-V

Credit Units: 1

Course Code: BCU 541

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Objective:

- To enable the students to adopt strategies for effective reading and writing skills.
- The course would enhance student's vocabulary, language and fluency. It would also teach the students to deliver professional presentations.

Course Outcome:

The students would be able to communicate fluently and sustain comprehension of an extended discourse. They would demonstrate ability to interpret texts and observe the rules of good writing and would be able to prepare and present effective presentations aided by ICT tools.

Prerequisites: NIL

Course Contents / Syllabus:		
1.	Module I Vocabulary	35% Weightage
	• Define Vocabulary • Significance of Vocabulary • One Word Substitution, Synonyms & Antonyms and Idioms & Phrases • Define and Differentiate Homonyms, Homophones and Homographs • Vocabulary Drills • Foreign Words	
2.	Module II Comprehension Skills	25% Weightage
	• Reading Comprehension-SQ3R Reading Techniques • Summarising and Paraphrasing • Précis Writing • Listening Comprehension	
3.	Module III Presentation Skills	30% Weightage
	• Discussing the Significance of Audio-visual Aids, Audience and Feedback in Presentation Skills • Analyzing the Significance of Non-Verbal Communication	

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4.	Module IV Prose • How Far is the River-Ruskin Bond • My Wood-E.M.Forster • I have a Dream-Martin Luther King • Spoken English and Broken English-G.B. Shaw	10% Weightage														
5.	Student Learning Outcomes: • Communicate fluently and sustain comprehension of an extended discourse. • Demonstrate ability to interpret texts and observe the rules of good writing. • Prepare and present effective presentations aided by ICT tools.															
6.	Pedagogy for Course Delivery: Workshop • Group Discussions • Presentations • Lectures															
7.	Assessment/ Examination Scheme: <table><tr><th>Theory L/T (%)</th><th>Lab/Practical/Studio (%)</th><th>End Term Examination</th></tr><tr><td>100%</td><td>NA</td><td>70%</td></tr></table> Theory Assessment (L&T): <table><tr><th>Components (Drop down)</th><th>CIE</th><th>Attendance</th><th>End Term Examination</th></tr><tr><td>Weightage (%)</td><td>25%</td><td>5%</td><td>70%</td></tr></table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%	Components (Drop down)	CIE	Attendance	End Term Examination	Weightage (%)	25%	5%	70%	
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination														
100%	NA	70%														
Components (Drop down)	CIE	Attendance	End Term Examination													
Weightage (%)	25%	5%	70%													

Text: Jaffe, C.I. *Public Speaking: Concepts and Skills for a Diverse Society*, 4th ed. Belmont, CA: Wadsworth, 2004.

Effective English for Engineering Students, B Cauveri, Macmillan India

Creative English for Communication, Krishnaswamy N, Macmillan

Reference: *A Textbook of English Phonetics*, Balasubramanian T, Macmillan

Additional Reading: Newspapers and Journals


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Course Code: BSU 543

Credit Units: 01

Course Objective:

This course aims at enabling students towards:

Understand the importance of individual differences

Better understanding of self in relation to society and nation

Facilitation for a meaningful existence and adjustment in society

To inculcate patriotism and National pride.

To enhance personal and professional excellence

Course outcomes:

- Able to answer the question: What do I stand for?
- Ability to apply a coherent set of moral principles within professional and specialized contexts
- Willing to make unpopular but right decision
- Committed to working for justice and peace locally and globally

Course Contents:

Module I: Individual differences & Personality

Personality: Definition & Relevance

Importance of nature & nurture in Personality Development

Importance and Recognition of Individual differences in Personality

Accepting and Managing Individual differences (Adjustment Mechanisms)

Intuition, Judgement, Perception & Sensation (MBTI)

BIG5 Factors

Module II: Socialization

Nature of Socialization

Social Interaction

Interaction of Socialization Process

Contributions to Society & Nation

Module III: Patriotism and National Pride

Sense of Pride and Patriotism

Importance of Discipline and hard work

Integrity and accountability

Module IV: Human Rights, Values and Ethics

Meaning of Human Rights

Human Rights Awareness

Importance of human rights

Values and Ethics- Learning based on project work on Scriptures like Ramayana, Mahabharata, Gita etc

Module V: Personal and Professional Excellence

Personal excellence:

Identifying Long-term choices and goals

Uncovering talent, strength and style

Alan P. Rossiter's eight aspects of Professional Excellence

Resilience during challenge and loss

Continued Reflection (Placements, Events, Seminars, Conferences, Projects, Extracurricular Activities, etc.)

Examination Scheme:

Components	SAP	A	Mid Term Test (CT)	VIVA	Journal for Success (JOS)
Weightage (%)	20	05	20	30	25

Text & References:

- **Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour**
- **Dressler, David and Cans, Donald: The Study of Human Interaction**
- **Lapiere, Richard. T – Social Change**
- **Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.**
- **Robbins O.B. Stephen;. Organizational Behaviour**


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FRENCH

Course Code: FLU 544

Credit Units: 02

Course Objective:

To furnish some basic knowledge of French culture and civilization for understanding an authentic document and information relating to political and administrative life

Course Outcome:

At the end of the course, students will be able to:

- strengthen the language of the students in both oral and written
- use language application for communication tasks.
 - get acquainted with the current social communication skills, oral(dialogue, telephone conversations, etc.) and written and perform simple communication tasks
- narrate events in the past, marking the stages, using appropriate connectors,
- express causes and consequences, using appropriate logical connectors, presenting a biography.

Course Contents:

Module D: pp. 131 – 156 Unités 10,11

Contenu lexical: Unité 10: **Prendre des décisions**

1. **Faire des comparaisons**
2. **décrire un lieu, le temps, les gens, l'ambiance**
3. **rédiger une carte postale**

Unité 11: **faire face aux problèmes**

- 1) **Exposer un problème.**
- 2) **parler de la santé, de la maladie**
- 3) **interdire/demander/donner une autorisation**
- 4) **connaître la vie politique française**

Contenu grammatical:

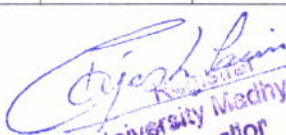
- 1) **comparatif - comparer des qualités/ quantités/actions**
- 2) **supposition: Si + présent, futur**
- 3) **adverbe - caractériser une action**
- 4) **pronom "Y"**

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation


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I – Interaction/Conversation Practice

Text & References:

- le livre à suivre: Campus: Tome 1


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BBA VI SEMESTER

Annexure' CD-01'

UG: Semester VI

Course Title: Communication Skills VI

Credit Units: 1

Course Code: BCU 641

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Objective: The main emphasis of this course is to enable students to learn the dynamics of social communication and to demonstrate the ability to learn the nuances of informal communication.

Course Outcome :

The students would be able to communicate contextually in specific personal and professional situations with courtesy and inject humour in their regular interactions. The course will also strengthen their creative learning process through individual expression and collaborative peer activities.

Prerequisites: NIL

Course Contents / Syllabus:		
1.	Module I Social Communication Essentials • Small talk • Building rapport • Expand social and Corporate Associations • Informal Communication: Grapevine, Chat	30% Weightage
2.	Module II Workplace Interpersonal Skills • Understanding Social Communication in Workplace environment. • Employee feedback: Assess employee performance and satisfaction. • Simulation ➤ Humour in Communication-Use of 'Puns' ➤ Entertainment and Communication (Infotainment) • Infotainment and Social Media • Entertainment in Journalism ➤ Social Networking	25% Weightage
3.	Module III Visual Code / Social Etiquette • Power Dressing • Fine Dining • Office Party Etiquette • Business Travel Etiquette	35% Weightage

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	➤ Work Place and Business Etiquette • Proper Greetings • Thank You Notes • Telephonic Manners/ Voice Mail Etiquette • Business Salutation Etiquette • Guest Etiquette • Cubicle Etiquette • Business Card Etiquette ➤ Different Cultural Etiquette & Protocol																	
4.	Module IV Prose • Secret of Socrates - Dale Carnegie • My Financial Career-Stephen Leacock • The Luncheon - W. Somerset Maugham • The National Flag - Jawahar Lal Nehru All the four stories will be discussed in one class One Long Question will be set in the Exam from the Text	10% Weightage																
5.	Student Learning Outcomes: • To communicate contextually in specific personal and professional situations with courtesy. • To inject humour in their regular interactions. • To strengthen their creative learning process through individual expression and collaborative peer activities.																	
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures																	
7.	Assessment/ Examination Scheme: <table><tr><th>Theory L/T (%)</th><th>Lab/Practical/Studio (%)</th><th>End Term Examination</th></tr><tr><td>100%</td><td>NA</td><td>70%</td></tr></table> Theory Assessment (L&T): <table><tr><th colspan="3">Continuous Assessment/Internal Assessment</th><th rowspan="3">End Term Examination</th></tr><tr><th>Components (Drop down)</th><th>CIE</th><th>Attn</th></tr><tr><th>Weightage (%)</th><td>25%</td><td>5%</td></tr></table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%	Continuous Assessment/Internal Assessment			End Term Examination	Components (Drop down)	CIE	Attn	Weightage (%)	25%	5%	
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination																
100%	NA	70%																
Continuous Assessment/Internal Assessment			End Term Examination															
Components (Drop down)	CIE	Attn																
Weightage (%)	25%	5%																

Text: Krizan, Merrier, Logan & Williams. Effective Business Communication, New Delhi: Cengage, 2011

- **Communication and Organizational Culture.** Keyton. Joann. Sage Publications
- **Social Communication (Frontiers of Social Psychology).** Fiedler, Klaus. Psychology Press

Reference: Cypherpunks: Freedom and the Future of the Internet. Assange, Julian Assange.

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OR Books.

Additional Reading: Newspapers and Journals



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BEHAVIOURAL SCIENCE - VI

Course Code: BSU 643

Credit Units: 01

Course Objective:

To develop an understanding the concept of stress its causes, symptoms and consequences.

To develop an understanding the consequences of the stress on one's wellness, health, and work performance.

Course Outcomes:

- Student will able demonstrate thorough understanding of stress and its effects
- Student will able to learn various coping strategies to deal stress effectively so to overcome the consequences and impact of stress on their health and wellbeing, ultimately it will enhance their performance

Course Contents:

Module I: Stress

Meaning & Nature

Characteristics

Types of stress

Module II: Stages and Models of Stress

Stages of stress

The physiology of stress

Stimulus-oriented approach.

Response-oriented approach.

The transactional and interactional model.

Pressure – environment fit model of stress.

Module III: Causes and symptoms of stress

Personal

Organizational

Environmental

Module IV: Consequences of stress

Effect on behaviour and personality

Effect of stress on performance

Individual and Organizational consequences with special focus on health

Module V: Strategies for stress management


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Importance of stress management
Healthy and Unhealthy strategies
Peer group and social support
Happiness and well-being

Module VI: End-of-Semester Appraisal

Viva based on personal journal

Assessment of Behavioural change as a result of training

Exit Level Rating by Self and Observer

Examination Scheme:

Components	SAP	A	Mid Term Test (CT)	VIVA	Journal for Success (JOS)
Weightage (%)	20	05	20	30	25

Text & References:

- Blonna, Richard; Coping with Stress in a Changing World: Second edition
- Pestonjee, D.M, Pareek, Udai, Agarwal Rita; Studies in Stress and its Management
- Pestonjee, D.M.; Stress and Coping: The Indian Experience
- Clegg, Brian; Instant Stress Management – Bring calm to your life now


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FRENCH

Course Code: FLU 644

Credit Units: 02

Course Objective:

To strengthen the language of the students both in oral and written so that they can:

- i) express their sentiments, emotions and opinions, reacting to information, situations;**
- ii) narrate incidents, events;**
- iii) perform certain simple communicative tasks.**

Course Outcome:

At the end of the course, students will be able to:

- strengthen the language of the students in both oral and written
- use language application for communication tasks.
- enhance social communication skills
- approve or disapprove a behavior of someone or somebody
- congratulate somebody
- express possession
- express given theme.

Course Contents:

Module D: pp. 157 – 168 – Unité 12

Unité 12: s'évader

- 1) présenter, caractériser, définir
- 2) parler de livres, de lectures
- 3) préparer et organiser un voyage
- 4) exprimer des sentiments et des opinions
- 5) téléphoner
- 6) faire une réservation

Contenu grammatical:

- 1) proposition relative avec pronom relatif "qui", "que", "où" - pour caractériser
- 2) faire + verbe

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

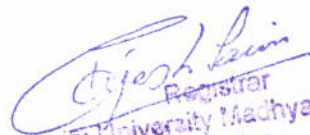
C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre: Campus: Tome


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BACHELOR OF COMMERCE
BCOM. (H)

FIRST SEMESTER

Annexure' CD-01'

UG- 01

Course Title: Communication Skills-I

Credit Units: 1

Course Code: BCU141

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

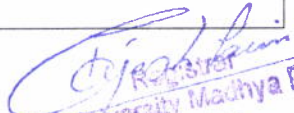
Course Objective The course is intended to familiarize students with the basics of English language and help them to learn to identify language structures for correct English usage.

Course Outcome: The students would be able to identify common errors and rectify them, develop and expand writing skills through controlled and guided activities, develop coherence, cohesion and competence in oral discourse through intelligible pronunciation and adopt strategies for effective reading and writing skills.

Prerequisites: NIL

Course Contents / Syllabus:		
1.	Module I Essentials of English Grammar • Common Errors • Parts of Speech • Collocations, Relative Pronoun • Subject-Verb Agreement • Articles • Punctuation • Sentence Structure- 'Wh' Questions	30% Weightage
2.	Module II Written English Communication • Paragraph Writing • Essay Writing	30% Weightage
3.	Module III Spoken English Communication • Introduction to Phonetics • Syllable-Consonant and Vowel Sounds • Stress and Intonation	30% Weightage
4.	Module IV : Prose "Friends, Romans, Countrymen, lend me your ears" Speech by Marc Antony in Julius Caesar ❖ Comprehension Questions will be set in the End-Semester Exam	10% Weightage

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5.	Student Learning Outcomes: The students should be able to : • Identify Common Errors and Rectify Them • Develop and Expand Writing Skills Through Controlled and Guided Activities • To Develop Coherence, Cohesion and Competence in Oral Discourse through Intelligible Pronunciation.			
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures • Extempore			
Assessment/ Examination Scheme:				
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination		
100%	NA	70%		
Theory Assessment (L&T):				
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
Weightage (%)	10%	15%	5%	70%

Text: *Rosenblum, M. How to Build Better Vocabulary, London: Bloomsbury Publication*
Verma, Shalini. Word Power made Handy, S. Chand Publications
High School English Grammar & Composition by Wren & Martin
References: *K.K.Sinha , Business Communication, Galgotia Publishing Company.*
Additional Reading: Newspapers and Journals


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BEHAVIOURAL SCIENCE- I

Course Code:
01

BSU 143

Credit Units:

Course Objective:

This course aims at imparting an understanding of:

- **Self and the process of self exploration**
- **Learning strategies for development of a healthy self esteem**
- **Importance of attitudes and its effect on personality**
- **Building emotional competence**

Course outcomes :

- Student will Develop accurate sense of self
- Student will nurture a deep understanding of personal motivation
- Student will develop thorough understanding of personal and professional responsibility
- Student will able to analyse the emotions of others for better adjustment.

Course Contents:

Module I: Self: Core Competency

(2 Hours)

- **Understanding of Self**
- **Components of Self – Self identity**
- **Self concept**
- **Self confidence**
- **Self image**

Module II: Techniques of Self Awareness

(2 Hours)

- **Exploration through Johari Window**
- **Mapping the key characteristics of self**
- **Framing a charter for self**
- **Stages – self awareness, self acceptance and self realization**

Module III: Self Esteem & Effectiveness

(2 Hours)

- **Meaning & Importance**
- **Components of self esteem**
- **High and low self esteem**
- **Measuring your self esteem**


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Module IV: Building Positive Attitude

(2 Hours)

- **Meaning and Nature of Attitude**
- **Components and Types of Attitudes**
- **Relevance and Importance of Attitudes**

Module V: Building Emotional Competence

(2 Hours)

- **Emotional Intelligence – Meaning, Components, Importance and Relevance**
- **Positive and Negative Emotions**
- **Healthy and Unhealthy expression of Emotions**

Module VI: End-of-Semester Appraisal

(2Hours)

- Viva based on personal journal
- Assessment of Behavioral change as a result of training
- **Exit Level Rating by Self and Observer**

Suggested Readings:

- **Dressler, David and Cans, Donald: The Study of Human Interaction**
- **Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.**
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company


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FRENCH

Course Code: FLU 144

Credit Units: 02

Course Objective:

To familiarize the students with the French language

- with the phonetic system
- with the syntax
- with the manners
- with the cultural aspects

Course Outcome:

At the end of the course, students will be able to:

- familiarize students with the French language, with its phonetic system and its accents
- greet someone in French
- present and describe oneself and people,
- enter in contact, and begin a conversation
- talk about one's family, tastes and preferences

Course Contents:

Module A: pp. 01 to 37: Unités 1, 2, Unité 3 Objectif 1, 2

Only grammar of Unité 3: objectif 3, 4 and 5

Contenu lexical : Unité 1: Découvrir la langue française : (oral et écrit)

1. se présenter, présenter quelqu'un, faire la connaissance des autres, formules de politesse, rencontres
2. dire/interroger si on comprend
3. Nommer les choses

Unité 2: Faire connaissance

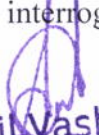
3. donner/demander des informations sur une personne, premiers contacts, exprimer ses goûts et ses préférences
4. Parler de soi: parler du travail, de ses activités, de son pays, de sa ville.

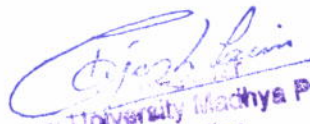
Unité 3 : Organiser son temps

1. dire la date et l'heure

Contenu grammatical :

1. organisation générale de la grammaire
2. article indéfini, défini, contracté
3. nom, adjectif, masculin, féminin, singulier et pluriel
4. négation avec « de », "moi aussi", "moi non plus"
5. interrogation : Inversion, est-ce que, qui, que, quoi, qu'est-ce


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que, où, quand, comment, quel(s), quelle(s)

Interro-négatif : réponses : oui, si, non

6. pronom tonique/disjoint- pour insister après une préposition

7. futur proche

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre : Campus: Tome


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SECOND SEMESTER

Annexure' CD-01'

UG: Semester II

Course Title: Communication Skills-II

Course Code: BCU 241

Credit Units: 1

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Objectives:

To understand the different aspects of communication using the four macro skills – LSRW (Listening, Speaking, Reading, Writing)

Course Outcome: The students would be able to apply Verbal and Non-Verbal Communication Techniques in the Professional Environment

Prerequisites: NIL

Course Contents / Syllabus:

1	Module I Communication	35% Weightage
	• Process and Importance • Models of Communication (Linear & Shannon Weaver) • Role and Purpose • Types & Channels • Communication Networks • Principles & Barriers	
2	Module II Verbal Communication	25% Weightage
	Oral Communication: Forms, Advantages & Disadvantages Written Communication: Forms, Advantages & Disadvantages Introduction of Communication Skills (Listening, Speaking, Reading, Writing)	
3	Module III Non-Verbal Communication	30% Weightage
	• Principles & Significance of Nonverbal Communication • KOPPACT (Kinesics, Oculistics, Proxemics, Para-Language, Artifacts, Chronemics, Tactilics) • Visible Code	

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4	Module IV : Prose	10% Weightage																
	TEXT: APJ Abdul Kalam and Arun Tiwari. <i>Wings of Fire: An Autobiography</i> , Universities Press, 2011 Comprehension Questions will be set in the End-Semester Exam																	
5	Student Learning Outcomes: The students should be able to : • Apply Verbal and Non-Verbal Communication Techniques in the Professional Environment																	
6	Pedagogy for Course Delivery: • Extempore • Presentations • Lectures																	
7	Assessment/ Examination Scheme: <table><tr><td>Theory L/T (%)</td><td>Lab/Practical/Studio (%)</td><td>End Term Examination</td></tr><tr><td>100%</td><td>NA</td><td>50%</td></tr></table> Theory Assessment (L&T): <table><tr><td>Components (Drop down)</td><td>CIE</td><td>Mid Sem</td><td>Attendance</td><td>End Term Examination</td></tr><tr><td>Weightage (%)</td><td>10%</td><td>15%</td><td>5%</td><td>70%</td></tr></table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	50%	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	Weightage (%)	10%	15%	5%	70%	
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination																
100%	NA	50%																
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination														
Weightage (%)	10%	15%	5%	70%														

Text: *Rosenblum, M. How to Build Better Vocabulary, London: Bloomsbury Publication.*

Verma, Shalini. Word Power made Handy, S. Chand Publications.

High School English Grammar & Composition by Wren & Martin

Reference: *K.K.Sinha , Business Communication, Galgotia Publishing Company.*

Alan Pease : Body Language

Additional Reading: Newspapers and Journals


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BEHAVIOURAL SCIENCE - II

Course Code: BSU 243

Credit Units: 01

Course Objective:

This course aims at enabling students towards:

- Understand the importance of individual differences
- Better understanding of self in relation to society and nation
- Facilitation for a meaningful existence and adjustment in society
- Inculcating patriotism and national pride

Student learning outcomes :

- Student will be able to identify, understand, and apply contemporary theories of leadership to a wide range of situations and interactions
- Student will be able to understand and respect individual difference, so to enhance the relationship ♣ Learn social responsibility and develop a sense of citizenship
- Student will be able to identify and understand the impact of culture on one's leadership style

Course Contents:

Module I: Individual differences & Personality

(2 Hours)

- Personality: Definition & Relevance
- Importance of nature & nurture in Personality Development
- Importance and Recognition of Individual differences in Personality
- Accepting and Managing Individual differences
- Intuition, Judgment, Perception & Sensation (MBTI)
- BIG5 Factors

Module II: Managing Diversity

(2

Hours)

- Defining Diversity
- Affirmation Action and Managing Diversity
- Increasing Diversity in Work Force
- Barriers and Challenges in Managing Diversity

Module III: Socialization

(2

Hours)

- Nature of Socialization
- Social Interaction
- Interaction of Socialization Process


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- Contributions to Society and Nation

Module IV: Patriotism and National Pride
(2 Hours)

- **Sense of pride and patriotism**
- **Importance of discipline and hard work**
- **Integrity and accountability**

Module V: Human Rights, Values and Ethics
(2 Hours)

- **Meaning and Importance of human rights**
- **Human rights awareness**
- **Values and Ethics- Learning based on project work on Scriptures like- Ramayana, Mahabharata, Gita etc.**

Module VI: End-of-Semester Appraisal

(2 Hours)

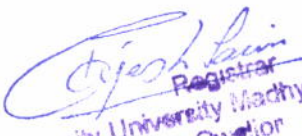
- Viva - Voce based on personal journal
- Assessment of Behavioral change as a result of training
- **Exit Level Rating by Self and Observer**

Examination Scheme:

Components	CT	HA/C/V	A	EE
Weightage (%)	15	10	5	70

SAP: Social Awareness Programme, A: Attendance, JFS: Journal for Success


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FRENCH

Course Code: FLU 244

Credit Units: 02

Course Objective:

To enable the students to overcome the fear of speaking a foreign language and take position as a foreigner speaking French.

To make them learn the basic rules of French Grammar.

Course Outcome:

At the end of the course, students will be able to:

- talk about daily activities and sports.
- express necessities.
- talk about activities in recent future.
- have conversations and perform day to day life tasks like enquiring about time, take an appointment.
 - enquire about products and place orders in a shop/ restaurant.

Course Contents:

Module A : pp.38 – 47 : Unité 3 : Objectif 3, 4, 5, 6

Module B: pp. 47 to 75 Unité 4, 5

Contenu lexical: Unité 3: Organiser son temps

1. donner/demander des informations sur un emploi du temps, un horaire SNCF – Imaginer un dialogue
2. rédiger un message/ une lettre pour ...
 - i) prendre un rendez-vous/ accepter et confirmer/ annuler
 - ii) inviter/accepter/refuser
3. Faire un programme d'activités
imaginer une conversation téléphonique/un dialogue
Propositions- interroger, répondre

Unité 4: Découvrir son environnement

1. situer un lieu
2. s'orienter, s'informer sur un itinéraire.
3. Chercher, décrire un logement
4. connaître les rythmes de la vie

Unité 5: s'informer

1. demander/donner des informations sur un emploi du temps passé.
2. donner une explication, exprimer le doute ou la certitude.
3. découvrir les relations entre les mots
4. savoir s'informer

- Contenu grammatical:**
1. Adjectifs démonstratifs
 2. Adjectifs possessifs/exprimer la possession à l'aide de :
 - i. « de » ii. A+nom/pronom disjoint
 3. Conjugaison pronominale – négative, interrogative - construction à l'infinitif

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4. Impératif/exprimer l'obligation/l'interdiction à l'aide de « il faut... »/ «il ne faut pas... »
5. passé composé
6. Questions directes/indirectes

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

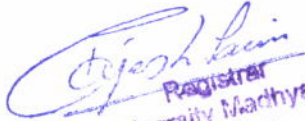
C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre : Campus: Tome


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THIRD SEMESTER

Annexure' CD-01'

UG: Semester III**Course Title: Effective Written Communication /
Communication Skills-III****Credit Units: 1****Course Code: BCU 341****Course Objective:**

To emphasize the essential aspects of effective written communication necessary for professional success.

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Outcome:

The students would be able to write correctly and properly with special reference to Letter writing.

Prerequisites: NIL

Course Contents / Syllabus:		
1	Module I Principles of Effective Writing	35% Weightage
	• Spellings-100 Most Misspelled Words in English • Web Based Writing • Note Taking: Process & Techniques	
2	Module II Formal Letter Writing	35% Weightage
	• Block Format • Types of Letters • E-mail • Netiquette	
3	Module III Business Memos	20% Weightage
	• Format & Characteristics	
4	Module IV Short Stories	10% Weightage
	• Stench of Kerosene-Amrita Pritam • A Flowering Tree-A.K. Ramanujan • The Gift of the Magi- O. Henry • A Fly in Buttermilk-James Baldwin	
5	Student Learning Outcomes: The students should be able to write correctly and properly with special reference to Letter writing.	

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6	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures				
7	Assessment/ Examination Scheme:				
	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination		
	100%	NA	70%		
	Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
	Weightage (%)	10%	15%	5%	70%

Text: Rai, Urmila & S.M. Rai. *Business Communication*, Mumbai: Himalaya Publishing House, 2002.

K.K.Sinha, Business Communication, Galgotia Publishing Company.

Reference: Sanjay Kumar & Pushp Lata, *Communication Skills*, Oxford University Press.

Additional Reading: Newspapers and Journals

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BEHAVIOURAL SCIENCE - III

Course Code: BSU 343

Credit Units: 01

Course Objective:

To enable the students:

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

Course outcomes :

- Student will be able to understand and solve the problems effectively in their personal and professional life.
- Students will outline multiple divergent solutions to a problem,
- Student will able to create and explore risky or controversial ideas, and synthesize ideas/expertise to generate innovations

Course Contents:

Module I: Thinking as a tool for Problem Solving

(2 Hours)

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

Module II: Hindrances to Problem Solving Process **Hours)**

(2

- Perception
- Expression
- Emotion
- Intellect
- Work environment

Module III: Problem Solving

(2 Hours)

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


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Module IV: Plan of Action
Hour)

(2

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

Module V: Creative Thinking

(2 Hours)

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

Suggested Readings:

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


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FRENCH

Course Code: FLU 344

Credit Units: 02

Course Objective:

To provide the students with the know-how

- To master the current social communication skills in oral and in written.
- To enrich the formulations, the linguistic tools and vary the sentence construction without repetition.

Course Outcome:

At the end of the course, students will be able to:

- to talk about the qualities and defects of people.
- to ask/give directions.
- to enquire about a lodging.
- to ask and give information's about a certain place.
- to describe events in past tense.

Course Contents:

Module B: pp. 76 – 88 Unité 6

Module C: pp. 89 to 103 Unité 7

Contenu lexical:

Unité 6: se faire plaisir

1. acheter : exprimer ses choix, décrire un objet (forme, dimension, poids et matières) payer
2. parler de la nourriture, deux façons d'exprimer la quantité, commander un repas au restaurant
3. parler des différentes occasions de faire la fête

Unité 7: Cultiver ses relations

1. maîtriser les actes de la communication sociale courante (Salutations, présentations, invitations, remerciements)
2. annoncer un événement, exprimer un souhait, remercier, s'excuser par écrit.
3. caractériser une personne (aspect physique et caractère)

Contenu grammatical:

1. accord des adjectifs qualificatifs
2. articles partitifs
3. Négations avec de, ne...rien/personne/plus
4. Questions avec combien, quel...
5. expressions de la quantité


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6. ne...plus/toujours - encore
7. pronoms compléments directs et indirects
8. accord du participe passé (auxiliaire « avoir ») avec l'objet direct
9. Impératif avec un pronom complément direct ou indirect
10. construction avec « que » - Je crois que/ Je pense que/ Je sais que

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre : Campus: Tome 1


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FOURTH SEMESTER

Annexure' CD-01'

Annexure' CD-01'

UG: Semester IV

Course Title: Communication Skills-IV

Credit Units: 1

Course Code: BCU 441

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Objective:

This course is designed to develop the skills of the students in preparing job search artifacts and negotiating their use in GDs and interviews.

Course Outcome: The students would be able to develop a resume for themselves, would be able to handle the interview process confidently and learn the subtle nuances of an effective group discussion

Prerequisites: NIL

Course Contents / Syllabus:

1.	Module I Employment-Related Correspondence	35% Weightage
	• Resume Writing • Covering Letters • Follow Up Letters	
2.	Module II Dynamics of Group Discussion	35% Weightage
	• Significance of GD • Methodology & Guidelines	
3.	Module III Interviews	20% Weightage
	• Types & Styles of Interviews • Fundamentals of facing Interviews • Interview-Frequently Asked Questions	
4.	Module IV Short Stories	10% Weightage
	• Proof of the Pudding - O. Henry • "The Lottery" 1948 – Shirley Jackson • The Eyes Have it- Ruskin Bond • Kallu- Ismat Chughtai All the four stories will be discussed in one class. One Long Question will be set in the Exam from the Text.	
5.	Student Learning Outcomes:	
	• Develop a resume for oneself	

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	• Ability to handle the interview process confidently • Learn the subtle nuances of an effective group discussion															
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures															
7.	Assessment/ Examination Scheme: <table><tr><th>Theory L/T (%)</th><th>Lab/Practical/Studio (%)</th><th>End Term Examination</th></tr><tr><td>100%</td><td>NA</td><td>70%</td></tr></table> Theory Assessment (L&T): <table><tr><th>Components (Drop down)</th><th>CIE</th><th>Attendance</th><th>End Term Examination</th></tr><tr><td>Weightage (%)</td><td>25%</td><td>5%</td><td>70%</td></tr></table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%	Components (Drop down)	CIE	Attendance	End Term Examination	Weightage (%)	25%	5%	70%	
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Text: *Sharma, R.C. & Krishna Mohan. Business Correspondence and Report Writing: A Practical approach to Business & Technical Communication, New Delhi: Tata McGraw Hill & Co. Ltd., 2002.*

Rai, Urmila & S.M. Rai. Business Communication, Mumbai: Himalaya Publishing House, 2002.

Rizvi, M.Ashraf. Effective Technical Communication, New Delhi: Tata McGraw Hill, 2007.

Reference: *Brusaw, Charles T., Gerald J. Alred & Walter E. Oliu. The Business Writer's Companion, Bedford: St. Martin's Press, 2010.*

Lewis, Norman. How to Read Better and Faster. New Delhi: Binny Publishing House.

Additional Reading: Newspapers and Journals


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BEHAVIOURAL SCIENCE - IV

Course Code: BSU 443

Credit Units: 01

Course Objective:

To inculcate an elementary level of understanding of group/team functions

To develop team-spirit and to know the importance of working in teams

Course outcomes :

- Students will Develop critical and reflective thinking abilities
- Students will Demonstrate an understanding of group dynamics and effective teamwork
- Student will develop a range of leadership skills and abilities such as effectively leading change, resolving conflict, and motivating others
- Student will Gain knowledge and understanding of organization resources, policies, and involvement opportunities.
- Student will Develop strategies to recruit, retain, and continually motivate contributing members to the organization

Course Contents:

Module I: Group formation

Definition and Characteristics

Importance of groups

Classification of groups

Stages of group formation

Benefits of group formation

Module II: Group Functions

External Conditions affecting group functioning: Authority, Structure, Org. Resources, Organizational policies etc.

Internal conditions affecting group functioning: Roles, Norms, Conformity, Status, Cohesiveness, Size, Inter group conflict.

Group Cohesiveness and Group Conflict

Adjustment in Groups

Module III: Teams

Meaning and nature of teams

External and Internal factors effecting team

Building Effective Teams

Consensus Building


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Collaboration

Module IV: Leadership

Meaning, Nature and Functions

Self leadership

Leadership styles in organization

Leadership in Teams

Module V: Power to empower: Individual and Teams

Meaning and Nature

Types of power

Relevance in organization and Society

Module VI: End-of-Semester Appraisal

Viva based on personal journal

Assessment of Behavioural change as a result of training

Exit Level Rating by Self and Observer

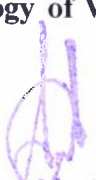
Examination Scheme:

Components	SAP	A	JFS	End Term Written Exam
Weightage (%)	15	05	20	60

SAP: Social Awareness Programme, A: Attendance, JFS: Journal for Success

Text & References:

- **Organizational Behaviour, Davis, K.**
- Hoover, Judhith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- **Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers**


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FRENCH

Course Code: FLU 444

Credit Units: 02

Course Objective:

To enable students:

- To develop strategies of comprehension of texts of different origin
- To present facts, projects, plans with precision

Course Outcome:

At the end of the course, students will be able to:

- strengthen the language of the students in both oral and written
- use language application for communication tasks.
- get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks.
- talk about personal habits, narrating events in the past, marking the stages, using appropriate connectors.
- hold the conversations on telephone, asking for/ giving advices.

Course Contents:

Module C: pp. 104 – 139 : Unités 8,9

Contenu lexical : Unité 8: Découvrir le passé

1. parler du passé, des habitudes et des changements.
2. parler de la famille, raconter une suite d'événements/préciser leur date et leur durée.
3. connaître quelques moments de l'histoire

Unité 9: Entreprendre

1. faire un projet de la réalisation: (exprimer un besoin, préciser les étapes d'une réalisation)
2. parler d'une entreprise
3. parler du futur

Contenu grammatical:

1. Imparfait
2. Pronom « en »
3. Futur
4. Discours rapporté au présent
5. Passé récent
6. Présent progressif


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Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre : Campus: Tome 1


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FIFTH SEMESTER

Annexure' CD-01'

UG : Semester V

Course Title : Communication Skills-V

Credit Units: 1

Course Code: BCU 541

Course Objective:

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

- To enable the students to adopt strategies for effective reading and writing skills.
- The course would enhance student's vocabulary, language and fluency. It would also teach the students to deliver professional presentations

Course Outcome: The students would be able to communicate fluently and sustain comprehension of an extended discourse. They would demonstrate ability to interpret texts and observe the rules of good writing and would be able to prepare and present effective presentations aided by ICT tools.

Prerequisites: NIL

Course Contents / Syllabus:		
1.	Module I Vocabulary • Define Vocabulary • Significance of Vocabulary • One Word Substitution, Synonyms & Antonyms and Idioms & Phrases • Define and Differentiate Homonyms, Homophones and Homographs • Vocabulary Drills • Foreign Words	35% Weightage
2.	Module II Comprehension Skills • Reading Comprehension-SQ3R Reading Techniques • Summarising and Paraphrasing • Précis Writing • Listening Comprehension	25% Weightage
3.	Module III Presentation Skills • Discussing the Significance of Audio-visual Aids, Audience and Feedback in Presentation Skills • Analyzing the Significance of Non-Verbal Communication	30% Weightage
4.	Module IV Prose	10%

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	• How Far is the River-Ruskin Bond • My Wood-E.M.Forster • I have a Dream-Martin Luther King • Spoken English and Broken English-G.B. Shaw	Weightage														
5.	Student Learning Outcomes: • Communicate fluently and sustain comprehension of an extended discourse. • Demonstrate ability to interpret texts and observe the rules of good writing. • Prepare and present effective presentations aided by ICT tools.															
6.	Pedagogy for Course Delivery: Workshop • Group Discussions • Presentations • Lectures															
7.	Assessment/ Examination Scheme: <table><tr><td>Theory L/T (%)</td><td>Lab/Practical/Studio (%)</td><td>End Term Examination</td></tr><tr><td>100%</td><td>NA</td><td>70%</td></tr></table> Theory Assessment (L&T): <table><tr><td>Components (Drop down)</td><td>CIE</td><td>Attendance</td><td>End Term Examination</td></tr><tr><td>Weightage (%)</td><td>25%</td><td>5%</td><td>70%</td></tr></table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%	Components (Drop down)	CIE	Attendance	End Term Examination	Weightage (%)	25%	5%	70%	
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Components (Drop down)	CIE	Attendance	End Term Examination													
Weightage (%)	25%	5%	70%													

Text: Jaffe, C.I. Public Speaking: Concepts and Skills for a Diverse Society, 4th ed. Belmont, CA: Wadsworth, 2004.

Effective English for Engineering Students, B Cauveri, Macmillan India

***Creative English for Communication*, Krishnaswamy N, Macmillan**

Reference: *A Textbook of English Phonetics*, Balasubramanian T, Macmillan

Additional Reading: Newspapers and Journals

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BEHAVIOURAL SCIENCE - V

Course Code: BSU 543

Credit Units: 01

Course Objective:

This course aims at enabling students towards:

Understand the importance of individual differences

Better understanding of self in relation to society and nation

Facilitation for a meaningful existence and adjustment in society

To inculcate patriotism and National pride.

To enhance personal and professional excellence

Course Outcomes:

- Able to answer the question: What do I stand for?
- Ability to apply a coherent set of moral principles within professional and specialized contexts
- Willing to make unpopular but right decision
- Committed to working for justice and peace locally and globally

Course Contents:

Module I: Individual differences & Personality

Personality: Definition & Relevance

Importance of nature & nurture in Personality Development

Importance and Recognition of Individual differences in Personality

Accepting and Managing Individual differences (Adjustment Mechanisms)

Intuition, Judgment, Perception & Sensation (MBTI)

BIG5 Factors

Module II: Socialization

Nature of Socialization

Social Interaction

Interaction of Socialization Process

Contributions to Society & Nation

Module III: Patriotism and National Pride

Sense of Pride and Patriotism

Importance of Discipline and hard work

Integrity and accountability

Module IV: Human Rights, Values and Ethics

Meaning of Human Rights

Human Rights Awareness

Importance of human rights

Values and Ethics- Learning based on project work on Scriptures like Ramayana, Mahabharata, Gita etc

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Module V: Personal and Professional Excellence

Personal excellence:

Identifying Long-term choices and goals

Uncovering talent, strength and style

Alan P. Rossiter's eight aspects of Professional Excellence

Resilience during challenge and loss

Continued Reflection (Placements, Events, Seminars, Conferences, Projects, Extracurricular Activities, etc.)

Text & References:

- **Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour**
- **Dressler, David and Cans, Donald: The Study of Human Interaction**
- **Lapiere, Richard. T – Social Change**
- **Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.**
- **Robbins O.B.Stephen;. Organizational Behaviour**


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FRENCH

Course Code: FLU 544

Credit Units: 02

Course Objective:

To furnish some basic knowledge of French culture and civilization for understanding an authentic document and information relating to political and administrative life.

Course Outcome:

At the end of the course, students will be able to:

- strengthen the language of the students in both oral and written
- use language application for communication tasks.
 - get acquainted with the current social communication skills, oral(dialogue, telephone conversations, etc.) and written and perform simple communication tasks
- narrate events in the past, marking the stages, using appropriate connectors,
- express causes and consequences, using appropriate logical connectors, presenting a biography.

Course Contents:

Module D: pp. 131 – 156 Unités 10,11

Contenu lexical :

Unité 10: Prendre des décisions

1. Faire des comparaisons
2. décrire un lieu, le temps, les gens, l'ambiance
3. rédiger une carte postale

Unité 11: faire face aux problèmes

1. Exposer un problème.
2. parler de la santé, de la maladie
3. interdire/demander/donner une autorisation
4. connaître la vie politique française

Contenu grammatical:

1. comparatif - comparer des qualités/ quantités/actions
2. supposition : Si + présent, futur
3. adverbe - caractériser une action
4. pronom "Y"

Examination Scheme:

Components	CT1	CT2	C	I	V	A
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Weightage (%)	20	20	20	20	15	5
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C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre : Campus: Tome 1


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SIXTH SEMESTER

Annexure' CD-01'

UG: Semester VI
Course Title: Communication Skills VI
Credit Units: 1
Course Code: BCU 641

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Objective: The main emphasis of this course is to enable students to learn the dynamics of social communication and to demonstrate the ability to learn the nuances of informal communication.

Course Outcome: The students would be able to communicate contextually in specific personal and professional situations with courtesy and inject humour in their regular interactions. The course will also strengthen their creative learning process through individual expression and collaborative peer activities.

Prerequisites: NIL

Course Contents / Syllabus:		
1.	Module I Social Communication Essentials	30% Weightage
	• Small talk • Building rapport • Expand social and Corporate Associations • Informal Communication: Grapevine, Chat	
2.	Module II Workplace Interpersonal Skills	25% Weightage
	• Understanding Social Communication in Workplace environment. • Employee feedback: Assess employee performance and satisfaction. • Simulation ➤ Humour in Communication-Use of 'Puns' ➤ Entertainment and Communication (Infotainment) • Infotainment and Social Media • Entertainment in Journalism ➤ Social Networking	
3.	Module III Visual Code / Social Etiquette	35% Weightage
	• Power Dressing • Fine Dining • Office Party Etiquette • Business Travel Etiquette ➤ Work Place and Business Etiquette • Proper Greetings	

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	• Thank You Notes • Telephonic Manners/ Voice Mail Etiquette • Business Salutation Etiquette • Guest Etiquette • Cubicle Etiquette • Business Card Etiquette ➤ Different Cultural Etiquette & Protocol																		
4.	Module IV Prose • Secret of Socrates - Dale Carnegie • My Financial Career-Stephen Leacock • The Luncheon – W. Somerset Maugham • The National Flag – Jawahar Lal Nehru All the four stories will be discussed in one class One Long Question will be set in the Exam from the Text	10% Weightage																	
5.	Student Learning Outcomes: • To communicate contextually in specific personal and professional situations with courtesy. • To inject humour in their regular interactions. • To strengthen their creative learning process through individual expression and collaborative peer activities.																		
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures																		
7.	Assessment/ Examination Scheme: <table border="1"><thead><tr><th>Theory L/T (%)</th><th>Lab/Practical/Studio (%)</th><th>End Term Examination</th></tr></thead><tbody><tr><td>100%</td><td>NA</td><td>70%</td></tr></tbody></table> Theory Assessment (L&T): <table border="1"><thead><tr><th colspan="3">Continuous Assessment/Internal Assessment</th><th rowspan="2">End Term Examination</th></tr><tr><th>Components (Drop down)</th><th>CIE</th><th>Attn</th></tr></thead><tbody><tr><td>Weightage (%)</td><td>25%</td><td>5%</td><td>70%</td></tr></tbody></table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%	Continuous Assessment/Internal Assessment			End Term Examination	Components (Drop down)	CIE	Attn	Weightage (%)	25%	5%	70%	
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Continuous Assessment/Internal Assessment			End Term Examination																
Components (Drop down)	CIE	Attn																	
Weightage (%)	25%	5%	70%																

Text: Krizan, Merrier, Logan & Williams. Effective Business Communication, New Delhi: Cengage, 2011

- **Communication and Organizational Culture.** Keyton. Joann. Sage Publications
- **Social Communication (Frontiers of Social Psychology).** Fiedler, Klaus. Psychology Press

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Reference: *Cyberpunks: Freedom and the Future of the Internet*. Assange, Julian Assange. **OR**
Books.

Additional Reading: Newspapers and Journals



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BEHAVIOURAL SCIENCE – VI

Course Code: BSU 643

Credit Units: 01

Course Objective:

To develop an understanding the concept of stress its causes, symptoms and consequences.

To develop an understanding the consequences of the stress on one's wellness, health, and work performance.

Course Outcomes:

- Student will able demonstrate thorough understanding of stress and its effects
- Student will able to learn various coping strategies to deal stress effectively so to overcome the consequences and impact of stress on their health and wellbeing, ultimately it will enhance their performance

Course Contents:

Module I: Stress

Meaning & Nature

Characteristics

Types of stress

Module II: Stages and Models of Stress

Stages of stress

The physiology of stress

Stimulus-oriented approach.

Response-oriented approach.

The transactional and interactional model.

Pressure – environment fit model of stress.

Module III: Causes and symptoms of stress

Personal

Organizational

Environmental

Module IV: Consequences of stress

Effect on behaviour and personality

Effect of stress on performance

Individual and Organizational consequences with special focus on health

Module V: Strategies for stress management


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Importance of stress management
Healthy and Unhealthy strategies
Peer group and social support
Happiness and well-being

Module VI: End-of-Semester Appraisal

Viva based on personal journal
Assessment of Behavioural change as a result of training
Exit Level Rating by Self and Observer

Examination Scheme:

Components	SAP	A	JFS	End Term Written Exam
Weightage (%)	15	05	20	60

SAP: Social Awareness Programme, A: Attendance, JFS: Journal for Success

Text & References:

- Blonna, Richard; Coping with Stress in a Changing World: Second edition
- Pestonjee, D.M, Pareek, Udai, Agarwal Rita; Studies in Stress And its Management
- Pestonjee, D.M.; Stress and Coping: The Indian Experience
- Clegg, Brian; Instant Stress Management – Bring calm to your life now


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FRENCH

Course Code: FLU 644

Credit Units: 02

Course Objective:

To strengthen the language of the students both in oral and written so that they can:

1. express their sentiments, emotions and opinions, reacting to information, situations;
- ii) narrate incidents, events ;
- iii) perform certain simple communicative tasks.

Course

At the end of the course, students will be able to:

- strengthen the language of the students in both oral and written
- use language application for communication tasks.
- enhance social communication skills
- approve or disapprove a behavior of someone or somebody
- congratulate somebody
- express possession
- express given theme.

Course Contents:

Module D: pp. 157 – 168 – Unité 12

Unité 12: s'évader

1. réserver, caractériser, définir
2. parler de livres, de lectures
3. réserver et réserver un voyage
4. exprimer des sentiments et des opinions
5. réserver
6. faire une réservation

Contenu grammatical:

2. proposition relative avec pronom relatif « qui », « que », « où »
– pour caractériser
3. faire + verbe

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation

I – Interaction/Conversation Practice

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Text & References:

- le livre à suivre : Campus: Tome 1



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BA (ECONOMICS)

FIRST SEMESTER

Annexure 'AAB-CD-01a'

UG- 01

Course Title: Communication Skills-I

Credit Units: 1

Course Code: BCU141

L	T	P /S	SW/ FW	TOTAL CREDI T UNITS
1	0	0	0	1

Course Objective The course is intended to familiarize students with the basics of English language and help them to learn to identify language structures for correct English usage.

Course Outcome: The students would be able to identify common errors and rectify them, develop and expand writing skills through controlled and guided activities, develop coherence, cohesion and competence in oral discourse through intelligible pronunciation and adopt strategies for effective reading and writing skills.

Prerequisites: NIL

Course Contents / Syllabus:		
1.	Module I Essentials of English Grammar • Common Errors • Parts of Speech • Collocations, Relative Pronoun • Subject-Verb Agreement • Articles • Punctuation • Sentence Structure- 'Wh' Questions	30% Weightage
2.	Module II Written English Communication • Paragraph Writing • Essay Writing	30% Weightage
3.	Module III Spoken English Communication • Introduction to Phonetics • Syllable-Consonant and Vowel Sounds • Stress and Intonation	30% Weightage
4.	Module IV : Prose "Friends, Romans, Countrymen, lend me your ears" Speech by Marc Antony in Julius Caesar ❖ Comprehension Questions will be set in the End-Semester Exam	10% Weightage
Student Learning Outcomes:		

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5.	The students should be able to : • Identify Common Errors and Rectify Them • Develop and Expand Writing Skills Through Controlled and Guided Activities • To Develop Coherence, Cohesion and Competence in Oral Discourse through Intelligible Pronunciation.																		
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures • Extempore																		
Assessment/ Examination Scheme: <table><tr><th>Theory L/T (%)</th><th>Lab/Practical/Studio (%)</th><th>End Term Examination</th></tr><tr><td>100%</td><td>NA</td><td>70%</td></tr></table> Theory Assessment (L&T): <table><tr><th>Components (Drop down)</th><th>CIE</th><th>Mid Sem</th><th>Attendance</th><th>End Term Examination</th></tr><tr><td>Weightage (%)</td><td>10%</td><td>15%</td><td>5%</td><td>70%</td></tr></table>			Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	Weightage (%)	10%	15%	5%	70%	
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination																	
100%	NA	70%																	
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination															
Weightage (%)	10%	15%	5%	70%															

Text: *Rosenblum, M. How to Build Better Vocabulary, London: Bloomsbury Publication*

Verma, Shalini. Word Power made Handy, S. Chand Publications

High School English Grammar & Composition by Wren & Martin

References: *K.K.Sinha , Business Communication, Galgotia Publishing Company.*

Additional Reading: Newspapers and Journals


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BEHAVIOURAL SCIENCE - I

Course Code: BSU 143

Credit Units: 01

Course Objective:

This course aims at imparting:

- Understanding self & process of self exploration
- Learning strategies for development of a healthy self esteem
- Importance of attitudes and its effective on personality
- Building Emotional Competence

Course ooutcomes :

- Student will Develop accurate sense of self
- Student will nurture a deep understanding of personal motivation
- Student will develop thorough understanding of personal and professional responsibility
- Student will able to analyse the emotions of others for better adjustment.

Course Contents:

Module I: Self: Core Competency

(2 Hours)

- Understanding of Self
- Components of Self – Self identity
- Self concept
- confidence Self
- Self image

Module II: Techniques of Self Awareness

(2 Hours)

- Exploration through Johari Window
- Mapping the key characteristics of self
- Framing a charter for self
- Stages – self awareness, self acceptance and self realization

Module III: Self Esteem & Effectiveness

(2 Hours)

- Meaning and Importance
- Components of self esteem
- High and low self esteem
- Measuring your self esteem

Module IV: Building Positive Attitude


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(2 Hours)
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- Meaning and nature of attitude
- Components and Types of attitude
- Importance and relevance of attitude

Module V: Building Emotional Competence
Hours)

(2

- Emotional Intelligence – Meaning, components, Importance and Relevance
- Positive and Negative emotions
- Healthy and Unhealthy expression of emotions

Module VI: End-of-Semester Appraisal
Hours)

(2

- Viva based on personal journal
- Assessment of Behavioral change as a result of training
- **Exit Level Rating by Self and Observer**

Suggested Readings:

- Organizational Behaviour, Davis, K.
- **Hoover, Judhith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers**
- **Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books**
- **Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour**
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- **LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi**
- **J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company**
- Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers


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FRENCH

Course Code: FLU 144

Credit Units: 02

Course Objective:

To familiarize the students with the French language

- with the phonetic system
- with the syntax
- with the manners
- with the cultural aspects

Course Outcome:

At the end of the course, students will be able to:

- familiarize students with the French language, with its phonetic system and its accents
- greet someone in French
- present and describe oneself and people,
- enter in contact, and begin a conversation
- talk about one's family, tastes and preferences

Course Contents:

Module A: pp. 01 to 37: Unités 1, 2, Unité 3 Object if 1, 2

Only grammar of Unité 3: object if 3, 4 and 5

Contenu lexical: Unité 1: **Découvrir la langue française: (oral et écrit)**

des

1. se présenter, présenter quelqu'un, faire la connaissance

autres, formules de politesse, rencontres

2. dire/interroger si on comprend

3. Nommer les choses

Unité 2: **Faire connaissance**

5. donner/demander des informations sur une personne, premiers

contacts, exprimer ses goûts et ses préférences

6. Parler de soi: parler du travail, de ses activités, de son pays, de sa ville.

Unité 3: **Organiser son temps**

1. dire la date et l'heure

Contenu grammatical:

1. organisation générale de la grammaire

2. article indéfini, défini, contracté

3. nom, adjectif, masculin, féminin, singulier et pluriel

4. négation avec « de », "moi aussi", "moi non plus"

5. interrogation: Inversion, est-ce que, qui, que, quoi, qu'est-ce

que, où, quand, comment, quel(s), quelle(s)

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- Interro-négatif: réponses: oui, si, non
6. pronom tonique/disjoint- pour insister après une préposition
7. futur proche

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre: Campus: Tome 1

SECOND SEMESTER

Annexure' CD-01'

UG: Semester II

Course Title: Communication Skills-II

Course Code: BCU 241

Credit Units: 1

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Objectives:

To understand the different aspects of communication using the four macro skills – LSRW (Listening, Speaking, Reading, Writing)

Course Outcome: The students would be able to apply Verbal and Non-Verbal Communication Techniques in the Professional Environment

Prerequisites: NIL

Course Contents / Syllabus:		
1	Module I Communication	35% Weightage
	- Process and Importance - Models of Communication (Linear & Shannon Weaver) - Role and Purpose - Types & Channels - Communication Networks - Principles & Barriers	
2	Module II Verbal Communication	25% Weightage
	Oral Communication: Forms, Advantages & Disadvantages Written Communication: Forms, Advantages & Disadvantages	

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	Introduction of Communication Skills (Listening, Speaking, Reading, Writing)																	
3	Module III Non-Verbal Communication	30% Weightage																
	• Principles & Significance of Nonverbal Communication • KOPPACT (Kinesics, Oculistics, Proxemics, Para-Language, Artifacts, Chronemics, Tactilics) • Visible Code																	
4	Module IV : Prose	10% Weightage																
	TEXT: APJ Abdul Kalam and Arun Tiwari. <i>Wings of Fire: An Autobiography</i> , Universities Press, 2011 Comprehension Questions will be set in the End-Semester Exam																	
5	Student Learning Outcomes: The students should be able to : • Apply Verbal and Non-Verbal Communication Techniques in the Professional Environment																	
6	Pedagogy for Course Delivery: • Extempore • Presentations • Lectures																	
7	Assessment/ Examination Scheme: <table><tr><td>Theory L/T (%)</td><td>Lab/Practical/Studio (%)</td><td>End Term Examination</td></tr><tr><td>100%</td><td>NA</td><td>50%</td></tr></table> Theory Assessment (L&T): <table><tr><td>Components (Drop down)</td><td>CIE</td><td>Mid Sem</td><td>Attendance</td><td>End Term Examination</td></tr><tr><td>Weightage (%)</td><td>10%</td><td>15%</td><td>5%</td><td>70%</td></tr></table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	50%	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	Weightage (%)	10%	15%	5%	70%	
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Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination														
Weightage (%)	10%	15%	5%	70%														

Text: Rosenblum, M. How to Build Better Vocabulary, London: Bloomsbury Publication.

Verma, Shalini. Word Power made Handy, S. Chand Publications.

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Alan Pease : Body Language

Additional Reading: Newspapers and Journals



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BEHAVIOURAL SCIENCE - II

Course Code: BSU 243

Credit Units: 01

Course Objective:

This course aims at enabling students towards:

- **Understand the importance of individual differences**
- **Better understanding of self in relation to society and nation**
- **Facilitation for a meaningful existence and adjustment in society**
- **Inculcating patriotism and national pride**

Student learning outcomes :

- Student will be able to identify, understand, and apply contemporary theories of leadership to a wide range of situations and interactions
- Student will be able to understand and respect individual difference, so to enhance the relationship ♣ Learn social responsibility and develop a sense of citizenship
- Student will be able to identify and understand the impact of culture on one's leadership style

Course Contents:

Module I: Individual differences & Personality

(2 Hours)

- **Personality: Definition & Relevance**
- **Importance of nature & nurture in Personality Development**
- **Importance and Recognition of Individual differences in Personality**
- **Accepting and Managing Individual differences**
- **Intuition, Judgment, Perception & Sensation (MBTI)**
- **BIG5 Factors**

Module II: Managing Diversity **Hours)**

(2

- **Defining Diversity**
- **Affirmation Action and Managing Diversity**
- **Increasing Diversity in Work Force**
- **Barriers and Challenges in Managing Diversity**

Module III: Socialization **Hours)**

(2

- **Nature of Socialization**
- **Social Interaction**
- **Interaction of Socialization Process**
- **Contributions to Society and Nation**

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**Module IV: Patriotism and National Pride
Hours)**

(2

- Sense of pride and patriotism
- Importance of discipline and hard work
- Integrity and accountability

**Module V: Human Rights, Values and Ethics
Hours)**

(2

- Meaning and Importance of human rights
- Human rights awareness
- Values and Ethics- Learning based on project work on Scriptures like- Ramayana, Mahabharata, Gita etc.

Module VI: End-of-Semester Appraisal

(2 Hours)

- Viva - Voce based on personal journal
- Assessment of Behavioral change as a result of training
- Exit Level Rating by Self and Observer

Examination Scheme:

Components	SAP	A	Mid Term Test (CT)	VIVA	Journal for Success (JOS)
Weightage (%)	20	05	20	30	25


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FRENCH

Course Code: BAE 244

Credit Units: 02

Course Objective:

To enable the students to overcome the fear of speaking a foreign language and take position as a foreigner speaking French.

To make them learn the basic rules of French Grammar.

Course Outcome:

At the end of the course, students will be able to:

- talk about daily activities and sports.
- express necessities.
- talk about activities in recent future.
- have conversations and perform day to day life tasks like enquiring about time, take an appointment.
- *enquire about products and place orders in a shop/ restaurant.*

Course Contents:

Module A: pp.38 – 47: Unité 3: Object if 3, 4, 5. 6

Module B: **pp. 47 to 75 Unité 4, 5**

Contenu lexical:

Unité 3: **Organiser son temps**

6. **donner/demander des informations sur un emploi du temps, un horaire SNCF – Imaginer un dialogue**
7. **rédiger un message/ une lettre pour ...**
 - i) **prendre un rendez-vous/ accepter et confirmer/ annuler**
 - ii) **inviter/accepter/refuser**
8. **Faire un programme d'activités**
9. **imaginer une conversation téléphonique/un dialogue**
10. **Propositions- interroger, répondre**

Unité 4: **Découvrir son environnement**

5. **situer un lieu**
6. **s'orienter, s'informer sur un itinéraire.**
7. **Chercher, décrire un logement**
8. **connaître les rythmes de la vie**

Unité 5: **s'informer**

5. **demander/donner des informations sur un emploi du temps passé.**
6. **donner une explication, exprimer le doute ou la certitude.**
7. **découvrir les relations entre les mots**
8. **savoir s'informer**

Contenu grammatical:

1. **Adjectifs démonstratifs**

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2. Adjectifs possessifs/exprimer la possession à l'aide de:
i. « de » ii. A+nom/pronom disjoint
3. Conjugaison pronominale – négative, interrogative -
construction à l'infinitif
4. Impératif/exprimer l'obligation/l'interdiction à l'aide de

« il

faut.... »/ «il ne faut pas... »

5. passé composé
6. Questions directes/indirectes

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

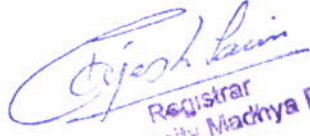
C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre: Campus: Tome 1


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THIRD SEMESTER
COMMUNICATION SKILLS – I

Course Code: BAE 341

Credit Units: 01

Course Objective:

To form written communication strategies necessary in the workplace

Course Outcome:

The students would be able to write correctly and properly with special reference to Letter writing.

Course Contents:

Module I: Introduction to Writing Skills

Effective Writing Skills

Avoiding Common Errors

Paragraph Writing

Note Taking

Writing Assignments

Module II: Letter Writing

Types

Formats

Module III

Memo

Agenda and Minutes

Notice and Circulars

Module IV: Report Writing

Purpose and Scope of a Report

Fundamental Principles of Report Writing

Project Report Writing

Summer Internship Reports

Examination Scheme:

Components	CT1	CT2	CAF	V	GD	GP	A
Weightage (%)	20	20	25	10	10	10	5

CAF – Communication Assessment File

GD – Group Discussion

GP – Group Presentation

Text & References:


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- Business Communication, Raman – Prakash, Oxford
- Creative English for Communication, Krishnaswamy N, Macmillan
- Textbook of Business Communication, Ramaswami S, Macmillan
- Working in English, Jones, Cambridge
- A Writer's Workbook Fourth edition, Smoke, Cambridge
- Effective Writing, Withrow, Cambridge
- Writing Skills, Coe/Rycroft/Ernest, Cambridge
- Welcome!, Jones, Cambridge


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BEHAVIOURAL SCIENCE – III
(INTERPERSONAL COMMUNICATION AND RELATIONSHIP MANAGEMENT)

Course Code: BAE 343

Credit Units: 01

Course Objective:

This course aims at imparting an understanding of:

- **Interpersonal communication and relationship.**
- **Strategies for healthy interpersonal relationship**
- **Effective management of emotions.**
- **Building interpersonal competence.**

Course outcomes :

- Student will be able to understand and solve the problems effectively in their personal and professional life.
- Students will outline multiple divergent solutions to a problem,
- Student will able to create and explore risky or controversial ideas, and synthesize ideas/expertise to generate innovations

Course Contents:

Module I: Interpersonal Communication

Importance of Behavioural/ Interpersonal Communication

Types – Self and Other Oriented

Rapport Building – NLP, Communication Mode

Steps to improve Interpersonal Communication

Module II: Interpersonal Styles

Transactional Analysis

Life Position/Script Analysis

Games Analysis

Interactional and Transactional Styles

Bridging differences in Interpersonal Relationship through TA

Communication Styles

Module III: Conflict Management and Negotiation

Meaning and Nature of conflicts

Styles and techniques of conflict management

Meaning of Negotiation

Process and Strategies of Negotiation

Interpersonal Communication: Conflict Management and Negotiation

Module IV: Interpersonal Relationship Development

Importance of Interpersonal Relationships

Interpersonal Relationship Skills

Types of Interpersonal Relationships

Relevance of Interpersonal Communication in Relationship Development


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Module V: Impression Management
Meaning & Components of Impression Management
Impression Management Techniques
Impression Management Training-Self help and Formal approaches

Module VI: End-of-Semester Appraisal

Viva based on personal journal
Assessment of Behavioural change as a result of training
Exit Level Rating by Self and Observer

Examination Scheme:

Components	SAP	A	Mid Term Test (CT)	VIVA	Journal for Success (JOS)
Weightage (%)	20	05	20	30	25

Text & References:

- Vangelist L. Anita, Mark N. Knapp, Inter Personal Communication and Human Relationships: Third Edition, Allyn and Bacon
- Julia T. Wood. Interpersonal Communication everyday encounter
- Beebe, Beebe and Redmond; Interpersonal Communication, 1996; Allyn and Bacon Publishers.
- Rosenfeld, P., Giacalone, R.A. and Catherine, A.R. (2003). Impression Management: Building and Enhancing Reputations at Work. Thomson Learning, Singapore.

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FRENCH - III

Course Code: BAE 344

Credit Units: 02

Course Objective:

To provide the students with the know-how

- To master the current social communication skills in oral and in written.
- To enrich the formulations, the linguistic tools and vary the sentence construction without repetition.

Course Outcome:

At the end of the course, students will be able to:

- to talk about the qualities and defects of people.
- to ask/give directions.
- to enquire about a lodging.
- to ask and give information's about a certain place.
- to describe events in past tense.

Course Contents:

Module B: pp. 76 – 88 Unité 6

Module C: pp. 89 to 103 Unité 7

Contenu lexical:

Unité 6: se faire plaisir

3. acheter : exprimer ses choix, décrire un objet (forme, dimension, poids et matières) payer
4. parler de la nourriture, deux façons d'exprimer la quantité, commander un repas au restaurant
3. parler des différentes occasions de faire la fête

Unité 7: Cultiver ses relations

3. maîtriser les actes de la communication sociale courante (Salutations, présentations, invitations, remerciements)
4. annoncer un événement, exprimer un souhait, remercier, s'excuser par écrit.
3. caractériser une personne (aspect physique et caractère)

Contenu grammatical:

1. accord des adjectifs qualificatifs
2. articles partitifs
3. Négations avec de, ne...rien/personne/plus
4. Questions avec combien, quel...
5. expressions de la quantité
6. ne...plus/toujours - encore
7. pronoms compléments directs et indirects
8. accord du participe passé (auxiliaire « avoir ») avec l'objet direct


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9. Impératif avec un pronom complément direct ou indirect
10. construction avec « que » - Je crois que/ Je pense que/ Je sais que

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre : Campus: Tome


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FOURTH SEMESTER

COMMUNICATION SKILLS – II

Course Code:

BAE 441

Credit Units: 01

Course Objective:

To teach the participants strategies for improving academic reading and writing.

Emphasis is placed on increasing fluency, deepening vocabulary, and refining academic language proficiency.

Course Outcome: The students would be able to develop a resume for themselves, would be able to handle the interview process confidently and learn the subtle nuances of an effective group discussion

Course Contents:

Module I: Social Communication Skills

Small Talk

Conversational English

Appropriateness

Building rapport

Module II: Context Based Speaking

In general situations

In specific professional situations

Discussion and associated vocabulary

Simulations/Role Play

Module III: Professional Skills

Presentations

Negotiations

Meetings

Telephony Skills

Examination Scheme:

Components	CT1	CT2	CAF	V	GD	GP	A
Weightage (%)	20	20	25	10	10	10	5

CAF – Communication Assessment File

GD – Group Discussion

GP – Group Presentation

Text & References:


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- Essential Telephoning in English, Garside/Garside, Cambridge
- Working in English, Jones, Cambridge
- Business Communication, Raman – Prakash, Oxford
- Speaking Personally, Porter-Ladousse, Cambridge
- Speaking Effectively, Jermy Comfort, et.al, Cambridge
- Business Communication, Raman –Prakash, Oxford



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BEHAVIOURAL SCIENCE - IV
(GROUP DYNAMICS AND TEAM BUILDING)

Course Code: BAE 443

Credit Units: 01

Course Objective:

To inculcate an elementary level of understanding of group/team functions
To develop team-spirit and to know the importance of working in teams

Course outcomes :

- Students will Develop critical and reflective thinking abilities
- Students will Demonstrate an understanding of group dynamics and effective teamwork
- Student will develop a range of leadership skills and abilities such as effectively leading change, resolving conflict, and motivating others
- Student will Gain knowledge and understanding of organization resources, policies, and involvement opportunities.
- Student will Develop strategies to recruit, retain, and continually motivate contributing members to the organization

Course Contents:

Module I: Group formation

Definition and Characteristics

Importance of groups

Classification of groups

Stages of group formation

Benefits of group formation

Module II: Group Functions

External Conditions affecting group functioning: Authority, Structure, Org. Resources, Organizational policies etc.

Internal conditions affecting group functioning: Roles, Norms, Conformity, Status, Cohesiveness, Size, Inter group conflict.

Group Cohesiveness and Group Conflict

Adjustment in Groups

Module III: Teams

Meaning and nature of teams

External and Internal factors effecting team

Building Effective Teams

Consensus Building

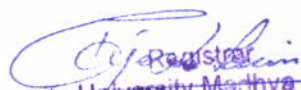
Collaboration

Module IV: Leadership

Meaning, Nature and Functions

Self leadership


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Leadership styles in organization

Leadership in Teams

Module V: Power to empower: Individual and Teams

Meaning and Nature

Types of power

Relevance in organization and Society

Module VI: End-of-Semester Appraisal

Viva based on personal journal

Assessment of Behavioural change as a result of training

Exit Level Rating by Self and Observer

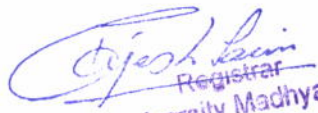
Examination Scheme:

Components	SAP	A	Mid Term Test (CT)	VIVA	Journal for Success (JOS)
Weightage (%)	20	05	20	30	25

Text & References:

- **Organizational Behaviour, Davis, K.**
- Hoover, Judhith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- **Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers**


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FRENCH – IV

Course Code: BAE 444

Credit Units: 02

Course Objective:

To enable students:

- To develop strategies of comprehension of texts of different origin
- To present facts, projects, plans with precision

Course Outcome:

At the end of the course, students will be able to:

- strengthen the language of the students in both oral and written
- use language application for communication tasks.
- get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks.
- talk about personal habits, narrating events in the past, marking the stages, using appropriate connectors.
- hold the conversations on telephone, asking for/ giving advices.

Course Contents:

Module C: pp. 104 – 139: Unités 8, 9

Contenu lexical: Unité 8: Découvrir le passé

4. parler du passé, des habitudes et des changements.
5. parler de la famille, raconter une suite d'événements/préciser leur date et leur durée.
6. connaître quelques moments de l'histoire

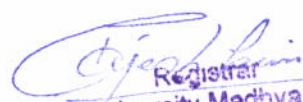
Unité 9: Entreprendre

7. faire un projet de la réalisation: (exprimer un besoin, préciser les étapes d'une réalisation)
4. parler d'une entreprise
5. parler du futur

Contenu grammatical:

1. Imparfait
8. Pronom « en »
9. Futur
10. Discours rapporté au présent
11. Passé récent
12. Présent progressif

Examination Scheme:


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Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre : Campus: Tome 1

FIFTH SEMESTER


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COMMUNICATION SKILLS - III

Course Code: BAE 541

Credit Units: 01

Course Objective:

To equip the participant with linguistic skills required in the field of science and technology while guiding them to excel in their academic field.

Course Outcome: The students would be able to communicate fluently and sustain comprehension of an extended discourse. They would demonstrate ability to interpret texts and observe the rules of good writing and would be able to prepare and present effective presentations aided by ICT tools.

Course Contents:

Module I

Reading Comprehension
Summarising
Paraphrasing

Module II

Essay Writing
Dialogue Report

Module III

Writing Emails
Brochure
Leaflets

Module IV: Introduction to Phonetics

Vowels
Consonants
Accent and Rhythm
Accent Neutralization
Spoken English and Listening Practice

Examination Scheme:

Components	CT1	CT2	CAF	V	GD	GP	A
Weightage (%)	20	20	25	10	10	10	5

CAF – Communication Assessment File

GD – Group Discussion

GP – Group Presentation

Text & References:


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- Effective English for Engineering Students, B Cauveri, Macmillan India
- Creative English for Communication, Krishnaswamy N, Macmillan
- A Textbook of English Phonetics, Balasubramanian T, Macmillan



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BEHAVIOURAL SCIENCE - V
(INDIVIDUAL, SOCIETY AND NATION)

Course Code: BAE 543

Credit Units: 01

Course Objective:

This course aims at enabling students towards:

- Understand the importance of individual differences
- Better understanding of self in relation to society and nation
- Facilitation for a meaningful existence and adjustment in society
- To inculcate patriotism and National pride.
- To enhance personal and professional excellence

Course Outcomes:

- Able to answer the question: What do I stand for?
- Ability to apply a coherent set of moral principles within professional and specialized contexts
- Willing to make unpopular but right decision
- Committed to working for justice and peace locally and globally

Course Contents:

Module I: Individual differences & Personality

Personality: Definition & Relevance

Importance of nature & nurture in Personality Development

Importance and Recognition of Individual differences in Personality

Accepting and Managing Individual differences (Adjustment Mechanisms)

Intuition, Judgment, Perception & Sensation (MBTI)

BIG5 Factors

Module II: Socialization

Nature of Socialization

Social Interaction

Interaction of Socialization Process

Contributions to Society & Nation

Module III: Patriotism and National Pride

Sense of Pride and Patriotism

Importance of Discipline and hard work

Integrity and accountability

Module IV: Human Rights, Values and Ethics

Meaning of Human Rights

Human Rights Awareness

Importance of human rights

Values and Ethics- Learning based on project work on Scriptures like Ramayana, Mahabharata, Gita etc


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Module V: Personal and Professional Excellence

- **Personal excellence:**

- Identifying Long-term choices and goals
- Uncovering talent, strength and style

Alan P. Rossiter's eight aspects of Professional Excellence

Resilience during challenge and loss

Continued Reflection (Placements, Events, Seminars, Conferences, Projects, Extracurricular Activities, etc.)

Module VI: End-of-Semester Appraisal

Viva based on personal journal

Assessment of Behavioural change as a result of training

Exit Level Rating by Self and Observer

Examination Scheme:

Components	SAP	A	Mid Term Test (CT)	VIVA	Journal for Success (JOS)
Weightage (%)	20	05	20	30	25

Text & References:

- **Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour**
- **Dressler, David and Cans, Donald: The Study of Human Interaction**
- **Lapiere, Richard. T – Social Change**
- **Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.**
- **Robbins O.B.Stephen;. Organizational Behaviour**


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FRENCH - V

Course Code: BAE 544

Credit Units: 02

Course Objective:

To furnish some basic knowledge of French culture and civilization for understanding an authentic document and information relating to political and administrative life

Course Outcome:

At the end of the course, students will be able to:

- strengthen the language of the students in both oral and written
- use language application for communication tasks.
- get acquainted with the current social communication skills, oral(dialogue, telephone conversations, etc.) and written and perform simple communication tasks
- narrate events in the past, marking the stages, using appropriate connectors,
- express causes and consequences, using appropriate logical connectors, presenting a biography.

Course Contents:

Module D: pp. 131 – 156 Unités 10, 11

Contenu lexical:

Unité 10: Prendre des décisions

1. Faire des comparaisons
2. décrire un lieu, le temps, les gens, l'ambiance
3. rédiger une carte postale

Unité 11: faire face aux problèmes

5. Exposer un problème.
6. parler de la santé, de la maladie
7. interdire/demander/donner une autorisation
8. connaître la vie politique française

Contenu grammatical:

5. comparatif - comparer des qualités/ quantités/actions
6. supposition : Si + présent, futur
7. adverbe - caractériser une action
8. pronom "Y"

Examination Scheme:

Components	CT1	CT2	C	I	V	A
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Weightage (%)	20	20	20	20	15	5
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C – Project + Presentation

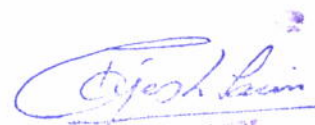
I – Interaction/Conversation Practice

Text & References:

- le livre à suivre: Campus: Tome 1



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SIXTH SEMESTER COMMUNICATION SKILLS – IV

Course Code: BAE 641

Credit Units: 01

Course Objective:

To enhance the skills needed to work in an English-speaking global business environment.

Course Outcome: The students would be able to communicate contextually in specific personal and professional situations with courtesy and inject humour in their regular interactions. The course will also strengthen their creative learning process through individual expression and collaborative peer activities.

Course Contents:

Module I: Business/Technical Language Development

Advanced Grammar: Syntax, Tenses, Voices

Advanced Vocabulary skills: Jargons, Terminology, Colloquialism

Individualised pronunciation practice

Module II: Social Communication

Building relationships through Communication

Communication, Culture and Context

Entertainment and Communication

Informal business/ Technical Communication

Module III: Business Communication

Reading Business/ Technical press

Listening to Business/ Technical reports (TV, radio)

Researching for Business /Technology

Module IV: Presentations

Planning and getting started

Design and layout of presentation

Information Packaging

Making the Presentation

Examination Scheme:

Components	CT1	CT2	CAF	V	GD	GP	A
Weightage (%)	20	20	25	10	10	10	5

CAF – Communication Assessment File

GD – Group Discussion

GP – Group Presentation


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Text & References:

- Business Vocabulary in Use: Advanced Macmillan, Cambridge
- Business Communication, Raman – Prakash, Oxford
- Business Communications, Rodgers, Cambridge
- Working in English, Jones, Cambridge
- New International Business English, Jones/Alexander, Cambridge



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BEHAVIOURAL SCIENCE - VI
(STRESS AND COPING STRATEGIES)

Course Code: BAE 643

Credit Units: 01

Course Objective:

- To develop an understanding the concept of stress its causes, symptoms and consequences.
- To develop an understanding the consequences of the stress on one's wellness, health, and work performance.

Course Outcomes:

- Student will able demonstrate thorough understanding of stress and its effects
- Student will able to learn various coping strategies to deal stress effectively so to overcome the consequences and impact of stress on their health and wellbeing, ultimately it will enhance their performance

Course Contents:

Module I

Stress

Meaning & Nature
Characteristics
Types of stress

Module II

Stages and Models of Stress

Stages of stress
The physiology of stress
Stimulus-oriented approach.
Response-oriented approach.
The transactional and interactional model.
Pressure – environment fit model of stress.

Module III

Causes and symptoms of stress

Personal
Organizational
Environmental

Module IV

Consequences of stress

Effect on behaviour and personality
Effect of stress on performance

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Individual and Organizational consequences with special focus on health

Module V

Strategies for stress management

Importance of stress management

Healthy and Unhealthy strategies

Peer group and social support

Happiness and well-being

Module VI

End-of-Semester Appraisal

Viva based on personal journal

Assessment of Behavioural change as a result of training

Exit Level Rating by Self and Observer

Examination Scheme:

Components	SAP	A	Mid Term Test (CT)	VIVA	Journal for Success (JOS)
Weightage (%)	20	05	20	30	25

Text & References:

- Blonna, Richard; Coping with Stress in a Changing World: Second edition
- Pestonjee, D.M, Pareek, Udai, Agarwal Rita; Studies in Stress And its Management
- Pestonjee, D.M.; Stress and Coping: The Indian Experience
- Clegg, Brian; Instant Stress Management – Bring calm to your life now


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FRENCH - VI

Course Code: BAE 644

Credit Units: 02

Course Objective:

To strengthen the language of the students both in oral and written so that they can:

- i) express their sentiments, emotions and opinions, reacting to information, situations;
- ii) narrate incidents, events ;
- iii) perform certain simple communicative tasks.

Course Outcome:

At the end of the course, students will be able to:

- strengthen the language of the students in both oral and written
- use language application for communication tasks.
- enhance social communication skills
- approve or disapprove a behavior of someone or somebody
- congratulate somebody
- express possession
- express given theme.

Course Contents:

Module D: pp. 157 – 168 – Unité 12

Unité 12: s'évader

7. présenter, caractériser, définir
8. parler de livres, de lectures
9. préparer et organiser un voyage
10. exprimer des sentiments et des opinions
11. téléphoner
12. faire une réservation

Contenu grammatical:

4. proposition relative avec pronom relatif "qui", "que", "où" - pour caractériser
2. faire + verbe

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:


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- le livre à suivre : Campus: Tome 1



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MASTER OF BUSINESS ADMINISTRATION (MBA)

FIRST SEMESTER

Course Title: BC I - Business Communication I (Business Communication for Managers)

Annexure'

CD-01'

Credit Units: 1

Course Code: BCM 141

Course Objective:

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

This course is designed to hone the communication skills of the budding managers and enable them to be an integral part of the corporate communication network.

Course Outcome: The students will understand the process and nature of communication. They will understand the barriers to effective communication and learn to remove them and will become masters of Formal and Informal Communication

Prerequisites: NIL

Course Contents / Syllabus:		
1	Module I The Nature and Process of Communication	40% Weightage
	• Defining Communication ○ Classification of Communication ○ Creation of Relevant Content and Context in Communication • The Purpose of Communication ○ Communication to Inform ○ Communication to Persuade • The Process of Communication ○ The Linear Concept of communication ○ Aristotle's Model ○ The Shannon-Weaver Model • Principles of Communication ○ 7 C's of Communication	
2	Module II Communication Networks in the Organization	30% Weightage
	• Types of Communication ○ Formal Communication ○ Informal Communication • Barriers to Communication ○ Linguistic Barrier ○ Cultural Barrier ○ Socio-Psychological Barrier ○ Physiological Barrier ○ Incorrect Assumptions	

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	○ Information Overload ○ Semantic Barriers																													
3	Module III Cross- Functional Communication Organizational Communication • The Importance of Communication in Management • Important Functions of Management • How Communication is Used by Managers	30% Weightage																												
4	Student Learning Outcomes: • Students will understand the process and nature of communication. • They will understand the barriers to effective communication and learn to remove them. • Students will become masters of Formal and Informal Communication																													
5	Pedagogy for Course Delivery • Workshop • Presentation • Group Discussion • Lectures																													
6	Assessment/ Examination Scheme: <table><tr><td>Theory L/T (%)</td><td>Lab/Practical/Studio (%)</td><td colspan="2">End Term Examination</td></tr><tr><td>100%</td><td>NA</td><td>60%</td><td>Total 100%</td></tr></table> Theory Assessment (L&T): <table><tr><td colspan="5">Continuous Assessment/Internal Assessment</td><td colspan="2" rowspan="2">End Term Examination</td></tr><tr><td>Components (Drop down)</td><td>CT</td><td>GD</td><td>GP</td><td>Attendance</td></tr><tr><td>Weightage (%)</td><td>10%</td><td>10%</td><td>15%</td><td>5%</td><td>60%</td><td>Total 100%</td></tr></table>			Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination		100%	NA	60%	Total 100%	Continuous Assessment/Internal Assessment					End Term Examination		Components (Drop down)	CT	GD	GP	Attendance	Weightage (%)	10%	10%	15%	5%	60%	Total 100%
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination																												
100%	NA	60%	Total 100%																											
Continuous Assessment/Internal Assessment					End Term Examination																									
Components (Drop down)	CT	GD	GP	Attendance																										
Weightage (%)	10%	10%	15%	5%	60%	Total 100%																								

Text: A. Ashley, *The Oxford Handbook of Commercial Correspondence*, Oxford, 2003.

Guffey, Ellen Mary, *Business Communication*, Thomson (South Western)

Meenakshi Raman & Prakash Singh, *Business Communication*, Oxford, 2006.

Reference: M. John Penrose, *Business Communication for Managers: An Advanced Approach*, Thomson, 2003

Ronald B. R. Adler, *Understanding Human Communication*, Oxford, 2005.

Additional Reading: Newspapers and Journals


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BEHAVIOURAL SCIENCE I
SELF-DEVELOPMENT AND INTERPERSONAL SKILLS

Course Code: BSP 143

Credit Units: 01

Course Objective:

This course aims at imparting an understanding of:

- **Self and the process of self exploration**
- **Learning strategies for development of a healthy self esteem**
- **Importance of attitudes and their effect on work behavior**
- **Effective management of emotions and building interpersonal competence.**

Course outcomes:

- **Student will Develop accurate sense of self**
- **Student will nurture a deep understanding of personal motivation**
- **Student will develop thorough understanding of personal and professional responsibility**
- **Student will able to analyse the emotions of others for better adjustment.**

Course Contents:

Module I: Understanding Self (2 Hours)

- **Formation of self concept**
- **Dimension of Self**
- **Components of self**
- **Self Competency**

Module II: Self-Esteem: Sense of Worth (2 Hours)

- **Meaning and Nature of Self Esteem**
- **Characteristics of High and Low Self Esteem**
- **Importance & need of Self Esteem**
- **Self Esteem at work**
- **Steps to enhance Self Esteem**

Module III: Emotional Intelligence: Brain Power (2 Hours)

- **Introduction to EI**
- **Difference between IQ, EQ and SQ**
- **Relevance of EI at workplace**
- **Self assessment, analysis and action plan**

Module IV: Managing Emotions and Building Interpersonal Competence (2 Hours)

- **Need and importance of Emotions**

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- **Healthy and Unhealthy expression of emotions**
- **Anger: Conceptualization and Cycle**
- **Developing emotional and interpersonal competence**
- **Self assessment, analysis and action plan**

Module V: Leading Through Positive Attitude

(2 Hours)

- **Understanding Attitudes**
- **Formation of Attitudes**
- **Types of Attitudes**
- **Effects of Attitude on**
 - **Behavior**
 - **Perception**
 - **Motivation**
 - **Stress**
 - **Adjustment**
 - **Time Management**
 - **Effective Performance**
 - **Building Positive Attitude**

Examination Scheme:

Components	SAP	A	Mid Term Test (CT)	VIVA	Journal for Success (JOS)
Weightage (%)	20	05	20	30	25

Text & References:

- **Towers, Marc: Self Esteem, 1st Edition 1997, American Media**
- **Pedler Mike, Burgoyne John, Boydell Tom, A Manager's Guide to Self-Development: Second edition, McGraw-Hill Book company.**
- **Covey, R. Stephen: Seven habits of Highly Effective People, 1992 Edition, Simon & Schuster Ltd.,**
- **Khera Shiv: You Can Win, 1st Edition, 1999, Macmillan**
- **Gegax Tom, Winning in the Game of Life: 1st Edition, Harmony Books**
- **Chatterjee Debashish, Leading Consciously: 1998 1st Edition, Viva Books Pvt.Ltd.,**
- **Dr. Dinkmeyer Don, Dr. Losoney Lewis, The Skills of Encouragement: St. Lucie Press.**
- **Singh, Dalip, 2002, Emotional Intelligence at work; First Edition, Sage Publications.**
- **Goleman, Daniel: Emotional Intelligence, 1995 Edition, Bantam Books**
- **Goleman, Daniel: Working with E.I., 1998 Edition, Bantam Books.**

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FRENCH - I

Course Code: FLP 144

Credit Units: 02

Course Objective:

To familiarize the students with the French language

- with the phonetic system
- with the accents
- with the manners
- with the cultural aspects

To enable the students

- to establish first contacts
- to identify things and talk about things

Course Outcome:

At the end of the course, students will be able to:

- familiarize the students with the French language in its phonetic system, accents, manners and cultural aspects
- establish first contacts
- identify things and talk about things

Course Contents:

Unité 1, 2: pp. 01 to 37

Contenu lexical: Unité 1: Premiers contacts

1. Nommer des objets, s'adresser poliment à quelqu'un
2. se présenter, présenter quelqu'un
3. entrer en contact : dire tu ou vous, épeler
4. dire où on travaille, ce qu'on fait
5. communiquer ses coordonnées

Unité 2: Objets

1. identifier des objets, expliquer leur usage
2. Dire ce qu'on possède, faire un achat, discuter le prix.
3. Monter et situer des objets
4. Décrire des objets
5. comparer des objets, expliquer ses préférences

Contenu grammatical: 1. articles indéfinis, masculin et féminin des noms, pluriel des noms

2. Je, il, elle sujets, verbes parler, habiter, s'appeler, être, avoir, masculin et

féminin des adjectifs de nationalité

3. tu, vous sujets, verbes parler, aller, être, c'est moi/c'est toi
4. verbes faire, connaître, vendre, c'est/il est + profession, qui est-
ce ? qu'est-


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ce que ... ?

5. article défini, complément du nom avec de, quel interrogatif

6. adjectifs possessifs (1), pour + infinitif

7. verbe avoir, ne...pas/pas de, question avec est-ce que ?,

question négative,

réponse Si

8. Prépositions de lieu, il y a/qu'est-ce qu'il y a

9. accord et place des adjectifs qualificatifs, il manque...

10. comparatifs et superlatifs, pronoms toniques, pronom on

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

Text & References:

- le livre à suivre : Français.Com (Débutant)

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SECOND SEMESTER

Annexure' CD-01'

Course Title: BC II- Business Communication II
(Business Correspondence)

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Credit Units: 1

Course Code: BCM 241

Course Objective: To develop the writing skills of the students so that they are capable of communicating efficiently.

Course Outcome: The students would be equipped with powerful resume and will be able to write effective business report and business letters.

Prerequisites:

NIL

Course Contents / Syllabus:			
1	Module I Inter and Intra office Communication		50% Weightage
	• Business Letters • Memo • Agenda • Minutes		
2	Module II Report Writing		20% Weightage
	• Purpose and Objectives • Types and Functions • Layout & Structure		
3	Module III Job Related Communication		30% Weightage
	• Covering Letters • Resume writing • Profile Writing		
4	Student Learning Outcomes: Students would be equipped with powerful resume and will be able to write effective business report and business letters.		
5	Pedagogy for Course Delivery: • Workshop • Presentation • Group Discussion • Lectures		
6	Assessment/ Examination Scheme:		
	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
	100%	NA	60%

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Theory Assessment (L&T):					
Continuous Assessment/Internal Assessment					End Term Examination
Components (Drop down)	CT	GD	GP	Attendance	
Weightage (%)	10%	10%	15%	5%	60%

Text:

A. Ashley, The Oxford Handbook of Commercial Correspondence, Oxford, 2003.

Jules Harcourt, Business Communication, Thomson, 1990.

Meenakshi Raman & Prakash Singh, Business Communication, Oxford, 2006.

Reference:

Guffey, Ellen Mary, Business Communication, Thomson (South Western)

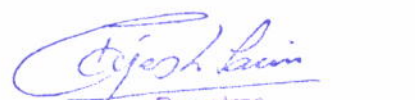
Krizan, Merrier, and Logan, Business Communication, Thomson (India Edition)

Additional Reading:

Newspapers and Journals



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BEHAVIOURAL SCIENCE II CONFLICT RESOLUTION & MANAGEMENT

Course Code: BSP 243

Credit Units: 01

Course Objective:

This course aims at imparting an understanding of:

- To develop an understanding the concept of stress its causes, symptoms and consequences.
- To develop an understanding the consequences of the stress on one's wellness, health, and work performance.
- Enhancing personal effectiveness and performance through effective interpersonal communication
- **Enhancing their conflict management and negotiation skills**

Course outcomes

- **Students develop the ability to identify their strengths and weaknesses.**
- **Students will know how to develop positive healthy relationship .**
- **Students will know how to manage their daily life conflicts.**
- **Students will know how to be resilient during stressful situations.**

Course Contents:

Module I: Conflict Management

- **Meaning and nature of conflicts**
- **Types of Conflict**
- **Styles and Techniques of conflict management**
- **Conflict management and interpersonal communication**

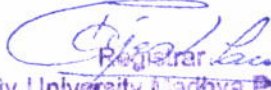
Module II: Behavioural & Interpersonal Communication

- Importance of Interpersonal Communication
- Rapport Building – NLP, Communication mode
- Steps to improve interpersonal communication
- Meaning and Nature of Behavioural Communication
- Relevance of Behavioural Communication

Module III: Relationship Management for Personal and professional Development

- **Importance of relationships**
- **Maintaining healthy relationships**
- **Communication Styles**
- **Types of Interpersonal Relationships**

Module IV: Stress Management


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- Understanding of Stress & GAS Model
- Symptoms of Stress
- Individual and Organizational consequences with special focus on health
- Healthy and Unhealthy strategies for stress management
- Social support for stress management and well being
- Stress free, Successful and Happy Life

Module V: Conflict Resolution & Management

- Conflict Resolution Strategies
- Ways of Managing Conflict (Healthy & Unhealthy)
- Impact of Conflict Resolution & Management

Module VI: End-of-Semester Appraisal

- Viva - Voce based on personal journal
- Assessment of Behavioral change as a result of training
- Exit Level Rating by Self and Observer

Examination Scheme:

Components	SAP	A	Mid Term Test (CT)	VIVA	Journal for Success (JOS)
Weightage (%)	20	05	20	30	25

Suggested Readings

- Vangelist L. Anita, Mark N. Knapp, Inter Personal Communication and Human Relationships: Third Edition, Allyn and Bacon
- Julia T. Wood. Interpersonal Communication everyday encounter
- Simons, Christine, Naylor, Belinda: Effective Communication for Managers, 1997 1st Edition Cassel
- Goddard, Ken: Informative Writing, 1995 1st Edition, Cassell
- Harvard Business School, Effective Communication: United States of America
- Foster John, Effective Writing Skills: Volume-7, First Edition 2000, Institute of Public Relations (IPR)
- Beebe, Beebe and Redmond; Interpersonal Communication, 1996; Allyn and Bacon Publishers


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FRENCH - II

Course Code: FLP 244

Credit Units: 02

Course Objective:

To enable the student

- to talk about his time schedule
- to talk about travel

Course Outcome:

At the end of the course, students will be able to:

- talk about daily activities and sports.
- talk about time schedules and travel, climatic condition,
- talk about your usual habits in work and leisure activities.
- have conversations and perform day to day life tasks like enquiring about date and time, take an appointment through telephone.
- enquire about products and place orders in a shop/ restaurant.
- perform simple communicative tasks (fix appointments, make reservations, discuss habits, give advice, directions)
- talk about shifting, restriction and obligation etc...

Course Contents:

Unité 3, 4: pp. 42 to 72:

Contenu lexical: Unité 3: Emploi du temps

1. demander et donner l'heure, des horaires
2. raconter sa journée
3. parler de ses habitudes au travail, de ses loisirs
4. dire la date, parler du temps qu'il fait
5. fixer rendez-vous (au téléphone par e-mail), réserver une table au restaurant

Unité 4: Voyage

1. réserver une chambre d'hôtel, demander la note
2. expliquer un itinéraire
3. parler de ses déplacements, situer sur une carte
4. exprimer un conseil, une interdiction, une obligation
5. acheter un billet de train, consulter un tableau d'horaires

Contenu grammatical:

1. question avec à quelle heure ? adjectifs démonstratifs
2. verbes pronominaux au présent, les prépositions à et de : aller à venir de

3. adverbes de fréquence, pourquoi... ? Parce que ... ?
4. expression indiquant la date, verbes impersonnels
5. verbe pouvoir + infinitif, le lundi, lundi prochain
6. adjectifs possessifs (2), adjectif tout
7. impératif présent (1), nombres ordinaux


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8. questions avec est-ce que ? à et en + moyen de transport,
en/au+pays

9. verbes devoir+infinitif, il faut+ infinitif, il est interdit de

10. verbes: aller, venir, partir, questions avec d'où, où, par où, à

quel, de quel

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

Text & References:

- le livre à suivre : Français.Com (Débutant)


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THIRD SEMESTER

Annexure' CD-01'

Course Title: BC III- Business Communication III

Credit Units: 1

Course Code: BCM 341

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Objective:

To enhance the communicative competence of the learners equipping them with efficient interpersonal communication and leadership abilities.

Course Outcome: The students will learn to give effective presentations and gain confidence in facing job interviews and public speaking will be done with ease.

Prerequisites:

NIL

Course Contents / Syllabus:		
1	Module I Public Speaking • PUBLIC SPEAKING: ○ Introduction to Public Speaking ○ Types of Public Speaking ○ Verbal components in Public speaking: Content, Tone, Expressions, Vocabulary, Smile, Pitch and modulation ○ Non verbal components: Body language(Effective Eye gestures, Arm gestures, Use of Lecture/Podium) ○ Audience Analysis • PRESENTATIONS: ○ Planning Preparation Practice Performance ○ Effective Use of Audio-Visual Aid ○ Effective Content- Information Packaging ○ Question and Answer Sessions- How to Respond to Difficult Questions, Critical Analysis	40% Weightage
2	Module II Group Discussion and Interviews • GROUP DISCUSSION: ○ Meaning of a Group Discussion ○ Dynamics of GD ○ Types of Group Discussion: Topic Based and Case Based ○ Mock GD Sessions • INTERVIEWS: ○ Types of Interviews ○ Styles of Interviews ○ Interview Questions: HR and Technical/ Tackling Difficult Answers/Poise	40% Weightage

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	○ Conducting a Mock Interview: Entering Behaviour, Smile and Cordiality of Speech																							
3	Module III Meetings	20% Weightage																						
	● Planning and Organizing a Meeting ● Agenda for the Meeting ● Minutes of the Meetings																							
4	Student Learning Outcomes: ● The students will learn to give effective presentations and gain confidence in facing job interviews. ● Public speaking will be done with ease.																							
5	Pedagogy for Course Delivery ● Workshop ● Presentation ● Group Discussion ● Lectures																							
Assessment/ Examination Scheme:																								
<table><tr><td>Theory L/T (%)</td><td>Lab/Practical/Studio (%)</td><td>End Term Examination</td></tr><tr><td>100%</td><td>NA</td><td>60%</td></tr></table>			Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	60%																
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100%	NA	60%																						
Theory Assessment (L&T):																								
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Continuous Assessment/Internal Assessment					End Term Examination																			
Components (Drop down)	CT	GD	GP	Attendance																				
Weightage (%)	10%	10%	15%	5%																				
					60%																			

Text & References :

Text:

- Guffey, Ellen Mary, Business Communication, Thomson (South Western)
- Jules Harcourt, Business Communication, Thomson, 1990.
- Meenakshi Raman & Prakash Singh, Business Communication, Oxford 2006.

References:

- M. John Penrose, Business Communication for Managers: An Advanced Approach, Thomson, 2003.
- Additional Reading: Newspapers and Journals


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BEHAVIOURAL SCIENCE III
PROFESSIONAL COMPETENCIES & CAREER DEVELOPMENT

Course Code: BSP 343

Credit Units: 01

Learning Outcome:

This course will help the students to:

- Importance of Personal and Professional excellence
- Inculcating the components of excellence
- Explore interest, attitude and Explore career opportunities
- Set career goals

Course Outcomes:

- Students develop the ability to identify their strengths and weaknesses.
- Students will know how to develop positive healthy relationship.
- Students will know how to manage their daily life conflicts.
- Students will know how to be resilient during stressful situations.

Course Contents:

Module I: Professional Competence

(2 Hours)

- **Understanding Professional Competence**
- **Component of Competence:**
 - Knowledge
 - Skills
 - Attitude
 - Self awareness
 - Self Promotion & Presentation,
 - Self confidence
 - Skills
 - Performance
- **Political awareness, Coping with uncertainty**
- **Developing positive attributes at work place (personal and professional)**
- **Time management**
- **Handling criticism and interruptions**
- **Managing difficult people**

Module II: Managing Personal Effectiveness

(2 Hours)

- **Dimensions of personal effectiveness (self disclosure, openness to feedback and perceptiveness)**
- **Integration of personal and organizational vision for effectiveness**
- **A healthy balance of work and play**

Module III: Components of Excellence

(2 Hours)

- **Positive Imagination & Focused**
- **SMART Goal**


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- Controlling Distraction
 - Commitment
 - Constructive Evaluation
 - Creativity & Success
- Module IV: Career Development

(2 Hours)

- Understanding Development Process
- Knowing and assessing one's Interest
- Knowing and assessing one's Aptitude
- Selecting from available resources
- Career planning and development

Module V: Personal & Professional Success

(2 Hours)

- Career Selection & Motivation
- Action planning, Networking, Negotiation
- Accept Change & Challenge for Successful Career

Examination Scheme:

Components	SAP	A	Mid Term Test (CT)	VIVA	Journal for Success (JOS)
Weightage (%)	20	05	20	30	25

Suggested Readings:

- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
- Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers
- Raman, A.T. (2003) Knowledge Management: A Resource Book. Excel Books, Delhi.
- Kamalavijayan, D. (2005). Information and Knowledge Management, Macmillan India Ltd. Delhi


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FRENCH - III

Course Code: FLP 344

Credit Units: 02

Course Objectives:

To furnish linguistic tools

- to talk about work and problems related to work
- to perform simple communicative tasks (explaining a set back, asking for a postponement of appointment, give instructions, place orders, reserve)
- to master the current social communication skills
- oral (dialogue, telephone conversation)
- Written (e-mails, reply to messages)

Course Outcome:

At the end of the course, students will be able to:

- talk about work and problems related to work, postpone the appointment
- perform simple communicative tasks (explaining a setback, asking for a postponement of appointment, give instructions, place orders, reserve, hold a telephone conversation, write e-mails, reply to messages)
- prepare a résumé and to appear for interviews
- describe about their past event

Course Contents:

Unité 5, 6: pp. 74 to 104

Contenu lexical: Unité 5: Travail

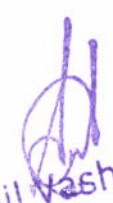
1. manger au restaurant, comprendre un menu, commander
2. engager une conversation téléphonique
3. parler de sa formation, de son expérience, de ses compétences
4. Raconter des événements passés
5. consulter sa boîte e-mails, répondre aux messages

Unité 6: Problèmes

1. identifier un problème, demander des précisions
2. expliquer un contretemps, déplacer un rendez-vous
3. demander de l'aide (par téléphone, par e-mail)
4. donner des instructions
5. expliquer un problème, suggérer une solution

Contenu grammatical:

1. futur proche, articles partitifs, un peu de, beaucoup de, une bouteille de, un morceau de...
2. pronoms COD, venir de + infinitif, verbes appeler (au présent)
3. passé composé avec avoir, affirmatif et interrogatif, savoir et connaître
4. passé composé avec être, accord du participe passé, négation
5. pronoms COI, être en train de


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6. ne...rien, ne...personne, ne...plus, ne...pas encore, qu'est-ce que/
qu'est-ce qui/qui est-ce que/qui est-ce qui
7. passé composé des verbes pronominaux
8. si/quand+présent, ne...plus, ne ...pas encore
9. impératif présent (2) place du pronom et verbes pronominaux
10. trop/pas assez, verbe devoir au conditionnel présent

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

Text & References:

- le livre à suivre: Français.Com (Débutant)


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FOURTH SEMESTER

Annexure' CD-01'

Course Title: BC IV- Business Communication IV

Credit Units: 1

Course Code: BCM 441

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Objective:

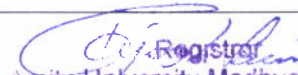
This course is designed to teach students to accept and respect the cultural differences because of globalization and to understand the role of non verbal cues in Business Communication. This course will make the students sensitive to Business Etiquette and Protocol.

Course Outcome: The students would learn to respect other cultures and develop rapport in a multi-cultural society. They would also learn to incorporate business etiquette and protocol as an integral part of their personality.

Prerequisites:

NIL

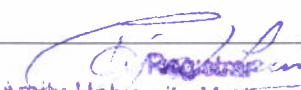
Course Contents / Syllabus:		
1	Module I Non-Verbal Communication KOPPACT Verbal Communication: • Oral and Written • Formal and Informal	20% Weightage
2	Module II Barriers to Effective Use of Language • Clichés • Redundancy • Verbosity • Pomposity • Jargon • Terminology • Euphemism • Colloquialism • Slang	20% Weightage
3	Module III Cross- Cultural Communication • Features of Culture • Principles of Culture • Contextual Differences • Social Differences • Non Verbal Differences	40% Weightage


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	• Xenophobia • Ethnocentrism • Campus to Corporate • Cross Corporate Culture • Transition Management																								
4	Module IV Visual Code / Social Etiquette • Power Dressing • Fine Dining • Office Party Etiquette • Business Travel Etiquette ➤ Work Place and Business Etiquette • Proper Greetings • Thank You Notes • Telephonic Manners/ Voice Mail Etiquette • Business Salutation Etiquette • Guest Etiquette • Cubicle Etiquette • Business Card Etiquette ➤ Different Cultural Etiquette & Protocol	20%																							
5	Student Learning Outcomes: • The students will learn to respect other cultures and develop rapport in a multi cultural society. • The students will incorporate business etiquette and protocol as an integral part of their personality.																								
6	Pedagogy for Course Delivery • Workshop • Presentation • Group Discussion • Lectures																								
7	Assessment/ Examination Scheme: <table><tr><th>Theory L/T (%)</th><th>Lab/Practical/Studio (%)</th><th>End Term Examination</th></tr><tr><td>100%</td><td>NA</td><td>60%</td></tr></table> Theory Assessment (L&T): <table><tr><th colspan="5">Continuous Assessment/Internal Assessment</th><th rowspan="2">End Term Examination</th></tr><tr><th>Components (Drop down)</th><th>CT</th><th>GD</th><th>GP</th><th>Attendance</th></tr><tr><td>Weightage (%)</td><td>10%</td><td>10%</td><td>15%</td><td>5%</td><td>60%</td></tr></table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	60%	Continuous Assessment/Internal Assessment					End Term Examination	Components (Drop down)	CT	GD	GP	Attendance	Weightage (%)	10%	10%	15%	5%	60%	 Dr. Anil Vast Director, Anand
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100%	NA	60%																							
Continuous Assessment/Internal Assessment					End Term Examination																				
Components (Drop down)	CT	GD	GP	Attendance																					
Weightage (%)	10%	10%	15%	5%	60%																				

Text:


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Lesikar & Flatley, Basic Business Communication, Tata McGraw- Hill Edition

Meenakshi Raman & Prakash Singh, Business Communication, Oxford, 2006.

M. John Penrose, Business Communication for Managers: An Advanced Approach, Thomson, 2003

Reference:

Ronald B. R. Adler, Understanding Human Communication, Oxford, 2005.

Guffey, Ellen Mary, Business Communication, Thomson (South Western)

Introductory Pages of the Series: "Lonely Planet" of Each Country.

Everyday English – A Counsil on Communicative English, Dorothy Adams,

Michele Crawford. Rachel Finnie, Katrina Gormley, Jasdeep Kaur, Cengage Learning, 2009.

Additional Reading:

Newspapers and Journals

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**BEHAVIOURAL SCIENCE IV
LEADERSHIP & MANAGING SKILLS**

Course Code: BSP 443

Credit Units: 01

Learning Outcome:

This course aims to enable students to:

- Understand the concept and building of teams
- Understand the concept of Self Leadership and Leadership Excellence
- Understand the leadership Styles in organizations
- Facilitate better team management and organizational effectiveness through universal human values.

Course outcomes :

- Understand the concept and building of teams
- Understand the concept of Self Leadership and Leadership Excellence
- Understand the leadership Styles in organizations
- Facilitate better team management and organizational effectiveness through universal human values.

Course Contents:

Module I: Leadership Excellence

- Leadership
- Self Leadership
- Self Leadership Competencies

Module II: Teams: An Overview

- Team Design Features: Team vs. Group
- Effective Team Mission and Vision
- Life Cycle of a Project Team
- Rationale of a Team, Goal Analysis and Team Roles

Module III: Team Building for Leadership Excellence

- Types and Development of Team Building
- Stages of Team
- Profiling your Team: Internal & External Dynamics
- Team Strategies for organizational vision

Module IV: Team & Sociometry

- Patterns of Interaction in a Team
- Sociometry: Method of studying attractions and repulsions in groups
- Construction of sociogram for studying interpersonal relations in a Team

- Team communication

Module V: Team Leadership for Managing Excellence

- Leadership styles in organizations
- Situational Leadership Style
- Power to Empower : Team & Individual

Module VI: End-of-Semester Appraisal

- Viva – Voce based on personal journal
- Assessment of Behavioral change as a result of training
- Exit Level Rating by Self and Observer

Examination Scheme:

Components	SAP	A	Mid Term Test (CT)	VIVA	Journal for Success (JOS)
Weightage (%)	20	05	20	30	25

Suggested Readings:

- Organizational Behaviour, Davis, K.
- Hoover, Judhith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company


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FRENCH - IV

Course Code: FLP 444

Credit Units: 02

Course Objectives:

To strengthen the language of the students with both oral and written

To provide the students with the know-how

- to master the tenses – present, past and future
- to express emotion
- to accomplish simple tasks of day-to-day programmes
- to prepare résumé

Course Outcome:

At the end of the course, students will be able to:

- strengthen the language of the students in both oral and written
 - get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks.
- master the tenses – present, past and future
- express emotion
- accomplish simple tasks of day-to-day programmes

Course Contents:

Unité 7: pp. 106

Rédiger un résumé (Cf. Campus 2 – P.6, Français.Com, Intermédiaire- p.98)

Passer un entretien d'embauche. Français.Com, Intermédiaire – p.100

Contenu lexical: Unité 7: Tranches de vie

1. évoquer un souvenir
2. raconter une histoire
3. rapporter des événements marquants d'une vie professionnelle
4. expliquer une situation de stress, donner son avis
5. faire des projets

Contenu grammatical: 1. formation de l'imparfait, chaque/chacun
2. emploi du passé composé et de l'imparfait
3. relatifs qui, que, où, mise en relief, indicateurs de temps: depuis, il y

a,

pendant, pour, en

crois que ... 4. pronom en de quantité, propositions complétives: je pense que..., je

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5. futur simple, pronom y

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

Text & References:

- le livre à suivre : Français.Com (Débutant)



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COURSE CURRICULUM

Annexure 'AAB-CD-01a'

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

UG- I

Course Title: Communication Skills-I

Credit Units: 1

Course Code: BCU 141

Course Outcome: The course is intended to familiarize students with the basics of English language and help them to learn to identify language structures for correct English usage.

Prerequisites: NIL

Course Contents / Syllabus:		
1.	Module I Essentials of English Grammar	30% Weightage
	- Common Errors - Parts of Speech - Collocations, Relative Pronoun - Subject-Verb Agreement - Articles - Punctuation - Sentence Structure- 'Wh' Questions	
2.	Module II Written English Communication	30% Weightage
	- Paragraph Writing - Essay Writing	
3.	Module III Spoken English Communication	30% Weightage
	- Introduction to Phonetics - Syllable-Consonant and Vowel Sounds - Stress and Intonation	
4.	Module IV : Prose	10% Weightage
	"Friends, Romans, Countrymen, lend me your ears" Speech by Marc Antony in Julius Caesar ❖ Comprehension Questions will be set in the End-Semester Exam	
5.	Student Learning Outcomes: The students should be able to : - Identify Common Errors and Rectify Them - Develop and Expand Writing Skills Through Controlled and Guided Activities	

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	• To Develop Coherence, Cohesion and Competence in Oral Discourse through Intelligible Pronunciation.																	
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures • Extempore																	
Assessment/ Examination Scheme: <table><tr><th>Theory L/T (%)</th><th>Lab/Practical/Studio (%)</th><th>End Term Examination</th></tr><tr><td>100%</td><td>NA</td><td>70%</td></tr></table> Theory Assessment (L&T): <table><tr><th>Components (Drop down)</th><th>CIE</th><th>Mid Sem</th><th>Attendance</th><th>End Term Examination</th></tr><tr><td>Weightage (%)</td><td>10%</td><td>15%</td><td>5%</td><td>70%</td></tr></table>		Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	Weightage (%)	10%	15%	5%	70%	
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination																
100%	NA	70%																
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination														
Weightage (%)	10%	15%	5%	70%														

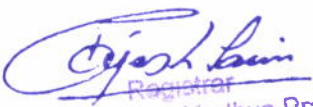
Text: Rosenblum, M. *How to Build Better Vocabulary*, London: Bloomsbury Publication

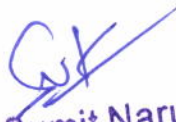
Verma, Shalini. *Word Power made Handy*, S. Chand Publications

High School English Grammar & Composition by Wren & Martin

References: K.K.Sinha , *Business Communication*, Galgotia Publishing Company.

Additional Reading: Newspapers and Journals


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Course Code: BSU-143

Course Title: Behavioural Science

Course structure: Understanding Self for Effectiveness

Course Code: BSU-143

Course Level: UG Level

Course Outcome:

This course aims at imparting an understanding of:

- Understanding self & process of self-exploration
- Learning strategies for development of a healthy self esteem
- Importance of attitudes and its effective on personality
- Building Emotional Competency

Course Contents:

Module I: Self: Core Competency

(2 Hours)

- Understanding of Self
- Components of Self – Self identity
- Self-concept
- Self confidence
- Self-image

Module II: Techniques of Self Awareness

(2 Hours)

- Exploration through Johari Window
- Mapping the key characteristics of self
- Framing a charter for self
- Stages – self-awareness, self-acceptance and self-realization

Module III: Self Esteem & Effectiveness

(2 Hours)

- Meaning
- Importance
- Components of self esteem
- High and low self esteem
- Measuring your self esteem

Module IV: Building Positive Attitude

(2 Hours)

- Meaning and nature of attitude
- Components and Types of attitude
- Importance and relevance of attitude

Module V: Building Emotional Competence

(2 Hours)

- Emotional Intelligence – Meaning, components, Importance and Relevance
- Positive and negative emotions
- Healthy and Unhealthy expression of emotions

Student learning outcomes

- Student will Develop accurate sense of self


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- Student will nurture a deep understanding of personal motivation
- Student will develop thorough understanding of personal and professional responsibility
- Student will be able to analyse the emotions of others for better adjustment.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)			15	70	100

Suggested Readings:

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
- Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers


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French syllabus - Programme d'études pour le français All U.G. Programmes – Foreign Language -I

French

Course Code : FLU144

Crédit Units: 02

Course Outcome:

To familiarize students with the French language, with its phonetic system and its accents.
To enable students

- to greet someone in French
- to present and describe oneself and people
- to enter in contact, and begin a conversation
- to talk about one's family, tastes and preferences

Course Contents :

Dossiers 1, 2 – pg 5-24

Dossier 1 : Toi, moi, nous

Actes de Communication :

S'adresser poliment à quelqu'un, entrer en contact, se présenter, présenter quelqu'un, saluer, poser des questions simples pour connaître quelqu'un, épeler et compter

Dossier 2 : En famille

Actes de Communication :

Parler de sa famille, Décrire quelqu'un, exprimer ses goûts, écrire et comprendre un message court, inviter quelqu'un, exprimer la possession, la négation

Grammaire :

1. articles indéfinis, articles définis, masculin et féminin des noms et des adjectifs, pluriel des noms et des adjectifs
2. pronoms sujets et toniques, on, c'est/il est + profession,
3. masculin et féminin des adjectifs de nationalité
4. verbes- être, avoir, aller, 'er' groupe
5. l'interrogation – l'intonation, est-ce que, qui est-ce ? Qu'est-ce que? L'inversion ; où, comment, quand ; quel
6. la négation
7. adjectifs possessifs

Examination Scheme:

Components	INTERNAL				EXTER	GRAND
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	10	5	30	70	

Text & References:

Text:

Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

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Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.

COURSE CURRICULUM

UG: Semester II

Course Title: Communication Skills II

Course Code: BCU 241

Credit Units: 1

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Outcome:

To understand the different aspects of communication using the four macro skills – LSRW (Listening, Speaking, Reading, Writing)

Prerequisites: NIL

Course Contents / Syllabus:		
1.	Module I Communication	35% Weightage
	- Process and Importance - Models of Communication (Linear & Shannon Weaver) - Role and Purpose - Types & Channels - Communication Networks - Principles & Barriers	
2.	Module II Verbal Communication	25% Weightage
	Oral Communication: Forms, Advantages & Disadvantages Written Communication: Forms, Advantages & Disadvantages Introduction of Communication Skills (Listening, Speaking, Reading, Writing)	
3.	Module III Non-Verbal Communication	30% Weightage
	- Principles & Significance of Nonverbal Communication - KOPPACT (Kinesics, Oculesics, Proxemics, Para-Language, Artifacts, Chronemics, Tactilics) - Visible Code	
4.	Module IV : Prose	10% Weightage
	TEXT: APJ Abdul Kalam and Arun Tiwari. <i>Wings of Fire: An Autobiography</i> , Universities Press, 2011 Comprehension Questions will be set in the End-Semester Exam	
5.	Student Learning Outcomes: The students should be able to : Apply Verbal and Non-Verbal Communication Techniques in the Professional Environment	
6.	Pedagogy for Course Delivery: - Extempore - Presentations - Lectures	

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7.	Assessment/ Examination Scheme:				
	Theory L/T (%)			Lab/Practical/Studio (%)	
	100%			NA	
	Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
	Weightage (%)	30%	15%	5%	70%

Text: Rosenblum, M. *How to Build Better Vocabulary*, London: Bloomsbury Publication.

Verma, Shalini. *Word Power made Handy*, S. Chand Publications.

High School English Grammar & Composition by Wren & Martin

Reference: K.K.Sinha, *Business Communication*, Galgotia Publishing Company.

Alan Pease : *Body Language*

Additional Reading: Newspapers and Journals


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Course title : Behavioural Science - II

Course Code: BSU-243

Course structure: Individual, Society and Nation - Course Code: BSU-243

Credit Units: 1

Course Level: UG Level

Course Out Come:

This course aims at enabling students towards:

- Understand the importance of individual differences
- Better understanding of self in relation to society and nation
- Facilitation for a meaningful existence and adjustment in society
- Inculcating patriotism and national pride

Course Contents:

Module I: Individual differences & Personality

(2 Hours)

- Personality: Definition & Relevance
- Importance of nature & nurture in Personality Development
- Importance and Recognition of Individual differences in Personality
- Accepting and Managing Individual differences
- Intuition, Judgment, Perception & Sensation (MBTI)
- BIG5 Factors

Module II: Managing Diversity

(2 Hours)

- Defining Diversity
- Affirmation Action and Managing Diversity
- Increasing Diversity in Work Force
- Barriers and Challenges in Managing Diversity

Module III: Socialization

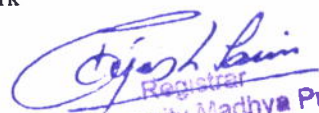
(2 Hours)

- Nature of Socialization
- Social Interaction
- Interaction of Socialization Process
- Contributions to Society and Nation

Module IV: Patriotism and National Pride

(2 Hours)

- Sense of pride and patriotism
- Importance of discipline and hard work
- Integrity and accountability


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Module V: Human Rights, Values and Ethics

(2 Hours)

- Meaning and Importance of human rights
- Human rights awareness
- Values and Ethics- Learning based on project work on Scriptures like- Ramayana, Mahabharata, Gita etc.

Student learning outcomes

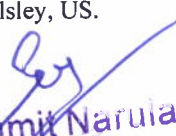
- Student will be able to identify, understand, and apply contemporary theories of leadership to a wide range of situations and interactions
- Student will be able to understand and respect individual difference, so to enhance the relationship
- Learn social responsibility and develop a sense of citizenship
- Student will be able to identify and understand the impact of culture on one's leadership style

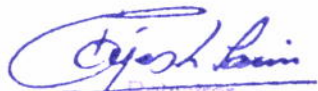
Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Davis, K. Organizational Behaviour,
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- Robbins O.B. Stephen; Organizational Behaviour


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French syllabus - Programme d'études pour le français

All U.G. Programmes – Foreign Language -II

French

Course Code : FLU244

Credit units: 02

Course Outcome:

To furnish the linguistic tools

- to talk about daily activities and sports, to express necessities
- to talk about activities in recent future,
- to have conversations and perform day to day life tasks like enquiring about time, take an appointment
- to enquire about products and place orders in a shop/ restaurant

Course Contents:

Dossiers 3,4 – pg 25-44

Dossier 3 : Quelle journée ! Actes de

Communication :

Parler de ses activités quotidiennes, se situer dans le temps, demander l'heure et la date, parler des sports et des loisirs, exprimer la fréquence

Dossier 4 : Vous désirez ? Actes de

Communication :

Exprimer la quantité, demander et donner le prix, exprimer la nécessité, la volonté et la capacité, comparer et exprimer ses préférences, s'exprimer au futur proche, prendre rendez-vous, s'exprimer au restaurant/dans les magasins

Grammaire :

1. l'expression du temps
2. les articles contractés, les quantités indéterminées et déterminées
3. les adverbes de fréquences
4. verbes- faire, prendre, venir, pouvoir, vouloir, les verbes pronominaux
5. la comparaison de l'adjectif
6. la négation (suite)
7. le future proche

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END	
Weightage	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.

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COURSE CURRICULUM

UG: Semester III

Course Title: Communication Skills-III

Credit Units: 1

Course Code: BCU 341

Course Outcome:

To emphasize the essential aspects of effective written communication necessary for professional success.

Prerequisites: NIL

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Contents / Syllabus:		
1.	Module I Vocabulary	35% Weightage
	• Spellings • Define Vocabulary • Significance of Vocabulary • One Word Substitution, Synonyms & Antonyms and Idioms & Phrases • Define and Differentiate Homonyms, Homophones and Homographs • Vocabulary Drills • Foreign Words	
2.	Module II Formal Letter Writing	35% Weightage
	• Block Format • Types of Letters • E-mail • Netiquette	
3.	Module III Business Memos	20% Weightage
	• Format & Characteristics	
4.	Module IV Literature	10% Weightage
	• Stench of Kerosene-Amrita Pritam (Short Story) • A Flowering Tree-A.K. Ramanujan (Short Story) • The Gift of the Magi- O. Henry (Short Story) • Indian Weavers – Sarojini Naidu (Poem)	
5.	Student Learning Outcomes: The students should be able to write correctly and properly with special reference to Letter writing.	
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures	


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7.	Assessment/ Examination Scheme:			
	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	
	100%	NA	70%	
Theory Assessment (L&T):				
Components (Drop down)	CIE	Mid Sem	Attendance	End Term
Weightage (%)	10%	15%	5%	70%

Text: *Rai, Urmila & S.M. Rai. Business Communication, Mumbai: Himalaya Publishing House, 2002.*

TEXT: *Rail, Ormala & S.N. Rai, Business Communication, K.K.Sinha, Business Communication, Galgotia Publishing Company.*

Reference: *Sanjay Kumar & Pushp Lata, Communication Skills, Oxford University Press.*

Additional Reading: Newspapers and Journals

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Course Title: Behavioural Science – III

Course Code: BSU-343

Course structure: Problem Solving and Creative Thinking-

Course Level: UG Level

Credit Units: 1

Course Code: BSU-343

Course Outcome:

To enable the students:

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

Course Contents:

Module I: Thinking as a tool for Problem Solving

(2 Hours)

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

Module II: Hindrances to Problem Solving Process

(2 Hours)

- Perception
- Expression
- Emotion
- Intellect
- Work environment

Module III: Problem Solving

(2 Hours)

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


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Module IV: Plan of Action

(2 Hour)

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

Module V: Creative Thinking

(2 Hours)

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

Student learning outcomes

- Student will be able to understand and solve the problems effectively in their personal and professional life.
- Students will outline multiple divergent solutions to a problem,
- Student will able to create and explore risky or controversial ideas, and synthesize ideas/expertise to generate innovations.

Examination Scheme:

Evaluation Components		Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)			15	70	100	

Suggested Readings:

Michael Steven: How to be a better problem solver, Kogan Page, New Delhi, 1999

Geoff Petty: How to be better at creativity; Kogan Page, New Delhi, 1999

Richard Y. Chang and P. Keith, Kelly: Wheeler Publishing, New Delhi, 1998.

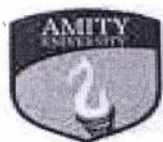
Phil Lowe Koge Page: Creativity and Problem Solving, New Delhi, 1996

J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 3, Management (1996); Pfeiffer & Company

Bensley, Alan D.: Critical Thinking in Psychology – A Unified Skills Approach, (1998), Brooks/Cole Publishing Company.


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French syllabus - Programme d'études pour le français All U.G. Programmes – Foreign Language - III

French

Credit units: 02

Course Code : FLU344

Course Outcome:

To enable the students

- to talk about the qualities and defects of people.
- to ask/give directions, to enquire about a lodging.
- to ask and give informations about a certain place.
- to describe events in past tense.

Course Contents:

Dossiers 5,6 – pg 45-64

Dossier 5 : Ici et là

Actes de Communication :

Exprimer l'obligation et l'interdiction, parler des qualités et des défauts de quelqu'un, demander son chemin, indiquer un itinéraire, se situer dans l'espace, se renseigner sur un logement.

Dossier 6 : Ailleurs

Actes de Communication :

S'exprimer au passé composé, raconter un voyage, se situer dans le monde, exprimer le temps (avec indicateurs de temps – il y a, depuis), se renseigner sur un hébergement, exprimer la satisfaction et l'insatisfaction.

Grammaire :

1. les adjectifs démonstratifs
2. les verbes : 'ir groupe' devoir, falloir
3. les prépositions de lieu, de pays
4. l'impératif, le passé composé, forme et accord du participe passé, la négation au passé composé
5. les indicateurs de temps (il y a, depuis)

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND
Components	MID-SEM	VIVA-	ATTENDANC	TOTAL	END	
Weightage	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

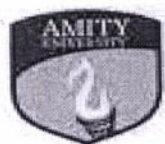
- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.


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COURSE CURRICUMUM

UG: Semester IV

Course Title: Communication Skills-IV

Credit Units: 1

Course Code: BCU 441

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Outcome:

This course is designed to develop the skills of the students in preparing job search artifacts and negotiating their use in GDs and interviews.

Prerequisites: NIL

Course Contents / Syllabus:

1.	Module I Employment-Related Correspondence	35% Weightage
	• Resume Writing • Covering Letters • Follow Up Letters	
2.	Module II Dynamics of Group Discussion	35% Weightage
	• Significance of GD • Methodology & Guidelines	
3.	Module III Interviews	20% Weightage
	• Types & Styles of Interviews • Fundamentals of facing Interviews • Interview-Frequently Asked Questions	
4.	Module IV Literature	10% Weightage
	• Pippa Passes by Robert Browning (Poem) • “The Lottery” 1948 – Shirley Jackson (Short Story) • The Eyes Have it- Ruskin Bond (Short Story) • Kallu- Ismat Chughtai (Short Story) One Long Question will be set in the Exam from the Text.	
5.	Student Learning Outcomes:	
	• Develop a resume for oneself • Ability to handle the interview process confidently • Learn the subtle nuances of an effective group discussion	
6.	Pedagogy for Course Delivery:	
	• Workshop • Group Discussions • Presentations • Lectures	
7.	Assessment/ Examination Scheme:	
	Theory L/T (%)	Lab/Practical/Study
	100%	

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Theory Assessment (L&T):					
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	
Weightage (%)	10%	15%	5%	70%	

Text: Sharma, R.C. & Krishna Mohan. *Business Correspondence and Report Writing: A Practical approach to Business & Technical Communication*, New Delhi: Tata McGraw Hill & Co. Ltd., 2002.

Rai, Urmila & S.M. Rai. *Business Communication*, Mumbai: Himalaya Publishing House, 2002.

Rizvi, M.Ashraf. *Effective Technical Communication*, New Delhi: Tata McGraw Hill, 2007.

Reference: Brusaw, Charles T., Gerald J. Alred & Walter E. Oliu. *The Business Writer's Companion*, Bedford: St. Martin's Press, 2010.

Lewis, Norman. *How to Read Better and Faster*. New Delhi: Binny Publishing House.

Additional Reading: Newspapers and Journals


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Course Title: Behavioural Science - III

CourseCode: BSU-443

Course structure: Value & Ethics for Personal & Professional Development –

Credit Units: 1

Course Level: UG Level

Course Outcome:

This course aims at imparting an understanding of Values, Ethics & Morality among students for making a balanced choice between personal & professional development.

Course Contents:

Module I: Introduction to Values & Ethics

(2 Hours)

Meaning & its type
Relationship between Values and Ethics
Its implication in one's life

Module II: Values Clarification & Acceptance

(2Hours)

Core Values-Respect, Responsibility, Integrity, Resilience, Care, & Harmony
Its process-Self Exploration
Nurturing Good values

Module III: Morality

(2 Hours)

Difference between morality, ethics & values
Significance of moral values

Module IV: Ethical Practice

(2 Hours)

Ethical Decision making
Challenges in its implementation
Prevention of Corruption & Crime

Module V: Personal & Professional Values

(2 Hours)

Personal values-Empathy, honesty, courage, commitment
Professional Values-Work ethics, respect for others
Its role in personality development
Character building-“New Self awareness”

Student learning outcomes

- Able to answer the question: What do I stand for?
- Ability to apply a coherent set of moral principles within professional and specialized contexts
- Willing to make unpopular but right decision
- Committed to working for justice and peace locally and globally


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Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Text & References:

Cassuto Rothman, J. (1998). From the Front Lines, Student Cases in Social Work Ethics. Needham Heights, MA: Allyn and Bacon.

Gambrill, E. & Pruger, R. (Eds). (1996). Controversial Issues in Social Work Ethics, Values, & Obligations. Needham Heights, MA: Allyn and Bacon, Inc.


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French syllabus - Programme d'études pour le français All U.G. Programmes – Foreign Language -IV

French

Course Code: FLU444

Credit units: 02

Course Outcome:

To strengthen the language of the students in both oral and written
To revise the grammar in application and the communication tasks related to topics covered already
To get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks such as

- talking about personal habits
- narrating events in the past, marking the stages, using appropriate connectors
- holding conversations on telephone
- asking for /giving advices

Course Contents:

Dossier 7 – pg 65-74, Dossiers 1, 2 and 3 (révision) Dossier 7 : au

boulot

Actes de Communication :

Parler des habitudes et décrire une situation à l'imparfait, comparer (nom et verbe), qualifier (qui, que) s'exprimer au téléphone, demander et donner un avis.

Dossiers 1, 2, 3 – Révision

Exercices d'écoute, production orale et écrite.

Grammaire :

1. l'imparfait,
2. la comparaison du verbe/du nom ; mieux/meilleur
3. les pronoms relatifs

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

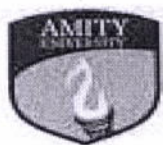
- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.

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COURSE CURRICULUM

UG : Semester V

Course Title : Communication Skills-V

Credit Units: 1

Course Code: BCU 541

Course Outcome:

- To enable the students to adopt strategies for effective reading and writing skills.
- The course would enhance student's vocabulary, language and fluency. It would also teach the students to deliver professional presentations.

Prerequisites: NIL

Course Contents / Syllabus:

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

1.	Module I Report Writing	35% Weightage			
	➤ Report Writing - Purpose/Significance - Types - Format				
2.	Module II Comprehension Skills	25% Weightage			
	- Reading Comprehension-SQ3R Reading Techniques - Summarising and Paraphrasing - Précis Writing - Listening Comprehension				
3.	Module III Presentation Skills - Discussing the Significance of Audio-visual Aids, Audience and Feedback in Presentation Skills - Analyzing the Significance of Non-Verbal Communication	30% Weightage			
4.	Module IV Literature - Success is Counted Sweetest – Emily Dickinson (Poem) - My Wood - E.M.Forster (Prose) - I have a Dream-Martin Luther King (Prose) - Spoken English and Broken English-G.B. Shaw (Prose)	10% Weightage			
5.	Student Learning Outcomes: - Communicate fluently and sustain comprehension of an extended discourse. - Demonstrate ability to interpret texts and observe the rules of good writing. - Prepare and present effective presentations aided by ICT tools.				
6.	 Pedagogy for Course Delivery: Workshop - Group Discussions - Presentations - Lectures				
7.	Assessment/ Examination Scheme:				
	<table border="1"> <tr> <td>Theory L/T (%)</td> <td>Lab/Practical/Studio (%)</td> <td>End Term Examination</td> </tr> </table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination			

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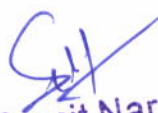
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100%	NA	70%
Theory Assessment (L&T):		
Components (Drop down)	CIE	Attendance
Weightage (%)	25%	5%
		70%

Text: Jaffe, C.I. Public Speaking: Concepts and Skills for a Diverse Society, 4th ed. Belmont, CA: Wadsworth, 2004.
Effective English for Engineering Students, B Cauveri, Macmillan India
Creative English for Communication, Krishnaswamy N, Macmillan
Reference: A Textbook of English Phonetics, Balasubramanian T, Macmillan

Additional Reading: Newspapers and Journals


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Course title: Behavioural Science - V

Course Code: BSU-543

Course structure: Group Dynamics and Team Building

Course Title: Group Dynamics and Team Building

Credit Units: 1

Course Level: UG Level

Course Outcome:

Course Code: BSU-543

- To inculcate in the students an elementary level of understanding of group/team functions
- To develop team spirit and to know the importance of working in teams

Course Contents:

Module I: Group formation

(2 Hours)

- Definition and Characteristics
- Importance of groups
- Classification of groups
- Stages of group formation
- Benefits of group formation

Module II: Group Functions

(2 Hours)

- External Conditions affecting group functioning: Authority, Structure, Org. Resources, Organizational policies etc.
- Internal conditions affecting group functioning: Roles, Norms, Conformity, Status, Cohesiveness, Size, Inter group conflict.
- Group Cohesiveness and Group Conflict
- Adjustment in Groups

Module III: Teams

(2 Hours)

- Meaning and nature of teams
- External and internal factors effecting team
- Building Effective Teams
- Consensus Building
- Collaboration

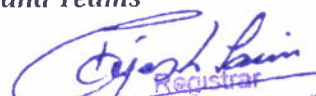
Module IV: Leadership

(2 Hours)

- Meaning, Nature and Functions
- Self leadership
- Leadership styles in organization
- Leadership in Teams

Module V: Power to empower: Individual and Teams

(2 Hours)


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- Meaning and Nature
- Types of power
- Relevance in organization and Society

Student learning outcomes

Students will Develop critical and reflective thinking abilities

Students will Demonstrate an understanding of group dynamics and effective teamwork

Student will develop a range of leadership skills and abilities such as effectively leading change, resolving conflict, and motivating others

Students will Gain knowledge and understanding of organization resources, policies, and involvement opportunities.

Students will Develop strategies to recruit, retain, and continually motivate contributing members to the organization

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

Organizational Behaviour, Davis, K.

Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers

Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books

Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour

Dressers, David and Cans, Donald: The Study of Human Interaction

Lapierre, Richard. T – Social Change

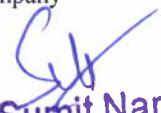
Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.

Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.

LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi

J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company

Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers

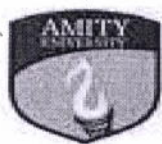

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French syllabus - Programme d'études pour le français

All U.G. Programmes – Foreign Language -V

French

Course Code : FLU544

Credit units: 02

Course Outcome:

To strengthen the language of the students in both oral and written

To revise the grammar in application and the communication tasks related to topics covered already

To get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks such as

- narrating events in the past, marking the stages, using appropriate connectors
- expressing causes and consequences, using appropriate logical connectors
- presenting a biography

Course Contents:

Dossier 8 – Pg 75-84 Dossiers 4, 5 and 6 (révision) Dossier 8 :

Vivre ensemble

Actes de Communication :

Exprimer la cause, l'opposition, la conséquence, décrire les étapes d'une action, s'exprimer sur l'environnement, l'écologie, identifier et décrire les différences de comportement, décrire le fonctionnement d'une association, faire la biographie d'une personne.

Dossiers 4, 5, 6 – Révision

Exercices d'écoute, production orale et écrite.

Grammaire :

1. le présent (révision), le passé composé (révision)
2. les pronoms compléments directs, les pronoms compléments indirects
3. les marqueurs chronologiques
4. les articulateurs logiques

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

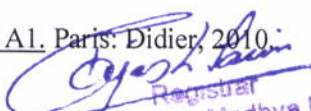
Le livre à suivre:

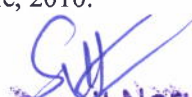
Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.


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COURSE CURRICULUM

UG: Semester VI

Course Title: Communication Skills- VI

Credit Units: 1

Course Code: BCU 641

			S W /F W	TOTAL CREDI T UNITS
			0	1

Course Outcome:

The main emphasis of this course is to enable students to learn the dynamics of social communication and to demonstrate the ability to learn the nuances of informal communication.

Prerequisites: NIL

Course Contents / Syllabus:

1.	Module I Social Communication Essentials	30% Weightage
	• Small talk/Building rapport • Expand social and Corporate Associations • Informal Communication: Grapevine, Chat	
2.	Module II Workplace Interpersonal Skills	25% Weightage
	• Understanding Social Communication in Workplace environment. • Employee feedback: Assess employee performance and satisfaction. • Simulation ➤ Humour in Communication-Use of 'Puns' ➤ Entertainment and Communication (Infotainment) • Infotainment and Social Media • Entertainment in Journalism ➤ Social Networking	
3.	Module III Verbal Ability	35% Weightage
	• Comprehension • Analogy • Sentence Order • Active and Passive Voice • Error Sorting	
4.	Module IV Prose	10% Weightage
	• Secret of Socrates - Dale Carnegie • My Financial Career-Stephen Leacock • The Luncheon - W. Somerset Maugham • The National Flag - Jawahar Lal Nehru All the four stories will be discussed in one class One Long Question will be set in the Exam from the Text	
5.	Student Learning Outcomes:	
	• To communicate contextually in specific personal and professional situations with courtesy. • To inject humour in their regular interactions.	

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	To strengthen their creative learning process through individual expression and collaborative peer activities.																	
6.	Pedagogy for Course Delivery: - Workshop - Group Discussions - Presentations - Lectures																	
7.	Assessment/ Examination Scheme: <table><tr><th>Theory L/T (%)</th><th>Lab/Practical/Studio (%)</th><th>End Term Examination</th></tr><tr><td>100%</td><td>NA</td><td>70%</td></tr></table> Theory Assessment (L&T): <table><tr><th>Components (Drop down)</th><th>CIE</th><th>Mid Sem</th><th>Attendance</th><th>End Term Examination</th></tr><tr><th>Weightage (%)</th><td>10%</td><td>15%</td><td>5%</td><td>70%</td></tr></table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	Weightage (%)	10%	15%	5%	70%	
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination																
100%	NA	70%																
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination														
Weightage (%)	10%	15%	5%	70%														

Text: Krizan, Merrier, Logan & Williams. *Effective Business Communication*, New Delhi: Cengage, 2011

- *Communication and Organizational Culture*. Keyton. Joann. Sage Publications

- *Social Communication (Frontiers of Social Psychology)*. Fiedler, Klaus. Psychology Press

Reference: *Cyberpunks: Freedom and the Future of the Internet*. Assange, Julian Assange. OR Books.

Additional Reading: Newspapers and Journals

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Course title: Behavioural Science - VI

Course Code: BSU-643

Course structure: Stress & Coping Strategies

Course Title: Stress & Coping Strategies

Credit Units: 1

Course Level: UG Level

Course Code: BSU-643

Course Outcome:

- To develop an understanding the concept of stress its causes, symptoms and consequences.
- To develop an understanding the consequences of the stress on one's wellness, health, and work performance.

Course Contents:

Module I: Stress

(2 Hours)

- Meaning & Nature
- Characteristics
- Types of stress

Module II: Stages and Models of Stress

(2 Hours)

- Stages of stress
- The physiology of stress
- Stimulus-oriented approach.
- Response-oriented approach.
- The transactional and interactional model.
- Pressure – environment fit model of stress.

Module III: Causes and symptoms of stress

(2Hours)

- Personal
- Organizational
- Environmental

Module IV: Consequences of stress

(2 Hours)

- Effect on behavior and personality
- Effect of stress on performance
- Individual and Organizational consequences with special focus on health

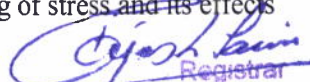
Module V: Strategies for stress management

(2 Hours)

- Importance of stress management
- Healthy and Unhealthy strategies
- Peer group and social support
- Happiness and well-being

Student learning outcomes

- Student will able demonstrate thorough understanding of stress and its effects


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- Student will be able to learn various coping strategies to deal with stress effectively so as to overcome the consequences and impact of stress on their health and wellbeing, ultimately it will enhance their performance.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Blonna, Richard; Coping with Stress in a Changing World: Second edition
- Pestonjee, D.M, Pareek, Udai, Agarwal Rita; Studies in Stress And its Management
- Pestonjee, D.M.; Stress and Coping: The Indian Experience


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French syllabus - Programme d'études pour le français

All U.G. Programmes – Foreign Language - VI

French

Course Code : FLU644

Credit units: 02

Course Outcome:

To provide the students with the linguistic tools to enhance social communication skills and be able

- To approve or disapprove a behavior
- To congratulate somebody
- To express possession

Course Contents : Dossier 1 – pg 7-

16,

Dossier 1 : Au fil du temps

Actes de Communication :

Approuver ou désapprouver l'attitude de quelqu'un (désapprouver le comportement des parents)
Féliciter quelqu'un (féliciter un participant dans le courrier des lecteurs) Parler de sa santé (exprimer les problèmes de santé chez le médecin) Accueillir/Interpeller (conversation entre l'invité et l'hôte)

Thèmes abordés :

Les trentenaires (dire si l'on partage les valeurs et les attentes des trentenaires)
Le sport (sport et famille, du sport pour tous les goûts)
La profession : Les psychologues (débat - pour ou contre le besoin d'un psy, la télé-confession)

Grammaire :

1. Le présent (révision)
2. Les prépositions et les verbes
3. Les pronoms possessifs
4. Les verbes réciproques

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND
	MID-SEM	VIVA-	ATTENDANC	TOTAL	END	
Weightage	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

- Carenzi-Vialaneix, Christelle et al. A propos A2 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Carenzi-Vialaneix, Christelle et al. A propos A2 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Mous, Nelly. Réussir le DELF A1. Paris: Les Éditions Didier, 2010.


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Français - I

Course Code: FLU144

Credit Units: 02

Course Outcome:

At the end of the course, students will be able to:

- familiarize students with the French language, with its phonetic system and its accents
- greet someone in French
- present and describe oneself and people,
- enter in contact, and begin a conversation
- talk about one's family, tastes and preferences

Course Contents:

Dossiers 1, 2 – pg 5-24

Dossier 1 : Toi, moi, nous

Actes de Communication :

S'adresser poliment à quelqu'un, entrer en contact, se présenter, présenter quelqu'un, saluer, poser des questions simples pour connaître quelqu'un, épeler et compter

Dossier 2 : En famille

Actes de Communication :

Parler de sa famille, Décrire quelqu'un, exprimer ses goûts, écrire et comprendre un message court, inviter
quelqu'un, exprimer la possession, la négation

Grammaire :

1. articles indéfinis, articles définis, masculin et féminin des noms et des adjectifs, pluriel des noms et des adjectifs
2. pronoms sujets et toniques, on, c'est/il est + profession,
3. masculin et féminin des adjectifs de nationalité
4. verbes- être, avoir, aller, 'er' groupe
5. l'interrogation – l'intonation, est-ce que, qui est-ce ? Qu'est-ce que? L'inversion ; où, comment, quand ; quel
6. la négation
7. adjectifs possessifs

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	10	5	30	70	

S. H. Mahapatra



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Text & References:

Text: Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

References: Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

UNDERSTANDING SELF FOR EFFECTIVENESS

Course Code: BSU 143

Credit Units: 01

Course Outcome: After the successful completion of this course,

1. Students will get knowledge and understanding of the fundamental of Self-identity and self Confidence
2. Students will develop professional transferable skills as exemplified by problem solving and teamwork.
3. Students will develop thorough understanding of personal and professional responsibility
4. Students will able to understand Positive and Negative emotions
5. Students will get knowledge about different types of Emotional Intelligence.

Course Contents:

Module I: Self: Core Competency

- Understanding of Self
- Components of Self – Self identity
- Self concept
- Self confidence
- Self image

Module II: Techniques of Self Awareness

- Exploration through Johari Window
- Mapping the key characteristics of self
- Framing a charter for self
- Stages – self awareness, self acceptance and self realization

Module III: Self Esteem & Effectiveness

- Meaning
- Importance
- Components of self esteem
- High and low self esteem
- Measuring your self esteem

Module IV: Building Positive Attitude

- Meaning and nature of attitude
- Components and Types of attitude
- Importance and relevance of attitude

Module V: Building Emotional Competence

- Emotional Intelligence – Meaning, components, Importance and Relevance
- Positive and Negative emotions
- Healthy and Unhealthy expression of emotions

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Examination Scheme:

Components	Attendance	Journal for Success (JOS)	Social Awareness Program (SAP)	End Semester Exam	Total
Weightage (%)	05	10	15	70	100

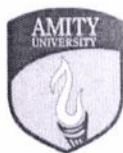
Text & References:

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
- Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publisher

G. H. Hanak



Chetna Singh
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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Communication Skills-II

Course Code: BCU 241

Credit Units: 01

Course Outcome: The students would be able to apply Verbal and Non-Verbal Communication Techniques in the Professional Environment

Course Contents:

Module I: Communication

Process and Importance • Models of Communication (Linear & Shannon Weaver) • Role and Purpose • Types & Channels • Communication Networks • Principles & Barriers

Module II Verbal Communication

Oral Communication: Forms, Advantages & Disadvantages Written Communication: Forms, Advantages & Disadvantages Introduction of Communication Skills (Listening, Speaking, Reading, Writing)

Module III Non-Verbal

Principles & Significance of Nonverbal Communication • KOPPACT (Kinesics, Oculistics, Proxemics, Paralanguage, Artifacts, Chronemics, Tactilics) • Visible Code

Module IV : Prose

Examination Scheme:

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
100%	NA	70%

Theory Assessment (L&T):

Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
Weightage (%)	10%	15%	5%	70%

Text & References:

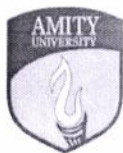
Reference: K.K.Sinha , Business Communication, Galgotia Publishing Company. Alan Pease : Body Language Additional Reading: Newspapers and Journals *

30 hrs Programme to be continued for Full year

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Français - II

Course Code: FLU244

Credit Units: 02

Course Outcome:

At the end of the course, students will be able to:

- talk about daily activities and sports.
- express necessities.
- talk about activities in recent future.
- have conversations and perform day to day life tasks like enquiring about time, take an appointment.
 - enquire about products and place orders in a shop/ restaurant.

Course Contents:

Dossiers 3,4 – pg 25-44

Dossier 3 : Quelle journée !

Actes de Communication :

Parler de ses activités quotidiennes, se situer dans le temps, demander l'heure et la date, parler des sports et des loisirs, exprimer la fréquence

Dossier 4 : Vous désirez ?

Actes de Communication :

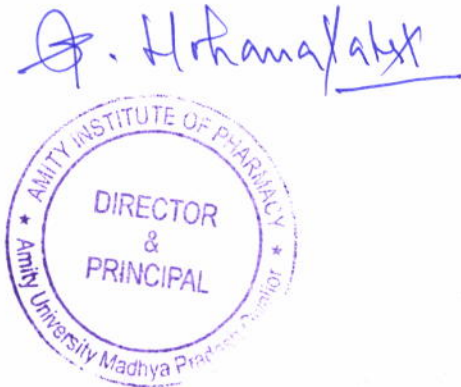
Exprimer la quantité, demander et donner le prix, exprimer la nécessité, la volonté et la capacité, comparer et exprimer ses préférences, s'exprimer au futur proche, prendre rendez-vous, s'exprimer au restaurant/dans les magasins

Grammaire :

1. l'expression du temps
2. les articles contractés, les quantités indéterminées et déterminées
3. les adverbes de fréquences
4. verbes- faire, prendre, venir, pouvoir, vouloir, les verbes pronominaux
5. la comparaison de l'adjectif
6. la négation (suite)
7. le future proche

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	10	5	30	70	



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Text & References:

Text: Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

References: Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.

S. H. Hamdani



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

INDIVIDUAL, SOCIETY AND NATION

Course Code: BSU 243

Credit Units: 01

Course Outcome: After the successful completion of this course,

1. Student will be able to identify, understand, and apply contemporary theories of leadership to a wide range of situations and interactions
2. Student will be able to understand the importance of Patriotism and National Pride
3. Student will be able to perform their social responsibility and develop a sense of citizenship
4. Students will be able to develop and apply Meaning and Importance of human rights

Course Contents:

Module I: Individual differences & Personality

- Personality: Definition & Relevance
- Importance of nature & nurture in Personality Development
- Importance and Recognition of Individual differences in Personality
- Accepting and Managing Individual differences
- Intuition, Judgment, Perception & Sensation (MBTI)
- BIG5 Factors

Module II: Managing Diversity

- Defining Diversity
- Affirmation Action and Managing Diversity
- Increasing Diversity in Work Force
- Barriers and Challenges in Managing Diversity

Module III: Socialization

- Nature of Socialization
- Social Interaction
- Interaction of Socialization Process
- Contributions to Society and Nation

Module IV: Patriotism and National Pride

- Sense of pride and patriotism
- Importance of discipline and hard work
- Integrity and accountability

Module V: Human Rights, Values and Ethics

- Meaning and Importance of human rights
- Human rights awareness
- Values and Ethics- Learning based on project work on Scriptures like- Ramayana, Mahabharata, Gita

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Examination Scheme:

Components	Attendance	Journal for Success (JOS)	Social Awareness Program (SAP)	End Semester Exam	Total
Weightage (%)	05	10	15	70	100

Text & References:

- Davis, K. Organizational Behaviour,
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison –Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- Robbins O.B.Stephen;. Organizational Behaviour

Dr. H. K. Mahapatra



Dr. J. K. Singh
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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Communication Skills-III

Course Code: BCU 341

Credit Units: 01

Course Outcome:

The students would be able to write correctly and properly with special reference to Letter writing.

Course Contents:

Module I : Principles of Effective

Spellings-100 Most Misspelled Words in English • Web Based Writing • Note Taking: Process & Techniques

Module II: Formal Letter

Block Format • Types of Letters • E-mail • Netiquette

Module III Business Memos

Format & Characteristics

Module IV Short Stories

Stench of Kerosene-Amrita Pritam • A Flowering Tree-A.K. Ramanujan • The Gift the Magi- O. Henry • A Fly in Buttermilk-James Baldwin

Examination Scheme:

Theory L/T (%)		Lab/Practical/Studio (%)		End Term Examination	
100%		NA		70%	
Theory Assessment (L&T):					
Components (Drop down	CIE	Mid Sem	Attendance	End Term Examination	
Weightage (%)	10%	15%	5%	70%	

Text & References:

Text: Rai, Urmila & S.M. Rai. Business Communication, Mumbai: Himalaya Publishing House, 2002.
K.K.Sinha, Business Communication, Galgotia Publishing Company. Reference: Sanjay Kumar & Pushp Lata, Communication Skills, Oxford University Press.

Additional Reading: Newspapers and Journals

A. Mohan Lal



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Français - III

Course Code: **FLU334**

Credit Units: **02**

Course Outcome:

At the end of the course, students will be able to:

- to talk about the qualities and defects of people.
- to ask/give directions.
- to enquire about a lodging.
- to ask and give information's about a certain place.
- to describe events in past tense.

Course Contents:

Dossiers 5,6 – pg 45-64

Dossier 5 : Ici et là

Actes de Communication :

Exprimer l'obligation et l'interdiction, parler des qualités et des défauts de quelqu'un, demander son chemin, indiquer un itinéraire, se situer dans l'espace, se renseigner sur un logement.

Dossier 6 : Ailleurs

Actes de Communication :

S'exprimer au passé composé, raconter un voyage, se situer dans le monde, exprimer le temps (avec indicateurs de temps – il y a, depuis), se renseigner sur un hébergement, exprimer la satisfaction et l'insatisfaction.

Grammaire :

1. les adjectifs démonstratifs
2. les verbes : 'ir groupe' devoir, falloir
3. les prépositions de lieu, de pays
4. l'impératif, le passé composé, forme et accord du participe passé, la négation au passé composé
5. les indicateurs de temps (il y a, depuis)

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	10	5	30	70	

A. H. Mahapatra



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Text & References:

Text:

Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

References:

- Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.

Dr. Harshagatax



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

PROBLEM SOLVING AND CREATIVE THINKING

Course Code: BSU 343

Credit Units: 01

Course Outcome: After the successful completion of this course,

1. Student will be able to solve the problems effectively in their personal and professional life.
2. Student will be able to understand and applied the different types of thinking tools
3. Student will be able to understand the different types of barriers in problem solving
4. Student will be able to make Construction of POA
5. Student will be able to make Idea generation and evaluation (Brain Storming)

Course Contents:

Module I: Thinking as a tool for Problem Solving

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

Module II: Hindrances to Problem Solving Process

- Perception
- Expression
- Emotion
- Intellect
- Work environment

Module III: Problem Solving

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

Module IV: Plan of Action

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

Module V: Creative Thinking

- Definition and meaning of creativity
- The nature of creative thinking
 - Convergent and Divergent thinking
 - Idea generation and evaluation (Brain Storming)
 - Image generation and evaluation



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- Debating
- The six-phase model of Creative Thinking: ICEDIP model

Examination Scheme:

Components	Attendance	Journal for Success (JOS)	Social Awareness Program (SAP)	End Semester Exam	Total
Weightage (%)	05	10	15	70	100

Text & References:

- Michael Steven: How to be a better problem solver, Kogan Page, New Delhi, 1999
- Geoff Petty: How to be better at creativity; Kogan Page, New Delhi, 1999

Dr. Himanshu K. Saxena



Dr. Jyoti K. Jain
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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Communication Skills-IV

Course Code: BCU 441

Credit Units: 01

Course Outcome: The students would be able to develop a resume for themselves, would be able to handle the interview process confidently and learn the subtle nuances of an effective group discussion

Course Contents:

Module I Employment-Related Correspondence

- Resume Writing
- Covering Letters
- Follow Up Letters

Module II Dynamics of Group Discussion

- Significance of GD
- Methodology & Guidelines

Module III Interviews

- Types & Styles of Interviews
- Fundamentals of facing Interviews
- Interview-Frequently Asked Questions

Module IV Short Stories

- Proof of the Pudding - O. Henry • "The Lottery" 1948, Shirley Jackson • The Eyes Have it- Ruskin Bond • Kallu- Ismat Chughtai

Examination Scheme:

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
100%	NA	70%

Theory Assessment (L&T):

Components (Drop down)	CIE	Attendance	End Term Examination
Weightage (%)	25%	5%	70%

Text & References:

Text: Sharma, R.C. & Krishna Mohan. Business Correspondence and Report Writing: A Practical approach to Business & Technical Communication, New Delhi: Tata McGraw Hill & Co. Ltd., 2002. Rai, Urmila & S.M. Rai. Business Communication, Mumbai: Himalaya Publishing House, 2002. Rizvi, M.Ashraf. Effective Technical Communication, New Delhi: Tata McGraw Hill, 2007.

Reference: Brusaw, Charles T., Gerald J. Alfred & Walter E. Oliu. The Business Writer's Companion, Bedford: St. Martin's Press, 2010. Lewis, Norman. How to Read Better and Faster. New Delhi: Binny Publishing House



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Français – IV

Course Code: FLU444

Credit Units: 02

Course Outcome:

At the end of the course, students will be able to:

- strengthen the language of the students in both oral and written
- use language application for communication tasks.
- get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks.
- talk about personal habits, narrating events in the past, marking the stages, using appropriate connectors.
- hold the conversations on telephone, asking for/ giving advices.

Course Contents:

Dossier 7 – pg 65-74, Dossiers 1, 2 and 3 (révision)

Dossier 7 : au boulot

Actes de Communication :

Parler des habitudes et décrire une situation à l'imparfait, comparer (nom et verbe), qualifier (qui, que) s'exprimer au téléphone, demander et donner un avis.

Dossiers 1, 2, 3 – Révision

Exercices d'écoute, production orale et écrite.

Grammaire :

1. l'imparfait,
2. la comparaison du verbe/du nom ; mieux/meilleur
3. les pronoms relatifs

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	10	5	30	70	

G. H. Ramakrishna



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VALUE & ETHICS FOR PERSONAL & PROFESSIONAL DEVELOPMENT

Course Code: BSU 443

Credit Units: 01

Course Outcome: After the successful completion of this course,

1. Student will be able to understand Values and Ethics and Its implication
2. Student will be able to understand Values Clarification & Acceptance
3. Student will be able to Differentiate between morality, ethics & values
4. Student will be able to know the Ethical Practice for Prevention of Corruption & Crime
5. Student will be able to know about Professional Values-Work ethics, respect for others

Course Contents:

Module I: Introduction to Values & Ethics

- Meaning & its type
- Relationship between Values and Ethics
- Its implication in one's life

Module II: Values Clarification & Acceptance

- Core Values-Respect, Responsibility, Integrity, Resilience, Care, & Harmony
- Its process-Self Exploration
- Nurturing Good values

Module III: Morality

- Difference between morality, ethics & values
- Significance of moral values

Module IV: Ethical Practice

- Ethical Decision making
- Challenges in its implementation
- Prevention of Corruption & Crime

Module V: Personal & Professional Values

- Personal values-Empathy, honesty, courage, commitment
- Professional Values-Work ethics, respect for others
- Its role in personality development
- Character building-"New Self awareness"

Examination Scheme:

Components	Attendance	Journal for Success (JOS)	Social Awareness Program (SAP)	End Semester Exam	Total
Weightage (%)	05	10	15	70	100

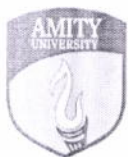
Text & References:

- Cassuto Rothman, J. (1998). From the Front Lines, Student Cases in Social Work Ethics. Needham Heights, MA: Allyn and Bacon.
- Gambrill, E. & Pruger, R. (Eds). (1996). Controversial Issues in Social Work Ethics, Values, & Obligations. Needham Heights, MA: Allyn and Bacon, Inc.

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Communication Skills-V

Course Code: BCU 541

Credit Units: 01

Course Outcome: The students would be able to communicate fluently and sustain comprehension of an extended discourse. They would demonstrate ability to interpret texts and observe the rules of good writing and would be able to prepare and present effective presentations aided by ICT tools.

Course Contents

Module I Vocabulary: • Define Vocabulary • Significance of Vocabulary • One Word Substitution, Synonyms & Antonyms and Idioms & Phrases • Define and Differentiate Homonyms, Homophones and Homographs • Vocabulary Drills • Foreign Words

Module II Comprehension Skills: Reading Comprehension-SQ3R Reading Techniques • Summarizing and Paraphrasing • Précis Writing • Listening Comprehension

Module III Presentation Skills • Discussing the Significance of Audio-visual Aids, Audience and Feedback in Presentation Skills • Analyzing the Significance of Non-Verbal Communication

Module IV Prose • How Far is the River-Ruskin Bond • My Wood-E.M.Forster • I have a Dream-Martin Luther King

Examination Scheme:

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
100%	NA	70%

Theory Assessment (L&T):

Components (Drop down)	CIE	Attendance	End Term Examination
Weightage (%)	25%	5%	70%

Text & References:

Text: Jaffe, C.I. Public Speaking: Concepts and Skills for a Diverse Society, 4th ed. Belmont, CA: Wadsworth, 2004. Effective English for Engineering Students, B Cauveri, Macmillan India Creative English for Communication, Krishnaswamy N, Macmillan

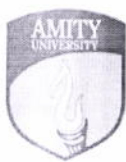
Reference: A Textbook of English Phonetics, Balasubramanian T, Macmillan

Additional Reading: Newspapers and Journals

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Français – V

Course Code: FLU544

Credit Units: 02

Course Outcome:

- At the end of the course, students will be able to:
- strengthen the language of the students in both oral and written
 - use language application for communication tasks.
 - get acquainted with the current social communication skills, oral(dialogue, telephone conversations, etc.) and written and perform simple communication tasks
 - narrate events in the past, marking the stages, using appropriate connectors,
 - express causes and consequences, using appropriate logical connectors, presenting a biography.

Course Contents:

Dossier 8 – Pg 75-84 Dossiers 4, 5 and 6 (révision)

Dossier 8 : Vivre ensemble

Actes de Communication :

Exprimer la cause, l'opposition, la conséquence, décrire les étapes d'une action, s'exprimer sur l'environnement, l'écologie, identifier et décrire les différences de comportement, décrire le fonctionnement d'une association, faire la biographie d'une personne.

Dossiers 4, 5, 6 – Révision

Exercices d'écoute, production orale et écrite.

Grammaire :

1. le présent (révision), le passé composé (révision)
2. les pronoms compléments directs, les pronoms compléments indirects
3. les marqueurs chronologiques
4. les articulateurs logiques

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	10	5	30	70	

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Text:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

- Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.

Q. Hochanalyse



Chiranjeev
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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

VALUE & ETHICS FOR PERSONAL & PROFESSIONAL DEVELOPMENT

Course Code: BSU 543

Credit Units: 01

Course Outcome: After the successful completion of this course

1. Student will be able to form different types of groups and their importance
2. Student will be able to understand the **Group Functions & Organizational policies**
3. Student will be able to Building Effective Teams
4. Student will Gain knowledge and understanding of organization resources, policies, and involvement opportunities.
5. Student will be able to develop strategies to recruit, retain, and continually motivate contributing members to the organization

Course Contents:

Module I: Group formation

- Definition and Characteristics
- Importance of groups
- Classification of groups
- Stages of group formation
- Benefits of group formation

Module II: Group Functions

- External Conditions affecting group functioning: Authority, Structure, Org. Resources, Organizational policies etc.
- Internal conditions affecting group functioning: Roles, Norms, Conformity, Status, Cohesiveness, Size, Inter group conflict.
- Group Cohesiveness and Group Conflict
- Adjustment in Groups

Module III: Teams

- Meaning and nature of teams
- External and internal factors effecting team
- Building Effective Teams
- Consensus Building
- Collaboration

Module IV: Leadership

- Meaning, Nature and Functions
- Self leadership
- Leadership styles in organization
- Leadership in Teams

Module V: Power to empower: Individual and Teams

- Meaning and Nature
- Types of power
- Relevance in organization and Society

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Examination Scheme:

Components	Attendance	Journal for Success (JOS)	Social Awareness Program (SAP)	End Semester Exam	Total
Weightage (%)	05	10	15	70	100

Text & References:

- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
- Smith Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers

A. Hohanapale



Chetesh Kumar
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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Communication Skills-VI

Course Code: BCU 641

Credit Units: 01

Course Outcome: The students would be able to communicate contextually in specific personal and professional situations with courtesy and inject humour in their regular interactions. The course will also strengthen their creative learning process through individual expression and collaborative peer activities.

Course Contents

Module I Social Communication Essentials • Small talk • Building rapport • Expand social and Corporate Associations • Informal Communication: Grapevine, Chat

Module II Workplace Interpersonal Skills • Understanding Social Communication in Workplace environment. • Employee feedback: Assess employee performance and satisfaction. • Simulation ➤ Humour in Communication-Use of 'Puns' ➤ Entertainment and Communication (Infotainment) • Infotainment and Social Media • Entertainment in Journalism ➤ Social Networking

Module III Visual Code / Social Etiquette • Power Dressing • Fine Dining • Office Party Etiquette • Business Travel Etiquette ➤ Work Place and Business Etiquette • Proper Greetings • Thank You Notes • Telephonic Manners/ Voice Mail Etiquette • Business Salutation

Module IV Prose • Secret of Socrates - Dale Carnegie • My Financial Career-Stephen Leacock • The Luncheon - W. Somerset Maugham • The National Flag - Jawahar Lal Nehru

Examination Scheme:

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
100%	NA	70%

Theory Assessment (L&T):

Components (Drop down)	CIE	Attendance	End Term Examination
Weightage (%)	25%	5%	70%

Text & References:

Text: Krizan, Merrier, Logan & Williams. Effective Business Communication, New Delhi: Cengage, 2011 • Communication and Organizational Culture. Keyton. Joann. Sage Publications • Social Communication (Frontiers of Social Psychology). Fiedler, Klaus. Psychology Press Reference: Cypherpunks: Freedom and the Future of the Internet. Assange, Julian Assange. OR Books. Additional Reading: Newspapers and Journals

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Français – VI

Course Code: FLU644

Credit Units: 02

Course Outcome:

At the end of the course, students will be able to:

- strengthen the language of the students in both oral and written
- use language application for communication tasks.
- enhance social communication skills
- approve or disapprove a behavior of someone or somebody
- congratulate somebody
- express possession
- express given theme.

Course Contents:

Dossier 1 – pg 7-16,

Dossier 1 : Au fil du temps

Actes de Communication :

Approuver ou désapprouver l'attitude de quelqu'un (désapprouver le comportement des parents)

Féliciter quelqu'un (féliciter un participant dans le courrier des lecteurs)

Parler de sa santé (exprimer les problèmes de santé chez le médecin)

Accueillir/Interpeller (conversation entre l'invité et l'hôte)

Thèmes abordés :

Les trentenaires (dire si l'on partage les valeurs et les attentes des trentenaires)

Le sport (sport et famille, du sport pour tous les goûts)

La profession : Les psychologues (débat - pour ou contre le besoin d'un psy, la télé-confession)

Grammaire :

1. Le présent (révision)
2. Les prépositions et les verbes
3. Les pronoms possessifs
4. Les verbes réciproques

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	10	5	30	70	

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Text & References:

Text:

Le livre à suivre:

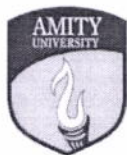
- Carezzi-Vialaneix, Christine et al. A propos A2 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Carezzi-Vialaneix,, Christine et al. A propos A2 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

References: Girardeau, Bruno et Mous, Nelly. Réussir le DELF A1. Paris: Les Éditions Didier, 2010.

G. Hohanagalsky



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GWALIOR

STRESS & COPING STRATEGIES

Course Code: BSU 643

Credit Units: 01

Course Outcome: After the successful completion of this course,

1. Student will be able to understanding of stress and its effects
2. Student will be able to understand the physiology of stress
3. Student will Gain knowledge and understanding of Causes and symptoms of stress
4. Student will be able to develop strategies to stress management
5. Student will be able to understands of Healthy and Unhealthy strategies

Course Contents:

Course Contents:

Module I: Stress

- Meaning & Nature
- Characteristics
- Types of stress

Module II: Stages and Models of Stress

- Stages of stress
- The physiology of stress
- Stimulus-oriented approach.
- Response-oriented approach.
- The transactional and interact ional model.
- Pressure – environment fit model of stress.

Module III: Causes and symptoms of stress

- Personal
- Organizational
- Environmental

Module IV: Consequences of stress

- Effect on behavior and personality
- Effect of stress on performance
- Individual and Organizational consequences with special focus on health

Module V: Strategies for stress management

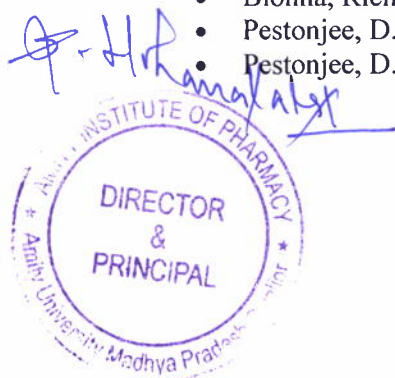
- Importance of stress management
- Healthy and Unhealthy strategies
- Peer group and social support
- Happiness and well-being

Examination Scheme:

Components	Attendance	Journal for Success (JOS)	Social Awareness Program (SAP)	End Semester Exam	Total
Weightage (%)	05	10	15	70	100

Text & References:

- Blonna, Richard; Coping with Stress in a Changing World: Second edition
- Pestonjee, D.M, Pareek, Udai, Agarwal Rita; Studies in Stress And its Management
- Pestonjee, D.M.; Stress and Coping: The Indian Experience



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Communication Skills-VII

Course Code: BCU 741

Credit Units: 01

Course Outcome: The students would be able to conduct all business activities related to the workplace with technical efficiency and contribute positively to the overall growth of the organization.

Course Contents

Module I Meetings • Notices • Circulars • Agenda • Minutes

Module II Report Writing & Telephony Skills : Report Writing • Purpose/Significance • Types • Format ➤ Telephony Skills • Call Receiving/ Handling/ Concluding Etiquette • Voice Modulation • Effective Listening • Dos and Don'ts of Telephony Skills

Module III Negotiation Skills : Definition/Concept • Purpose/ Significance • Checklist- Good & Bad Practices

Module IV Prose : The Great Trial-Robert Payne • The Home Coming - Rabindra Nath Tagore • How Much Land does a Man Need? - Leo Tolstoy • Valiant Vicky, The Brave Weaver - Flora Anne Steel

Examination Scheme:

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
100%	NA	70%

Theory Assessment (L&T):

Components (Drop down)	CIE	Attendance	End Term Examination
Weightage (%)	25%	5%	70%

Text & References:

Text: Penrose, Rasberry & Myers. Business Communication for Managers: An Advanced Approach, New Delhi: Cengage, 2012. T.N Chabbra , Business Communication , Sun India Publication. Sanjay Kumar & Pushplata , Communication skills , Oxford University Press. Reference: Jones, Working in English, First Edition, Cambridge, CUP, 2001. Additional Reading: Newspapers and Journals

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Français – VII

Course Code: FLU744

Credit Units: 02

Course Outcome:

At the end of the course, students will be able to:

- strengthen the language of the students in both oral and written
- use language application for communication tasks.
 - enhance social communication skills
 - describe an object
- compare objects and evaluate
- ask for information, precision
- make claims

Course Contents:

Dossier 2 – pg 17-28,

Dossier 2 : 64 millions de consommateurs

Actes de Communication :

Décrire un objet (un bijou unique, un voyage extraordinaire, un nouvel appareil photo)

Évaluer une chose (acheter un cadeau, discuter le prix)

Ouvrir un compte à la banque (demander des renseignements au banquier afin d'ouvrir un compte)

Demander des informations/précisions (précisions sur un problème dans le relevé de compte)

Faire une réclamation (s'adresser au service après-vente pour échanger un produit défectueux)

Thèmes abordés :

S'habiller bon marché (comment vous habillez-vous bon marché ?)

Le e-commerce (le portrait de l'e-acheteur de votre pays)

Les produits contrefaits (parler des produits contrefaits)

La profession : Les maraîchers (débat: comment éviter le gaspillage ? la mode de vie des décroissants, privilégie-t-on la qualité ou le prix lors d'un achat?)

Grammaire :

1. Le pronom " en "
2. La place de l'adjectif
3. Le présent progressif
4. Le passé récent
5. Le futur proche (révision)
6. Le comparatif et le superlatif

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Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	10	5	30	70	

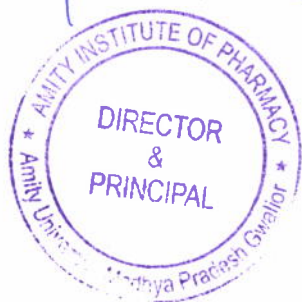
Text & References:

Text:Le livre à suivre:

- Carenzi-Vialaneix, Christine et al. A propos A2 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

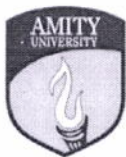
References: Girardeau, Bruno et Mous, Nelly. Réussir le DELF A1. Paris: Les Éditions Didier, 2010.

Dr. H. H. H. H. H.



Deepak Kumar
Registrar

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STRESS & COPING STRATEGIES

Course Code: BSU 743

Credit Units: 01

Course Outcome: After the successful completion of this course,

1. Student will be able to understand abouts Importance of Career Planning
2. Student will be able to differentiate between Aptitude & Attitude
3. Student will Gain knowledge of various carrier options
4. Student will be able to developed some Employability skills
5. Student will be able to understands Components of Impression Management

Course Contents:

Module I: Career Planning

- Importance of Career Planning & Development
- Career Development Plan
- Assessment of Career Development

Module II: Career Success: Interest, Aptitude & Attitude (Personality)

- Interest, Aptitude & Attitude
- Knowing and assessing one's Interest
- Knowing and assessing one's Aptitude

Module III: Explore Career for Growth

- Selecting from available resources
- Career selection (Jobs)
- Career planning and development

Module IV: Self Reliance and Employability skills

- Self awareness, Self promotion and Presentation, Self confidence
- Action planning, Networking, Negotiation
- Political awareness, Coping with uncertainty,
- Developing positive attributes at work place (personal and professional)
- Time Management as Self Management

Module V: Impression Management for Career Enhancement

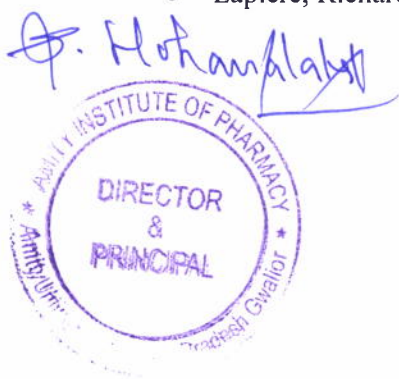
- Meaning & Components of Impression Management
- Impression Management Techniques(Influencing Tactics)
- Impact of Impression Management on Career Planning and Development

Examination Scheme:

Components	Attendance	Journal for Success (JOS)	Social Awareness Program (SAP)	End Semester Exam	Total
Weightage (%)	05	10	15	70	100

Text & References:

- Organizational Behaviour, Davis, K.
- Hoover, Judhith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressers, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change




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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Communication Skills-VIII

Course Code: BCU 841

Credit

Course Outcome: The students will be able to navigate cross cultural encounters in a global economy. The course would facilitate students to develop learning to construct and deliver messages that incorporate the appropriate use of organizing content, language, vocabulary, kinesics, eye contact, appearance, visual aids, and time constraints.

Module I Speaking in Public • Essentials in Public Speaking • Parameters of Public Speaking

Module II Cross Cultural Communication • Culture and Context • Awareness & Significance of Understanding Culture • Ethnocentrism, Stereotyping and Cultural Relativism • Cultural Shock and Social Change

Module III Prose • India Cinema: Tradition & Change-Chidananda Das Gupta • Kabuliwala-Rabindranath Tagore • The Duchess and the Jeweller -Virginia Woolf • The Park- James Mathews

Examination Scheme:

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
100%	NA	70%

Theory Assessment (L&T):

Components (Drop down)	CIE	Attendance	End Term Examination
Weightage (%)	25%	5%	70%

Text & References:

Text: Penrose, Rasberry & Myers. Business Communication for Managers: An Advanced Approach, New Delhi: Cengage, 2012. Raman, Meenakshi. Business Communication, Oxford Krizan, Merrier, Logan & Williams. Effective Business Communication, New Delhi: Cengage, 2011 References: Beamer, Linda. Intercultural Communication in the Global Workplace, Irwin/McGraw-Hill, 2005. Reynolds, Sana & Deborah Valentine. Guide to Cross-cultural Communication, Prentice Hall, 2003. Additional Reading: Newspapers and Journals

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Français – VIII

Course Code: FLU844

Credit Units: 02

Course Outcome: At the end of the course, students will be able to:

- strengthen the language of the students in both oral and written
- use language application for communication tasks.
 - enhance social communication skills
 - express an intention, announce news
- enquire about an event
- speak about the future and discuss the media

Course Contents:

Dossier 3 – pg 29-40, Dossiers 1&2 (révision).

Dossier 3 : Médias.fr

Actes de Communication :

Parler de l'avenir (les avantages et les inconvénients des réseaux sociaux)

Exprimer une intention (poser des questions sur un forum)

Parler des médias

Engager/ terminer une conversation (demander pourquoi on n'a pas répondu au mël)

Interroger sur un événement (vol, accident)

Annoncer une nouvelle (celle de démission)

Thèmes abordés :

Les Français et la presse (débat : Croyez-vous aux légendes urbaines?)

Les Français et Internet (débat: les informations de la presse écrite sont plus fiables que les informations sur Internet ?)

La télévision des Français

La profession : Les animateurs radio (débat : pour ou contre le téléchargement illégal de la musique ou des films)

Grammaire :

1. Le futur simple
2. L'hypothèse sur le futur
3. Les formes de la négation
4. Les pronoms compléments directs et indirects (révision)

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	10	5	30	70	

Text & References: Le livre à suivre:

- Carenzi-Vialaneix, Christine et al. A propos A2 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Carenzi-Vialaneix,, Christine et al. A propos A2 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

References: Girardeau, Bruno et Mous, Nelly. Réussir le DELF A1. Paris: Les Éditions Didier, 2010.



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

POSITIVE PERSONAL GROWTH

Course Code: BSU 843

Credit Units: 01

Course Outcome: After the successful completion of this course,

1. Student will be able to know the Importance of Positivity in personality
2. Student will be able to Understand positive emotions
3. Student will Gain knowledge of Positive approach towards future
4. Student will be able to developed Concept of Happiness & Well-Being
5. Student will be able to understands Positivity Vs. Negativity

Course Contents:

Module I: Positivity in personality

- Importance of Positivity in personality
- Positivity Vs. Negativity
- Introspection and personal growth

Module II: Positive Emotions

- Understanding positive emotions
- Importance of Positive emotion
- Types and identification of positive emotions (Love, happiness, Contentment, Resilience, etc.)

Module III: Hope, Optimism and Resilience

- Positive approach towards future
- Benefits of Positive approach
- Resilience during challenge and loss

Module IV: Application of Positive Emotions

- Application of positive emotions in relationships, and organizations
- Creating healthy organizational climate
- Positive emotions enhances performance

Module V: Happiness and Well Being

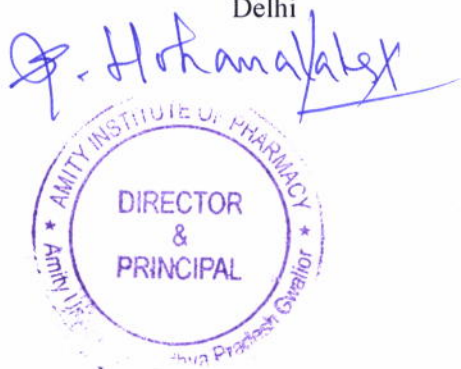
- Concept of Happiness & Well-Being
- Secret of happy mind and healthy life
- Work life balance

Examination Scheme:

Components	Attendance	Journal for Success (JOS)	Social Awareness Program (SAP)	End Semester Exam	Total
Weightage (%)	05	10	15	70	100

Text & References:

- Raman, A.T. (2003) Knowledge Management: A Resource Book. Excel Books, Delhi.
- Kamalavijayan D. (2005). Information and Knowledge Management Macmillan India Ltd. Delhi





AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

PG: M. Planning (Urban & Regional) Semester I

Course Title: Advanced Communication-I

Credit Units: 1

Course Code: BCP 141

Course Objective:

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

The Course is designed to enhance vocabulary skills and make students fluent, thereby improving receptive and expressive skills.

Prerequisites: NIL

Course Contents / Syllabus:

	Module I Fundamentals of Communication	30% Weightage
	• Role and Purpose of Communication, 7 C's of Communication • Barriers to Effective Communication • Forms of Communication: One-to-One, Informal and Formal	
	Module II Oral Communication	20% Weightage
	• Effective Listening: Principles and Barriers • Effective Speaking: Pronunciation and Accent	
	Module III Building Advanced Vocabulary	20% Weightage
	• Word Formation; Synonyms; Antonyms; Eponyms; Homonyms, Homophones & Homographs • One Word Substitution; Phrasal Verbs, Idiomatic Expressions & Proverbs • Foreign Words in English	
	Module IV Non Verbal Communication	30% Weightage
	• Principles & Significance • Kinesics, Oculistics, Proxemics,, Para-Language, Artifacts, Chronemics, Tactilics	



	Student Learning Outcomes																						
	The students will be able to use the LSRW Skills to communicate effectively in a professional environment. Will be able to develop fluency.																						
	Pedagogy for Course Delivery • Workshop • Presentation • Group Discussion • Lectures																						
	Assessment/ Examination Scheme: <table><tr><td>Theory L/T (%)</td><td>Lab/Practical/Studio (%)</td><td>End Term Examination</td></tr><tr><td>100%</td><td>NA</td><td>70%</td></tr></table> Theory Assessment (L&T): <table><tr><td>End Term Examination</td><td colspan="4"></td></tr><tr><td>Components (Drop down)</td><td>CIE</td><td>Mid Sem</td><td>Attendance</td><td>End Term Examination</td></tr><tr><td>Weightage (%)</td><td>10%</td><td>15%</td><td>5%</td><td>70%</td></tr></table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%	End Term Examination					Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	Weightage (%)	10%	15%	5%	70%	
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination																					
100%	NA	70%																					
End Term Examination																							
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination																			
Weightage (%)	10%	15%	5%	70%																			

Text: Jones, *Working in English*, 1st ed. Cambridge, CUP 2001

Raman Prakash, Business Communication, 2nd ed. Delhi OUP 2006

Butterfield, Jeff Soft skills for Everyone, Cengage Learning 2011

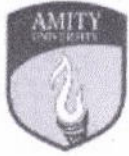
Reference: Guffey, Ellen Mary, *Business Communication*, Thomson (South Western)

Dale Carnegie: Quick and Easy Way of Public Speaking

Business Communication Today – Courtland L Bovee, John V Thill Mukesh Chaturvedi, Pearson 2009

Additional Reading: Newspapers and Journals





AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Course structure: Self-Development and Interpersonal Skills - Course Code: BSP-143

Course Title: Self-Development and Interpersonal Skills

Credit Units: 1

Course Level: M. Planning (Urban & Regional)

Course Code: BSP-143

Course Objectives:

This course aims at imparting an understanding of:

- Self and the process of self-exploration
- Learning strategies for development of a healthy self esteem
- Importance of attitudes and their effect on work behavior
- Effective management of emotions and building interpersonal competence.

Course Contents:

Module I: Understanding Self

(2 Hours)

- Formation of self-concept
- Dimension of Self
- Components of self
- Self-Competency

Module II: Self-Esteem: Sense of Worth

(2 Hours)

- Meaning and Nature of Self Esteem
- Characteristics of High and Low Self Esteem
- Importance & need of Self Esteem
- Self Esteem at work
- Steps to enhance Self Esteem

Module III: Emotional Intelligence: Brain Power

(2 Hours)

- Introduction to EI
- Difference between IQ, EQ and SQ
- Relevance of EI at workplace
- Self assessment, analysis and action plan

Module IV: Managing Emotions and Building Interpersonal Competence

(2 Hours)

- Need and importance of Emotions
- Healthy and Unhealthy expression of emotions
- Anger: Conceptualization and Cycle
- Developing emotional and interpersonal competence
- Self assessment, analysis and action plan

Module V: Leading Through Positive Attitude

(2 Hours)

- Understanding Attitudes



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- Formation of Attitudes
- Types of Attitudes
- Effects of Attitude on
 - Behavior
 - Perception
 - Motivation
 - Stress
 - Adjustment
 - Time Management
 - Effective Performance
- Building Positive Attitude

Student learning outcomes:

- Student will Develop accurate sense of self
- Student will nurture a deep understanding of personal motivation
- Student will develop thorough understanding of personal and professional responsibility
- Student will able to analyse the emotions of others for better adjustment.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success(JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

- The above evaluation scheme shall not be applicable for LLM Course.

Suggested Readings:

- Towers, Marc: Self Esteem, 1st Edition 1997, American Media
- Pedler Mike, Burgoyne John, Boydell Tom, A Manager's Guide to Self-Development: Second edition, McGraw-Hill Book company.
- Covey, R. Stephen: Seven habits of Highly Effective People, 1992 Edition, Simon & Schuster Ltd.,
- Khera Shiv: You Can Win, 1st Edition, 1999, Macmillan
- Gegax Tom, Winning in the Game of Life: 1st Edition, Harmony Books
- Chatterjee Debashish, Leading Consciously: 1998 1st Edition, Viva Books Pvt.Ltd.,
- Dr. Dinkmeyer Don, Dr. Losoncy Lewis, The Skills of Encouragement: St. Lucie Press.
- Singh, Dalip, 2002, Emotional Intelligence at work; First Edition, Sage Publications.
- Goleman, Daniel: Emotional Intelligence, 1995 Edition, Bantam Books
- Goleman, Daniel: Working with E.I., 1998 Edition, Bantam Books.



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

French syllabus - Programme d'études pour le français M. Planning (Urban & Regional) – Foreign Business Language Specialised stream - Filière spécialisée – Français professionnel et des affaires Français - I

Course Code : FLP144

Credit Units: 02

Course Objective:

To familiarize the students with the French language

- with the phonetic system
- with the accents
- with the manners
- with the cultural aspects

To enable the students

- to establish first contacts
- to identify things and talk about things

Course Contents:

Unité 1, 2: pp. 01 to 37

Introduction à la langue: système phonétique, accents, genre et accord, jours, mois, nombres

Actes de communication:

Unité 1 : Premiers contacts

1. nommer des objets, s'adresser poliment à quelqu'un
2. se présenter, présenter quelqu'un
3. entrer en contact : dire tu ou vous, épeler
4. dire où on travaille, ce qu'on fait
5. communiquer ses coordonnées

Unité 2 : Objets

1. identifier des objets, expliquer leur usage
2. dire ce qu'on possède, faire un achat, discuter le prix.
3. monter et situer des objets
4. décrire des objets
5. comparer des objets, expliquer ses préférences

Grammaire:

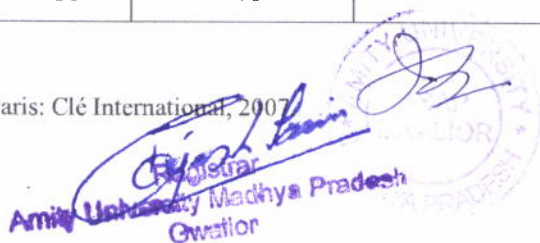
1. articles indéfinis, masculin et féminin des noms, pluriel des noms
2. Je, il, elle sujets, verbes parler, habiter, s'appeler, être, avoir, masculin et féminin des adjectifs de nationalité
3. tu, vous sujets, verbes parler, aller, être, c'est moi/c'est toi
4. verbes faire, connaître, vendre, c'est/il est + profession, qui est-ce ? qu'est-ce que ... ?
5. article défini, complément du nom avec de, quel interrogatif
6. adjectifs possessifs (l), pour + infinitif
7. verbe avoir, ne...pas/pas de, question avec est-ce que ?, question négative, réponse Si
8. Prépositions de lieu, il y a/qu'est-ce qu'il y a
9. accord et place des adjectifs qualificatifs, il manque...
10. comparatifs et superlatifs, pronoms toniques, pronom on

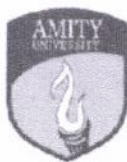
Examination Scheme

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References :

Le livre à suivre : Penformis, Jean-Luc. Français.Com (Débutant). Paris: Clé International, 2007





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L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

PG: Semester II

Course Title: Advanced Communication-II

Credit Units: 1

Course Code: BCP 241

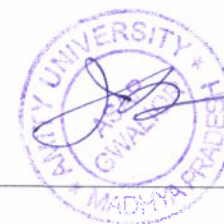
Course Objective:

The course is designed to make the students ready for placement.

Prerequisites: NIL

Course Contents / Syllabus:

	Module I Job Correspondence	20% Weightage	
	• Job Applications • Resume & Profile Writing for Social Media • Follow Up Letter		
	Module II Dynamics of Group Discussion	30% Weightage	
	• Methodology • Guidelines		
	Module III Speaking for Employment	50% Weightage	
	• Types of Interview (Technical & HR Rounds) • Fundamentals of Facing Interviews • Question Answer on Various Dimensions • Non-Verbal Communication Component • Interview Etiquettes		
	Pedagogy for Course Delivery		



To be implemented from the Academic Year 2021-22

	• Workshop • Presentation • Group Discussion • Lectures Student Learning Outcomes: The student will be able to write an impressive resume and face the interview confidently.																		
	Assessment/ Examination Scheme: <table><tr><th>Theory L/T (%)</th><th>Lab/Practical/Studio (%)</th><th>End Term Examination</th></tr><tr><td>100`%</td><td>NA</td><td>70%</td></tr></table> Theory Assessment (L&T): <table><tr><th>Components (Drop down)</th><th>CIE</th><th>Mid Sem</th><th>Attendance</th><th>End Term Examination</th></tr><tr><td>Weightage (%)</td><td>10%</td><td>15%</td><td>5%</td><td>70%</td></tr></table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100`%	NA	70%	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	Weightage (%)	10%	15%	5%	70%		
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination																	
100`%	NA	70%																	
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination															
Weightage (%)	10%	15%	5%	70%															

Text: Bovee, L Courtland, Mukesh chaturvedi, and John U Thill, *Business Communication Today*, Pearson

Raman Prakash, *Business Communication*, 2nd ed. Delhi OUP 2006

Comfort, Jermy *Speaking Effectively*, Jermy, et.al, Cambridge, CUP, 1994

Reference: Guffey, Ellen Mary, *Business Communication*, Thomson (South Western)

Stay Hungry, Stay Foolish: Rashmi Bansal

Business Maharajas: Gita Piramal

How to Make Friends in Digital Age: Dale Carnegie

Business Communication / Making Connections in a Digital World, Raymond V. Lesikar, Marie E Flattey, Kathryn Rentz, Neerja Panda, Mc Graw Hill, 2009

Additional Reading: Newspapers and Journals



To be implemented from the Academic Year 2021-22



AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Course structure: Conflict Resolution & Management - Course Code: BSP-243

Course Title: Conflict Resolution & Management

Credit Units: 1

Course Level: M. Planning (Urban & Regional)

Course Code: BSP-243

Course Objectives:

This course aims at imparting an understanding of:

- To develop an understanding the concept of stress its causes, symptoms and consequences.
- To develop an understanding the consequences of the stress on one's wellness, health, and work performance.
- Enhancing personal effectiveness and performance through effective interpersonal communication
- Enhancing their conflict management and negotiation skills

Course Contents:

Module I: Conflict Management

(2 Hour)

- Meaning and nature of conflicts
- Types of Conflict
- Styles and Techniques of conflict management
- Conflict management and interpersonal communication

Module II: Behavioural & Interpersonal Communication

(2 Hours)

- Importance of Interpersonal Communication
- Rapport Building – NLP, Communication mode
- Steps to improve interpersonal communication
- Meaning and Nature of Behavioural Communication
- Relevance of Behavioural Communication

Module III: Relationship Management for Personal and professional Development

(2 Hours)

- Importance of relationships
- Maintaining healthy relationships
- Communication Styles
- Types of Interpersonal Relationships

Module IV: Stress Management

(2 Hours)

- Understanding of Stress & GAS Model
- Symptoms of Stress
- Individual and Organizational consequences with special focus on health
- Healthy and Unhealthy strategies for stress management
- Social support for stress management and well being
- Stress free, Successful and Happy Life

Module V: Conflict Resolution & Management

(2 Hours)

- Conflict Resolution Strategies
- Ways of Managing Conflict (Healthy & Unhealthy)
- Impact of Conflict Resolution & Management



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Student learning outcomes

- Students develop the ability to identify their strengths and weaknesses.
- Students will know how to develop positive healthy relationship .
- Students will know how to manage their daily life conflicts.
- Students will know how to be resilient during stressful situations.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success(JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

- The above evaluation scheme shall not be applicable for LLM Course.

Suggested Readings:

- Vangelist L. Anita, Mark N. Knapp, Inter Personal Communication and Human Relationships: Third Edition, Allyn and Bacon
- Julia T. Wood. Interpersonal Communication everyday encounter
- Simons, Christine, Naylor, Belinda: Effective Communication for Managers, 1997 1st Edition Cassel
- Goddard, Ken: Informative Writing, 1995 1st Edition, Cassell
- Harvard Business School, Effective Communication: United States of America
- Foster John, Effective Writing Skills: Volume-7, First Edition 2000, Institute of Public Relations (IPR)
- Beebe, Beebe and Redmond; Interpersonal Communication, 1996; Allyn and Bacon Publishers.



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

French syllabus - Programme d'études pour le français
M. Planning (Urban & Regional) – Foreign Business Language
Specialised stream - Filière spécialisée – Français professionnel et des affaires
Français - II

Course Code: FLP244

Credit Units: 02

Course Objective:

To furnish the linguistic tools to enable the students

- to talk about time schedules
- to talk about travel
- to perform simple communicative tasks (fix appointments, make reservations, discuss habits, give advice, directions)

Course Contents:

Unité 3, 4: pp. 42 to 72:

Actes de communication:

Unité 3 : Emploi du temps

1. demander et donner l'heure, des horaires
2. raconter sa journée
3. parler de ses habitudes au travail, de ses loisirs
4. dire la date, parler du temps qu'il fait
5. fixer rendez-vous (au téléphone par e-mail), réserver une table au restaurant

Unité 4 : Voyage

1. réserver une chambre d'hôtel, demander la note
2. expliquer un itinéraire
3. parler de ses déplacements, situer sur une carte
4. exprimer un conseil, une interdiction, une obligation
5. acheter un billet de train, consulter un tableau d'horaires

Grammaire:

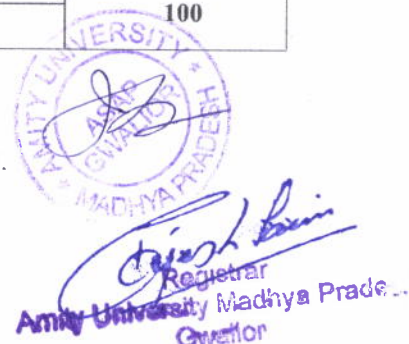
1. question avec à quelle heure ? adjectifs démonstratifs
2. verbes pronominaux au présent, les prépositions à et de : aller à venir de
3. adverbes de fréquence, pourquoi... ? Parce que ... ?
4. expression indiquant la date, verbes impersonnels
5. verbe pouvoir + infinitif, le lundi, lundi prochain
6. adjectifs possessifs (2), adjectif tout
7. impératif présent (1), nombres ordinaux
8. questions avec est-ce que ? à et en + moyen de transport, en/au+pays
9. verbes devoir+infinitif, il faut+ infinitif, il est interdit de
10. verbes : aller, venir, partir, questions avec d'où, où, par où, à quel, de quel

Examination Scheme

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References :

Le livre à suivre : Penfornis, Jean-Luc. Français.Com (Débutant). Paris: Clé International, 2007.





AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

PG: Semester III

Course Title: Advanced Communication-III

Credit Units: 1

Course Code: BCP 341

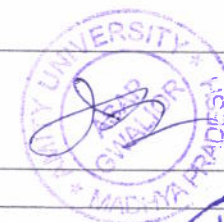
Course Objective:

The course is designed to develop competence in communication skills related to production & presentation of messages in multiple formats & understand the importance of body language.

Prerequisites: NIL

Course Contents / Syllabus:

Module I Written Communication		40% Weightage	
• Coherence and Structure • Précis Writing • Writing Paragraphs & Essays			
Module II Developing Writing Skills		30% Weightage	
• Business Letter/Official Correspondence • Social Correspondence • Emails & Netiquette			
Module III Business Presentations		30% Weightage	
• Planning, Design and Layout of Presentation • Contents : Information Packaging & Delivery • Personal Branding			
Student Learning Outcomes			
The student will be able to write impressive official correspondence and also learn to make and give effective presentations in a professional			



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	environment.																		
	Pedagogy for Course Delivery • Workshop • Presentation • Group Discussion • Lectures																		
	Assessment/ Examination Scheme: <table><tr><th>Theory L/T (%)</th><th>Lab/Practical/Studio (%)</th><th>End Term Examination</th></tr><tr><td>100%</td><td>NA</td><td>70%</td></tr></table> Theory Assessment (L&T): <table><tr><th>Components (Drop down)</th><th>CIE</th><th>Mid Sem</th><th>Attendance</th><th>End Term Examination</th></tr><tr><td>Weightage (%)</td><td>10%</td><td>15%</td><td>5%</td><td>70%</td></tr></table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	Weightage (%)	10%	15%	5%	70%		
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Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination															
Weightage (%)	10%	15%	5%	70%															

Text:

Raman Prakash, Business Communication, 2nd ed. Delhi OUP 2006

Comfort , Jermy Speaking Effectively, Jermy, et.al, Cambridge, CUP, 1994

Lesikar & Flatley, Basic Business Communication, Tata McGraw- Hill Edition

Reference:

Guffey, Ellen Mary, Business Communication, Thomson (South Western)

Business Communication for Managers, Payal Mehra Pearson 2012

Additional Reading: Newspapers and Journal





AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Course structure: Professional Competencies & Career Development - Course Code: BSP-343

Course Title: Professional Competencies & Career Development Credit Units: 1

Course Level: M. Planning (Urban & Regional)

Course Code: BSP-343

Course Objectives:

This course will help the students to:

- Importance of Personal and Professional excellence
- Inculcating the components of excellence
- Explore interest, attitude and Explore career opportunities
- Set career goals

Course Contents:

Module I: Professional Competence

(2 Hours)

- Understanding Professional Competence
- Component of Competence:
 - Knowledge
 - Skills
 - Attitude
 - Self awareness
 - Self Promotion & Presentation,
 - Self confidence
 - Skills
 - Performance
- Political awareness, Coping with uncertainty
- Developing positive attributes at work place (personal and professional)
- Time management
- Handling criticism and interruptions
- Managing difficult people

Module II: Managing Personal Effectiveness

(2 Hours)

- Dimensions of personal effectiveness (self disclosure, openness to feedback and perceptiveness)
- Integration of personal and organizational vision for effectiveness
- A healthy balance of work and play

Module III: Components of Excellence

(2 Hours)

- Positive Imagination & Focused
- SMART Goal
- Controlling Distraction
- Commitment
- Constructive Evaluation
- Creativity & Success



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Module IV: Career Development**(2 Hours)**

- Understanding Development Process
- Knowing and assessing one's Interest
- Knowing and assessing one's Aptitude
- Selecting from available resources
- Career planning and development

Module V: Personal & Professional Success**(2 Hours)**

- Career Selection & Motivation
- Action planning, Networking, Negotiation
- Accept Change & Challenge for Successful Career

Student learning outcomes

- Students develop the ability to identify their strengths and weaknesses.
- Students will know how to develop positive healthy relationship.
- Students will know how to manage their daily life conflicts.
- Students will know how to be resilient during stressful situations.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success(JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
- Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers
- Raman, A.T. (2003) Knowledge Management: A Resource Book. Excel Books, Delhi.
- Kamalavijayan, D. (2005). Information and Knowledge Management, Macmillan India Ltd. Delhi



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

French syllabus - Programme d'études pour le français M. Planning (Urban & Regional) – Foreign Business Language Specialised stream - Filière spécialisée – Français professionnel et des affaires Français - III

Course Code: FLP344

Credit Units: 02

Course Objective:

To furnish the linguistic tools

- to talk about work and problems related to work
- to perform simple communicative tasks (explaining a setback, asking for a postponement of appointment, give instructions, place orders, reserve, hold a telephone conversation, write e-mails, reply to messages)
- to prepare a résumé and to appear for interviews

Course Contents:

Unité 5, 6: pp. 74 to 104

Actes de communication :

Unité 5 : Travail

1. manger au restaurant, comprendre un menu, commander
2. engager une conversation téléphonique
3. présenter son résumé: parler de sa formation, de son expérience, de ses compétences
4. raconter des événements passés
5. consulter sa boîte e-mails, répondre aux messages

Unité 6 : Problèmes

1. identifier un problème, demander des précisions
2. expliquer un contretemps, déplacer un rendez-vous
3. demander de l'aide (par téléphone, par e-mail)
4. donner des instructions
5. expliquer un problème, suggérer une solution

Grammaire :

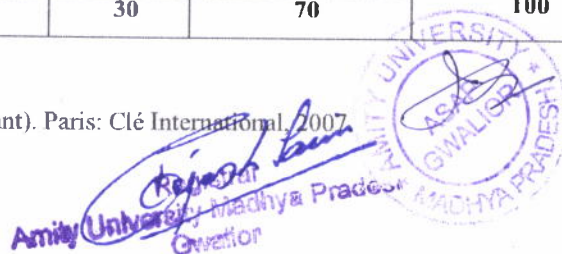
1. futur proche, articles partitifs, un peu de, beaucoup de, une bouteille de, un morceau de...
2. pronoms COD, venir de + infinitif, verbes appeler (au présent)
3. passé composé avec avoir, affirmatif et interrogatif, savoir et connaître
4. passé composé avec être, accord du participe passé, négation
5. pronoms COI, être en train de
6. ne...rien, ne...personne, ne...plus, ne...pas encore, qu'est-ce que/ qu'est-ce qui/qui est-ce que/qui est-ce qui
7. passé composé des verbes pronominaux
8. si/quand+présent, ne...plus, ne ...pas encore
9. impératif présent (2) place du pronom et verbes pronominaux
10. Trop /pas assez, verbe devoir au conditionnel présent.

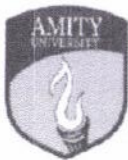
Examination Scheme

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References :

Le livre à suivre : Penfornis, Jean-Luc. Français.Com (Débutant). Paris: Clé International, 2007.





AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

PG: Semester IV

Course Title: Advanced Communication IV

Credit Units: 1

Course Code: BCP 441

Course Objective:

The course is designed to develop authenticity in cross cultural, cross-functional & workplace communication and finesse in social etiquette & protocol.

Prerequisites: NIL

Course Contents / Syllabus:

Module I Workplace Communication		20% Weightage	
• Business Conversation • Art of Persuasion • Negotiation Skills			
Module II Cross Functional Communication		20% Weightage	
• Intra office Communication • Meetings: Agenda & Minutes			
Module III Cross Cultural Communication		30% Weightage	
• Characteristics of Culture • Ethnocentrism, Stereotyping, Xenophobia; Cultural Pluralism • Effective Cross-Cultural Communication • Use of Internet/Social Media			
Module IV Visual Code / Social Etiquette		30% Weightage	
• Power Dressing • Fine Dining • Office Party Etiquette • Business Travel Etiquette ➤ Work Place and Business Etiquette			



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	• Proper Greetings • Thank You Notes • Telephonic Manners/ Voice Mail Etiquette • Business Salutation Etiquette • Guest Etiquette • Cubicle Etiquette • Business Card Etiquette ➤ Different Cultural Etiquette & Protocol																		
	Pedagogy for Course Delivery • Workshop • Presentation • Group Discussion • Lectures Student Learning Outcomes: The students will be proficient in dealing with people at the workplace, understanding cross-cultural nuances and also the cross functional working of an organization.																		
	Assessment/ Examination Scheme: <table><tr><th>Theory L/T (%)</th><th>Lab/Practical/Studio (%)</th><th>End Term Examination</th></tr><tr><td>100%</td><td>NA</td><td>70%</td></tr></table> Theory Assessment (L&T): <table><tr><th>Components (Drop down)</th><th>CIE</th><th>Mid Sem</th><th>Attendance</th><th>End Term Examination</th></tr><tr><td>Weightage(%)</td><td>10%</td><td>15%</td><td>5%</td><td>70%</td></tr></table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	Weightage(%)	10%	15%	5%	70%		
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Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination															
Weightage(%)	10%	15%	5%	70%															

Text: Raman Prakash, *Business Communication*, 2nd ed. Delhi OUP 2006

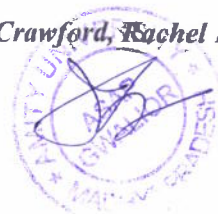
Krizan, Merrier, and Logan, *Business Communication*, Thomson (India Edition)

Butterfield, Jeff *Soft Skills for Everyone*, Cengage Learning. 2011

Reference: Guffey, Ellen Mary, *Business Communication*, Thomson (South Western)

Everyday English – A Course on Communicative English, Dorothy Adams, Michele Crawford, Rachel Finnie, Kartina Gormley, Jasdeep Kaur Cengage Learning, 2009

Additional Reading: Newspapers and Journals



Devesh Kumar



AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Course structure: Leadership & Managing Excellence - Course Code: BSP-443

Course Title: Leadership & Managing Excellence

Credit Units: 1

Course Level: M. Planning (Urban & Regional)

Course Code: BSP-443

Course Objectives:

This course aims to enable students to:

- Understand the concept and building of teams
- Understand the concept of Self Leadership and Leadership Excellence
- Understand the leadership Styles in organizations
- Facilitate better team management and organizational effectiveness through universal human values.

Course Contents:

Module I: Leadership Excellence

(2Hours)

- Leadership
- Self- Leadership
- Self- Leadership Competencies

Module II: Teams: An Overview

(2Hours)

- Team Design Features: Team vs. Group
- Effective Team Mission and Vision
- Life Cycle of a Project Team
- Rationale of a Team, Goal Analysis and Team Roles

Module III: Team Building for Leadership Excellence

(2Hours)

- Types and Development of Team Building
- Stages of Team
- Profiling your Team: Internal & External Dynamics
- Team Strategies for organizational vision

Module IV: Team & Sociometry

(2Hours)

- Patterns of Interaction in a Team
- Sociometry: Method of studying attractions and repulsions in groups
- Construction of sociogram for studying interpersonal relations in a Team
- Team communication

Module V: Team Leadership for Managing Excellence

(2Hours)

- Leadership styles in organizations
- Situational Leadership Style
- Power to Empower : Team & Individual



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Student learning outcomes

- Students develop the ability to identify their leadership skills.
- Students will know how to manage their personal and professional conflicts..
- Students will know how to maintain their healthy interpersonal relationships.
- Students will know how to develop self-leadership.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success(JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company




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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

French syllabus - Programme d'études pour le français
M. Planning (Urban & Regional) – Foreign Business Language
Specialised stream - Filière spécialisée – Français professionnel et des affaires
Français - IV

Course Code: FLP444

Credit Units: 02

Course Objective:

To strengthen the language of the students with both oral and written
To provide the students with the know-how

- to master the tenses – present, past and future
- to express emotion
- to accomplish simple tasks of day-to-day programmes

Course Contents: Unité 7: pp. 106-120

Actes de communication :

Unité 7 : Tranches de vie

1. évoquer un souvenir
2. raconter une histoire
3. rapporter des événements marquants d'une vie professionnelle
4. expliquer une situation de stress, donner son avis
5. faire des projets

Grammaire:

1. formation de l'imparfait, emploi du passé composé et de l'imparfait
2. pronoms : y, chacun (/ chaque)
3. pronoms relatifs «qui, que, où » et mise en relief
4. pronom « en » de quantité
5. futur simple
6. indicateurs de temps : depuis, il y a, pendant, pour, en
7. propositions complétives : je pense que..., je crois que ...

Examination Scheme

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References :

Le livre à suivre : Penfornis, Jean-Luc. Français.Com (Débutant). Paris: Clé International, 2007.



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

BACHELORS OF INTERIOR DESIGN

UG- I

Course Title: Communication Skills-I

Credit Units: 1

Course Code: BCU 141

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Objective The course is intended to familiarize students with the basics of English language and help them to learn to identify language structures for correct English usage.

Prerequisites: NIL

Course Contents / Syllabus:

1.	Module I Essentials of English Grammar	30% Weightage
	- Common Errors - Parts of Speech - Collocations, Relative Pronoun - Subject-Verb Agreement - Articles - Punctuation - Sentence Structure- 'Wh' Questions	
2.	Module II Written English Communication	30% Weightage
	- Paragraph Writing - Essay Writing	
3.	Module III Spoken English Communication	30% Weightage
	- Introduction to Phonetics - Syllable-Consonant and Vowel Sounds - Stress and Intonation	
4.	Module IV : Prose	10% Weightage
	"Friends, Romans, Countrymen, lend me your ears" Speech by Marc Antony in Julius Caesar ❖ Comprehension Questions will be set in the End-Semester Exam	
5.	Student Learning Outcomes: The students should be able to : - Identify Common Errors and Rectify Them - Develop and Expand Writing Skills Through Controlled and Guided Activities - To Develop Coherence, Cohesion and Competence in Oral Discourse through Intelligible Pronunciation.	
6.	Pedagogy for Course Delivery: - Workshop - Group Discussions - Presentations - Lectures - Extempore	
	Assessment/ Examination Scheme:	

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	Theory L/T (%) .	Lab/Practical/Studio (%)			End Term Examination
	100%	NA			70%
	Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
	Weightage (%)	10%	15%	5%	70%

ext:Rosenblum, M. *How to Build Better Vocabulary*, London: Bloomsbury Publication

Verma, Shalini. *Word Power made Handy*, S. Chand Publications

High School English Grammar & Composition by Wren & Martin

References: K.K.Sinha , *Business Communication*, Galgotia Publishing Company.

Additional Reading: Newspapers and Journals



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

BACHELORS OF INTERIOR DESIGN

Course structure: Understanding Self for Effectiveness-Course Code: BSU-143

Course Title: Understanding Self for Effectiveness

Credit Units: 1

Course Level: UG Level

Course Code: BSU-143

Course Objectives:

This course aims at imparting an understanding of:

- Understanding self & process of self-exploration
- Learning strategies for development of a healthy self-esteem
- Importance of attitudes and its effect on personality
- Building Emotional Competency

Course Contents:

Module I: Self: Core Competency

(2 Hours)

- Understanding of Self
- Components of Self-Self-identity
- Self-concept
- Self-confidence
- Self-image

Module II: Techniques of Self Awareness

(2 Hours)

- Exploration through Johari Window
- Mapping the key characteristics of self
- Framing a charter for self
- Stages—self-awareness, self-acceptance and self-realization

Module III: Self Esteem & Effectiveness

(2 Hours)

- Meaning
- Importance
- Components of self-esteem
- High and low self-esteem
- Measuring your self-esteem

Module IV: Building Positive Attitude

(2 Hours)

- Meaning and nature of attitude
- Components and Types of attitude
- Importance and relevance of attitude

Module V: Building Emotional Competence

(2 Hours)

- Emotional Intelligence—Meaning, components, Importance and Relevance
- Positive and negative emotions
- Healthy and Unhealthy expression of emotions

Student learning outcomes

- Student will Develop accurate sense of self
- Student will nurture a deep understanding of personal motivation
- Student will develop thorough understanding of personal and professional responsibility
- Student will be able to analyse the emotions of others for better adjustment.

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BACHELORS OF INTERIOR DESIGN

Français-I

CourseCode: FLU144

Creditunits:02

CourseObjective:

To familiarize students with the French language, with its phonetic system and its accents.
To enable students

- to greet someone in French
- to present and describe oneself and people
- to enter in contact, and begin a conversation
- to talk about one's family, tastes and preferences

CourseContents:

Dossiers 1, 2 – pg 5-24

Dossier 1: Toi, moi, nous

Actes de Communication:

S'adresser poliment à quelqu'un, entrer en contact, se présenter, présenter quelqu'un, saluer, poser des questions simples pour connaître quelqu'un, épeler et compter

Dossier 2: En famille

Actes de Communication:

Parler de sa famille, Décrire quelqu'un, exprimer ses goûts, écrire et comprendre un message court, inviter quelqu'un, exprimer la possession, la négation

Grammaire :

1. articles indéfinis, articles définis, masculin et féminin des noms et des adjectifs, pluriel des noms et des adjectifs
2. pronom sujets et toniques, on, c'est/il est + profession,
3. masculin et féminin des adjectifs de nationalité
4. verbes être, avoir, aller, 'er' groupe
5. l'interrogation – l'intonation, est-ce que, qu'est-ce ? Qu'est-ce que ? L'inversion; où, comment, quand; quel
6. la négation
7. adjectifs possessifs

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

- Girardeau, Bruno et Nelly Mous. Réussir le DELFA1. Paris: Didier, 2010.


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

BACHELORS OF INTERIOR DESIGN

UG: Semester II

Course Title: Communication Skills II

Course Code: BCU 241

Credit Units: 1

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Objectives:

To understand the different aspects of communication using the four macro skills – LSRW (Listening, Speaking, Reading, Writing)

Prerequisites: NIL

Course Contents / Syllabus:

1.	Module I Communication	35% Weightage
	- Process and Importance - Models of Communication (Linear & Shannon Weaver) - Role and Purpose - Types & Channels - Communication Networks - Principles & Barriers	
2.	Module II Verbal Communication	25% Weightage
	Oral Communication: Forms, Advantages & Disadvantages Written Communication: Forms, Advantages & Disadvantages Introduction of Communication Skills (Listening, Speaking, Reading, Writing)	
3.	Module III Non-Verbal Communication	30% Weightage
	- Principles & Significance of Nonverbal Communication - KOPPACT (Kinesics, Oculistics, Proxemics, Para-Language, Artifacts, Chronemics, Tactilics) - Visible Code	
4.	Module IV : Prose	10% Weightage
	TEXT: APJ Abdul Kalam and Arun Tiwari. <i>Wings of Fire: An Autobiography</i> , Universities Press, 2011 Comprehension Questions will be set in the End-Semester Exam	
5.	Student Learning Outcomes:	
	The students should be able to : Apply Verbal and Non-Verbal Communication Techniques in the Professional Environment	
6.	Pedagogy for Course Delivery:	
	- Extempore - Presentations - Lectures	

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7.

Assessment/ Examination Scheme:

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
100%	NA	50%

Theory Assessment (L&T):

Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
Weightage (%)	30%	15%	5%	70%

Text: Rosenblum, M. *How to Build Better Vocabulary*, London: Bloomsbury Publication.

Verma, Shalini. Word Power made Handy, S. Chand Publications.

High School English Grammar & Composition by Wren & Martin

Reference: K.K.Sinha , *Business Communication*, Galgotia Publishing Company.

Alan Pease : Body Language

Additional Reading: Newspapers and Journals



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

BACHELORS OF INTERIOR DESIGN

Course structure: Individual, Society and Nation-

Course Code: BSU-243

Course Title: Individual, Society and Nation

Credit Units: 1

Course Level: UG Level

Course Code: BSU-243

Course Objectives:

This course aims at enabling students towards:

- Understand the importance of individual differences
- Better understanding of self in relation to society and nation
- Facilitation for a meaningful existence and adjustment in society
- Inculcating patriotism and national pride

Course Contents:

Module I: Individual differences & Personality

(2 Hours)

- Personality: Definition & Relevance
- Importance of nature & nurture in Personality Development
- Importance and Recognition of Individual differences in Personality
- Accepting and Managing Individual differences
- Intuition, Judgment, Perception & Sensation (MBTI)
- BIG5 Factors

Module II: Managing Diversity

(2 Hours)

- Defining Diversity
- Affirmation Action and Managing Diversity
- Increasing Diversity in Work Force
- Barriers and Challenges in Managing Diversity

Module III: Socialization

(2 Hours)

- Nature of Socialization
- Social Interaction
- Interaction of Socialization Process
- Contributions to Society and Nation

Module IV: Patriotism and National Pride

(2 Hours)

- Sense of pride and patriotism
- Importance of discipline and hard work
- Integrity and accountability

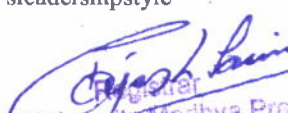
Module V: Human Rights, Values and Ethics

(2 Hours)

- Meaning and Importance of human rights
- Human rights awareness
- Values and Ethics - Learning based on project work on Scriptures like - Ramayana, Mahabharata, Gita etc.

Student learning outcomes

- Student will be able to identify, understand, and apply contemporary theories of leadership to a wider range of situations and interactions
- Student will be able to understand and respect individual difference, so to enhance the relationship
- Learn social responsibility and develop a sense of citizenship
- Student will be able to identify and understand the impact of culture on one's leadership style


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Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage(%)	5	10	15	70	100

Suggested Readings:

- Davis, K. Organizational Behaviour,
- Bates, A. P. and Julian, J.: Sociology- Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T- Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison - Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol. 1, 1985. Robbins O. B. Stephen; Organization al Behaviour



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BACHELORS OF INTERIOR DESIGN

Français-II

CourseCode: FLU244 Creditunits:02

CourseObjective:

To furnish the linguistic tools

- to talk about daily activities and sports, to express necessities
- to talk about activities in recent future,
- to have conversations and perform day today life tasks like enquiring about time, take an appointment
- to enquire about products and place orders in a shop/ restaurant

CourseContents:

Dossiers 3,4 – pg 25-44

Dossier 3: Quelle journée!

Actes de Communication:

Parler de ses activités quotidiennes, se situer dans le temps, demander l'heure et la date, parler de sport et des loisirs, exprimer la fréquence

Dossier 4: Vous désirez?

Actes de Communication:

Exprimer la quantité, demander et donner le prix, exprimer la nécessité, la volonté et la capacité, comparer et exprimer ses préférences, s'exprimer au futur proche, prendre rendez-vous, s'exprimer au restaurant/dans les magasins

Grammaire :

1. l'expression du temps
2. les articles contractés, les quantités indéterminées et déterminées
3. les adverbes de fréquence
4. verbes-faire, prendre, venir, pouvoir, vouloir, les verbes pronominaux
5. la comparaison de l'adjectif
6. la négation (suite)
7. le futur proche

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage	15	10	5	30	70	100

Text & References:

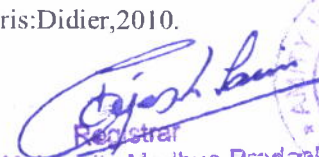
Text:

Le livre à suivre:

- Andant, Christine et al. A propos AI Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos AI Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

- Girardeau, Bruno et Nelly Mous. Réussir le DELFA1. Paris: Didier, 2010.


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

BACHELORS OF INTERIOR DESIGN

UG: Semester III

Course Title: Communication Skills-III

Credit Units: 1

Course Code: BCU 341

Course Objective:

To emphasize the essential aspects of effective written communication necessary for professional success.

Prerequisites: NIL

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Contents / Syllabus:		
1.	Module I Vocabulary	35% Weightage
	• Spellings • Define Vocabulary • Significance of Vocabulary • One Word Substitution, Synonyms &Antonyms and Idioms & Phrases • Define and Differentiate Homonyms, Homophones and Homographs • Vocabulary Drills • Foreign Words	
2.	Module II Formal Letter Writing	35% Weightage
	• Block Format • Types of Letters • E-mail • Netiquette	
3.	Module III Business Memos	20% Weightage
	• Format & Characteristics	
4.	Module IV Literature	10% Weightage
	• Stench of Kerosene-Amrita Pritam (Short Story) • A Flowering Tree-A.K. Ramanujan (Short Story) • The Gift of the Magi- O. Henry (Short Story) • Indian Weavers – Sarojini Naidu (Poem)	
5.	Student Learning Outcomes: The students should be able to write correctly and properly with special reference to Letter writing.	
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures	


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7.	Assessment/ Examination Scheme:				
	Theory L/T (%)	Lab/Practical/Studio (%)			End Term Examination
	100%	NA			70%
	Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
	Weightage (%)	10%	15%	5%	70%

Text: Rai, Urmila & S.M. Rai. *Business Communication*, Mumbai: Himalaya Publishing House, 2002.

K.K.Sinha, Business Communication, Galgotia Publishing Company.

Reference: Sanjay Kumar & Pushp Lata, *Communication Skills*, Oxford University Press.

Additional Reading: Newspapers and Journals



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

BACHELORS OF INTERIOR DESIGN

Course structure: Problem Solving and Creative Thinking-Course Code: BSU-343

Course Title: Problem Solving and Creative Thinking

Credit Units: 1

Course Level: UG Level

Course Code: BSU-343

Course Objectives:

To enable the students:

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

Course Contents:

Module I: Thinking as a tool for Problem Solving

(2 Hours)

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

Module II: Hindrances to Problem Solving Process

(2 Hours)

- Perception
- Expression
- Emotion
- Intellect
- Work environment

Module III: Problem Solving

(2 Hours)

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


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Module IV: Plan of Action**(2 Hour)**

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

Module V: Creative Thinking**(2 Hours)**

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

Student learning outcomes

- Student will be able to understand and solve the problem effectively in their personal and professional life.
- Students will outline multiple divergent solutions to a problem,
- Student will be able to create and explore risky or controversial ideas, and synthesize ideas/expertise to generate innovations.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

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



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

BACHELORS OF INTERIOR DESIGN

Français-III

CourseCode: FLU344

Creditunits:02

CourseObjective:

Toenablethe students

- totalkaboutthe qualitiesanddefectsofpeople.
- toask/give directions,toenquireabouta lodging.
- toaskandgive informationsaboutacertainplace.
- todescribe events inpast tense.

CourseContents:

Dossiers5,6–pg45-64

Dossier5:Ici etlà

ActesdeCommunication:

Exprimer l'obligationetl'interdiction,parler desqualitésetdesdéfautsdequelqu'un,demander son chemin, indiquerunitinéraire,se situerdansl'espace,serenseignersurunlogement.

Dossier6:Ailleurs

ActesdeCommunication:

S'exprimeraupassécomposé, raconterunvoyage, sesituerdanslemonde,exprimerletemps(avecindicateursde temps–ilya,depuis),serenseignersurunhébergement,exprimerla satisfactionet l'insatisfaction.

Grammaire :

1. lesadjectifs démonstratifs
2. lesverbes: 'irgroupe' devoir,falloir
3. lesprépositionsdelieu,depays
4. l'impératif,lepassé composé,forme et accordduparticipe passé,lanégationaupassécomposé
5. les indicateursdetemps(il ya,depuis)

ExaminationScheme:

Components	INTERNAL				EXTERNAL	GRAND
	MID-SEM	VIVA-VOCE	ATTENDANC E	TOTAL	END SEMESTER	
Weightage	15	10	5	30	70	100

Text &References:

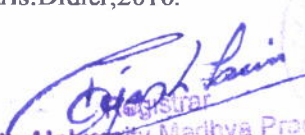
Text:

Le livre àsuivre:

- Andant,Christineet al.A proposA1 Livre del'élève.Grenoble:Pressesuniversitairesde Grenoble,2010.
- Andant,Christineet al.A proposA1 Cahierd'exercices.Grenoble:Pressesuniversitairesde Grenoble,2010.

Références:

- Girardeau,Brunoet NellyMous.Réussirle DELFA1.Paris:Didier,2010.


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

BACHELORS OF INTERIOR DESIGN

UG: Semester IV

Course Title: Communication Skills-IV

Credit Units: 1

Course Code: BCU 441

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Objective:

This course is designed to develop the skills of the students in preparing job search artifacts and negotiating their use in GDs and interviews.

Prerequisites: NIL

Course Contents / Syllabus:

1.	Module I Employment-Related Correspondence	35% Weightage						
	- Resume Writing - Covering Letters - Follow Up Letters							
2.	Module II Dynamics of Group Discussion	35% Weightage						
	- Significance of GD - Methodology & Guidelines							
3.	Module III Interviews	20% Weightage						
	- Types & Styles of Interviews - Fundamentals of facing Interviews - Interview-Frequently Asked Questions							
4.	Module IV Literature	10% Weightage						
	- Pippa Passes by Robert Browning (Poem) "The Lottery" 1948 – Shirley Jackson (Short Story) - The Eyes Have it- Ruskin Bond (Short Story) - Kallu- Ismat Chughtai (Short Story) One Long Question will be set in the Exam from the Text.							
5.	Student Learning Outcomes:							
	- Develop a resume for oneself - Ability to handle the interview process confidently - Learn the subtle nuances of an effective group discussion							
6.	Pedagogy for Course Delivery:							
	- Workshop - Group Discussions - Presentations - Lectures							
7.	Assessment/ Examination Scheme:							
	<table> <tr> <th>Theory L/T (%)</th><th>Lab/Practical/Studio (%)</th><th>End Term Examination</th></tr> <tr> <td>100%</td><td>NA</td><td>70%</td></tr> </table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%	
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination						
100%	NA	70%						

Theory Assessment (L&T):				
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
Weightage (%)	10%	15%	5%	70%

Text: Sharma, R.C. & Krishna Mohan. *Business Correspondence and Report Writing: A Practical approach to Business & Technical Communication*, New Delhi: Tata McGraw Hill & Co. Ltd., 2002.

Rai, Urmila & S.M. Rai. *Business Communication*, Mumbai: Himalaya Publishing House, 2002.

Rizvi, M.Ashraf. *Effective Technical Communication*, New Delhi: Tata McGraw Hill, 2007.

Reference: Brusaw, Charles T., Gerald J. Alred & Walter E. Oliu. *The Business Writer's Companion*, Bedford: St. Martin's Press, 2010.

Lewis, Norman. *How to Read Better and Faster*. New Delhi: Binny Publishing House.

Additional Reading: Newspapers and Journals



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BACHELORS OF INTERIOR DESIGN

Course structure: Value&EthicsforPersonal&Professional Development-CourseCode: BSU-443

CourseTitle:Value& EthicsForPersonal& ProfessionalDevelopment

CreditUnits:1

CourseLevel:UGLevel

CourseCode:BSU-443

CourseObjectives:

ThiscourseaimsatimpartinganunderstandingofValues,Ethics&Moralityamongstudentsformakingabalancedchoicebetweenperso
nal&professionaldevelopment.

CourseContents:

ModuleI:IntroductiontoValues&Ethics

(2Hours)

Meaning&itstype
RelationshipbetweenValuesandEthics
Itsimplicationinone'slife

ModuleII:ValuesClarification&Acceptance

(2Hours)

CoreValues-
Respect,Responsibility,Integrity,Resilience,Care,&HarmonyItsproces
s-SelfExploration
NurturingGoodvalues

ModuleIII:Morality

(2Hours)

Differencebetweenmorality,ethics&valuesSign
ificanceofmoralvalues

ModuleIV:EthicalPractice

(2Hours)

EthicalDecisionmakingC
hallengesinitsimplementa
tionPreventionofCorrupti
on&Crime

ModuleV:Personal&ProfessionalValues

(2Hours)

Personalvalues-
Empathy,honesty,courage,commitmentProfessionalValues-
Workethics,respectforothers
ItsroleinpersonalitydevelopmentC
haracterbuilding-
"NewSelfawareness"

Student learningoutcomes

- Abletoanswerthe question:WhatdoIstandfor?
- Abilityto applya coherentsetof moralprincipleswithinprofessionalandspecializedcontexts
- Willingto makeunpopularbutrightdecision
- Committedto workingforjusticeand peace locallyandglobally

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ExaminationScheme:

EvaluationC omponents	Attendanc e	Journalof Success(J OS)	SocialAwarenessProgra m (SAP)SAPReport/SAPPr esentation	End Semester Exam	Total
Weightage(%)	5	10	15	70	100

Text&References:

CassutoRothman,J.(1998).FromtheFrontLines,StudentCasesinSocialWorkEthics.NeedhamHeights,MA:

AllynandBacon.Gambrill,E.&Pruger,R.(Eds).(1996).ControversialIssuesinSocialWorkEthics,Values,&Obligations.Needham

Heights,MA:

AllynandBacon,Inc.



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

BACHELORS OF INTERIOR DESIGN

Français-IV

CourseCode: FLU444 Creditunits:02

CourseObjective:

To strengthen the language of the students in both oral and written

To revise the grammar in application and the communication tasks related to topics covered already

To get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks such as

- talking about personal habits
- narrating events in the past, marking the stages, using appropriate connectors
- holding conversations on telephone
- asking for/giving advice

CourseContents:

Dossier 7 – pg 65–74, Dossiers 1, 2 and 3 (révision)

Dossier 7: auboulot

Actes de Communication:

Parler des habitudes et décrire une situation à l'imparfait, comparer (nom et verbe), qualifier (qui, que) s'exprimer au téléphone, demander et donner un avis.

Dossiers 1, 2, 3 – Révision

Exercices d'écoute, production orale et écrite.

Grammaire :

1. l'imparfait,
2. la comparaison du verbe/d'un nom ; mieux/meilleur
3. les pronoms relatifs

ExaminationScheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage	15	10	5	30	70	

Text & References:

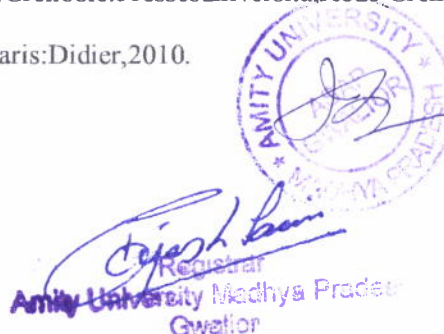
Text:

Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

- Girardeau, Bruno et Nelly Mous. Réussir le DELFA1. Paris: Didier, 2010.


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

BACHELORS OF INTERIOR DESIGN

UG : Semester V

Course Title : Communication Skills-V

Credit Units: 1

Course Code: BCU 541

Course Objective:

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

- To enable the students to adopt strategies for effective reading and writing skills.
- The course would enhance student's vocabulary, language and fluency. It would also teach the students to deliver professional presentations.

Prerequisites: NIL

Course Contents / Syllabus:

1.	Module I Report Writing	35% Weightage						
	➤ Report Writing - Purpose/Significance - Types - Format							
2.	Module II Comprehension Skills	25% Weightage						
	- Reading Comprehension-SQ3R Reading Techniques - Summarising and Paraphrasing - Précis Writing - Listening Comprehension							
3.	Module III Presentation Skills	30% Weightage						
	- Discussing the Significance of Audio-visual Aids, Audience and Feedback in Presentation Skills - Analyzing the Significance of Non-Verbal Communication							
4.	Module IV Literature	10% Weightage						
	- Success is Counted Sweetest – Emily Dickinson (Poem) - My Wood - E.M.Forster (Prose) - I have a Dream-Martin Luther King (Prose) - Spoken English and Broken English-G.B. Shaw (Prose)							
5.	Student Learning Outcomes:							
	- Communicate fluently and sustain comprehension of an extended discourse. - Demonstrate ability to interpret texts and observe the rules of good writing. - Prepare and present effective presentations aided by ICT tools.							
6.	 Pedagogy for Course Delivery: Workshop							
	- Group Discussions - Presentations - Lectures							
7.	Assessment/ Examination Scheme:							
	<table> <tr> <th>Theory L/T (%)</th><th>Lab/Practical/Studio (%)</th><th>End Term Examination</th></tr> <tr> <td>100%</td><td>NA</td><td>70%</td></tr> </table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%	
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination						
100%	NA	70%						

Theory Assessment (L&T):			
Components (Drop down)	CIE	Attendance	End Term Examination
Weightage (%)	25%	5%	70%

Text:Jaffe, C.I. Public Speaking: Concepts and Skills for a Diverse Society, 4th ed. Belmont, CA: Wadsworth, 2004.

Effective English for Engineering Students, B Cauveri, Macmillan India

Creative English for Communication, Krishnaswamy N, Macmillan

Reference: *A Textbook of English Phonetics*, Balasubramanian T, Macmillan

Additional Reading: Newspapers and Journals



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

BACHELORS OF INTERIOR DESIGN

Course structure: Group Dynamics and Team Building - Course Code: BSU-543

Course Title: Group Dynamics and Team Building

Credit Units: 1

Course Level: UG Level

Course Code: BSU-543

Course Objectives:

- To inculcate in the students an elementary level of understanding of group/team functions
- To develop team spirit and to know the importance of working in teams

Course Contents:

Module I: Group formation

(2 Hours)

- Definition and Characteristics
- Importance of groups
- Classification of groups
- Stages of group formation
- Benefits of group formation

Module II: Group Functions

(2 Hours)

- External Conditions affecting group functioning: Authority, Structure, Org. Resources, Organizational policies etc.
- Internal conditions affecting group functioning: Roles, Norms, Conformity, Status, Cohesiveness, Size, Intergroup conflict.
- Group Cohesiveness and Group Conflict
- Adjustment in Groups

Module III: Teams

(2 Hours)

- Meaning and nature of teams
- External and internal factors affecting team
- Building Effective Teams
- Consensus Building
- Collaboration

Module IV: Leadership

(2 Hours)

- Meaning, Nature and Functions
- Self leadership
- Leadership styles in organization
- Leadership in Teams

Module V: Power to empower: Individual and Teams

(2 Hours)

- Meaning and Nature
- Types of power
- Relevance in organization and Society



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Student learning outcomes

- Students will Develop critical and reflective thinking abilities
- Students will Demonstrate an understanding of group dynamics and effective teamwork
- Student will develop a range of leadership skills and abilities such as effectively leading change, resolving conflict, and motivating others
- Student will Gain knowledge and understanding of organization resources, policies, and involvement opportunities.
- Student will Develop strategies to recruit, retain, and continually motivate contributing members to the organization

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, McCann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressers, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T - Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison-Wesley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol. 4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
- Smith Robert D.: The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

BACHELORS OF INTERIOR DESIGN

Français-V

CourseCode: FLU544 Creditunits:02

CourseObjective:

To strengthen the language of the students in both oral and written
To revise the grammar in application and the communication tasks related to topics covered already
To get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks such as

- narrating events in the past, marking the stages, using appropriate connectors
- expressing causes and consequences, using appropriate logical connectors
- presenting a biography

CourseContents:

Dossier 8–Pg 75-84 Dossiers 4, 5 and 6 (révision)

Dossier 8: Vivre ensemble

Actes de Communication:

Exprimer la cause, l'opposition, la conséquence, décrire les étapes d'une action, s'exprimer sur l'environnement, l'écologie, identifier et décrire les différences de comportement, décrire le fonctionnement d'une association, faire la biographie d'une personne.

Dossiers 4, 5, 6–Révision

Exercices d'écoute, production orale et écrite.

Grammaire :

1. le présent (révision), le passé composé (révision)
2. les pronoms compléments directs, les pronoms compléments indirects
3. les marqueurs chronologiques
4. les articulateurs logiques

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage	15	10	5	30	70	

Text & References:

Text:

Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

- Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.

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BACHELORS OF INTERIOR DESIGN

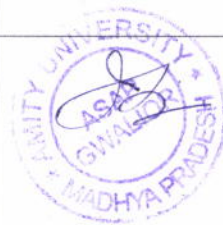
UG: Semester VI
Course Title: Communication Skills- VI
Credit Units: 1
Course Code: BCU 641

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Objective: The main emphasis of this course is to enable students to learn the dynamics of social communication and to demonstrate the ability to learn the nuances of informal communication.

Prerequisites: NIL

Course Contents / Syllabus:		
1.	Module I Social Communication Essentials	30% Weightage
	• Small talk/Building rapport • Expand social and Corporate Associations • Informal Communication: Grapevine, Chat	
2.	Module II Workplace Interpersonal Skills	25% Weightage
	• Understanding Social Communication in Workplace environment. • Employee feedback: Assess employee performance and satisfaction. • Simulation ➤ Humour in Communication-Use of 'Puns' ➤ Entertainment and Communication (Infotainment) • Infotainment and Social Media • Entertainment in Journalism ➤ Social Networking	
3.	Module III Verbal Ability	35% Weightage
	• Comprehension • Analogy • Sentence Order • Active and Passive Voice • Error Sorting	
4.	Module IV Prose	10% Weightage
	• Secret of Socrates - Dale Carnegie • My Financial Career-Stephen Leacock • The Luncheon - W. Somerset Maugham • The National Flag - Jawahar Lal Nehru All the four stories will be discussed in one class One Long Question will be set in the Exam from the Text	
5.	Student Learning Outcomes:	
	• To communicate contextually in specific personal and professional situations with courtesy. • To inject humour in their regular interactions. • To strengthen their creative learning process through individual expression and collaborative peer activities.	
	Pedagogy for Course Delivery:	
	• Workshop	



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6.	• Group Discussions • Presentations • Lectures				
7.	Assessment/ Examination Scheme:				
	Theory L/T (%)	Lab/Practical/Studio (%)		End Term Examination	
	100%	NA		70%	
	Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
	Weightage (%)	10%	15%	5%	70%

Text: Krizan, Merrier, Logan & Williams. *Effective Business Communication*, New Delhi: Cengage, 2011

- *Communication and Organizational Culture*. Keyton. Joann. Sage Publications

- *Social Communication (Frontiers of Social Psychology)*. Fiedler, Klaus. Psychology Press

Reference: *Cyberpunks: Freedom and the Future of the Internet*. Assange, Julian Assange. OR Books.

Additional Reading: Newspapers and Journals



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BACHELORS OF INTERIOR DESIGN

Course structure: Stress&CopingStrategies- Course Code:BSU-643

Course Title: Stress&CopingStrategies

Credit Units: 1

Course Level: UG Level

Course Code: BSU-643

Course Objectives:

- To develop an understanding of the concept of stress, its causes, symptoms and consequences.
- To develop an understanding of the consequences of stress on one's wellness, health, and work performance.

Course Contents:

Module I: Stress

(2 Hours)

- Meaning & Nature
- Characteristics
- Types of stress

Module II: Stages and Models of Stress

(2 Hours)

- Stages of stress
- The physiology of stress
- Stimulus-oriented approach.
- Response-oriented approach.
- The transactional and interactional model.
- Pressure-environment fit model of stress.

Module III: Causes and symptoms of stress

(2 Hours)

- Personal
- Organizational
- Environmental

Module IV: Consequences of stress

(2 Hours)

- Effect on behavior and personality
- Effect of stress on performance
- Individual and Organizational consequences with special focus on health

Module V: Strategies for stress management

(2 Hours)

- Importance of stress management
- Healthy and Unhealthy strategies
- Peer group and social support
- Happiness and well-being

Student learning outcomes

- Student will be able to demonstrate thorough understanding of stress and its effects
- Student will be able to learn various coping strategies to deal with stress effectively so as to overcome the consequences and impact of stress on their health and well-being, ultimately it will enhance their performance.



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ExaminationScheme:

EvaluationComponents	Attendance	JournalofS uccess(JOS)	SocialAwarenessProgram(SAP) SAP Report/SAPPresentation	End SemesterExam	Total
Weightage(%)	5	10	15	70	100

SuggestedReadings:

- Blonna, Richard; Copingwith Stressina Changing World: Secondedition
- Pestonjee, D.M, Pareek, Udai, Agarwal Rita; Studiesin Stress Andits Management
- Pestonjee, D.M.; Stressand Coping: The Indian Experience




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BACHELORS OF INTERIOR DESIGN

Français-VI

CourseCode: FLU644

Creditunits:02

CourseObjective:

To provide the students with the linguistic tools to enhance social communication skills and be able

- To approve or disapprove a behavior
- To congratulate somebody
- To express possession

CourseContents:Dossier

r1-pg716,

Dossier1:Au fil du temps

Actes de Communication:

Approuver ou désapprouver l'attitude de quelqu'un (désapprouver le comportement des parents)

Féliciter quelqu'un (féliciter un participant dans le

courrier des lecteurs) Parler de

sa santé (exprimer les problèmes de santé chez le médecin)

Accueillir/Interpeller (conversation entre l'invité et l'hôte)

Thèmes abordés:

Les trentenaires (dire si l'on partage les valeurs et les attentes des trentenaires)

Le sport (sport et famille, du sport pour tous les goûts)

La profession: Les psychologues (débat pour ou contre le besoin d'un psy, la télé-confession)

Grammaire :

1. Le présent (révision)
2. Les prépositions et les verbes
3. Les pronoms possessifs
4. Les verbes réciproques

Examination Scheme:

Components	MID-SEM	INTERNAL			EXTERNAL	GRAND
		VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

- Carenzi-Vialaneix, Christelle et al. A propos A2 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Carenzi-Vialaneix, Christelle et al. A propos A2 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

- Girardeau, Bruno et Mous, Nelly. Réussir le DELFA1. Paris: Les Éditions Didier, 2010.

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Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage(%)	5	10	15	70	100

Suggested Readings:

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, McCann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology- Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T- Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison-Wesley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol. 4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
- Smith Robert D.: The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers



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Course Title : Communication Skills-V

Credit Units: 1

Course Code: BCU 541

Course Objective:

- To enable the students to adopt strategies for effective reading and writing skills.
- The course would enhance student's vocabulary, language and fluency. It would also teach the students to deliver professional presentations.

Prerequisites: NIL

Course Contents / Syllabus:											
1.	Module I Report Writing		35% Weightage								
	➤ Report Writing • Purpose/Significance • Types • Format										
2.	Module II Comprehension Skills		25% Weightage								
	• Reading Comprehension-SQ3R Reading Techniques • Summarising and Paraphrasing • Précis Writing • Listening Comprehension										
3.	Module III Presentation Skills		30% Weightage								
	• Discussing the Significance of Audio-visual Aids, Audience and Feedback in Presentation Skills • Analyzing the Significance of Non-Verbal Communication										
4.	Module IV Literature		10% Weightage								
	• Success is Counted Sweetest – Emily Dickinson (Poem) • My Wood - E.M.Forster (Prose) • I have a Dream-Martin Luther King (Prose) • Spoken English and Broken English-G.B. Shaw (Prose)										
5.	Student Learning Outcomes:										
	• Communicate fluently and sustain comprehension of an extended discourse. • Demonstrate ability to interpret texts and observe the rules of good writing. • Prepare and present effective presentations aided by ICT tools.										
6.	Pedagogy for Course Delivery: Workshop										
	• Group Discussions • Presentations • Lectures										
7.	Assessment/ Examination Scheme:										
	<table><tr><th>Theory L/T (%)</th><th>Lab/Practical/Studio (%)</th><th>End Term Examination</th></tr><tr><td>100%</td><td>NA</td><td>70%</td></tr></table>		Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%			
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination									
100%	NA	70%									
	Theory Assessment (L&T):										
	<table><tr><th>Components (Drop down)</th><th>CIE</th><th>Attendance</th><th>End Term Examination</th></tr><tr><td>Weightage (%)</td><td>25%</td><td>5%</td><td>70%</td></tr></table>		Components (Drop down)	CIE	Attendance	End Term Examination	Weightage (%)	25%	5%	70%	
Components (Drop down)	CIE	Attendance	End Term Examination								
Weightage (%)	25%	5%	70%								




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Course structure: Group Dynamics and Team Building - Course Code: BSU-543

Course Title: Group Dynamics and Team Building Credit Units: 1

Course Level: UG Level Course Code: BSU-543

Course Objectives:

- To inculcate in the students an elementary level of understanding of group/team functions
- To develop team spirit and to know the importance of working in teams

Course Contents:

Module I: Group formation (2 Hours)

- Definition and Characteristics
- Importance of groups
- Classification of groups
- Stages of group formation
- Benefits of group formation

Module II: Group Functions (2 Hours)

- External Conditions affecting group functioning: Authority, Structure, Org. Resources, Organizational policies etc.
- Internal conditions affecting group functioning: Roles, Norms, Conformity, Status, Cohesiveness, Size, Inter group conflict.
- Group Cohesiveness and Group Conflict
- Adjustment in Groups

Module III: Teams (2 Hours)

- Meaning and nature of teams
- External and internal factors effecting team
- Building Effective Teams
- Consensus Building
- Collaboration

Module IV: Leadership (2 Hours)

- Meaning, Nature and Functions
- Self leadership
- Leadership styles in organization
- Leadership in Teams

Module V: Power to empower: Individual and Teams (2 Hours)

- Meaning and Nature
- Types of power
- Relevance in organization and Society



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Student learning outcomes

- Students will Develop critical and reflective thinking abilities
- Students will Demonstrate an understanding of group dynamics and effective teamwork
- Student will develop a range of leadership skills and abilities such as effectively leading change, resolving conflict, and motivating others
- Student will Gain knowledge and understanding of organization resources, policies, and involvement opportunities.
- Student will Develop strategies to recruit, retain, and continually motivate contributing members to the organization

Examination Scheme: Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100




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French syllabus - Programme d'études pour le français

All U.G. Programmes – Foreign Language

Français-V

CourseCode: FLU544 Creditunits:02

CourseObjective:

To strengthen the language of the students in both oral and written

To revise the grammar in application and the communication tasks related to topics covered already

To get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks such as

- narrating events in the past, marking the stages, using appropriate connectors
- expressing causes and consequences, using appropriate logical connectors
- presenting a biography

CourseContents:

Dossier 8–Pg 75-84 Dossiers 4, 5 and 6 (révision)

Dossier 8: Vivre ensemble

Actes de Communication:

Exprimer la cause, l'opposition, la conséquence, décrire les étapes d'une action, s'exprimer sur l'environnement, l'écologie, identifier et décrire les différences de comportement, décrire le fonctionnement d'une association, faire la biographie d'une personne.

Dossiers 4, 5, 6–Révision

Exercices d'écoute, production orale et écrite.

Grammaire :

1. le présent (révision), le passé composé (révision)
2. les pronoms compléments directs, les pronoms compléments indirects
3. les marqueurs chronologiques
4. les articulateurs logiques

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND
Components	MID-SEM	VIVA-	ATTENDANC	TOTAL	END	
Weightage	15	10	5	30	70	100

Text & References:



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Course Title: Communication Skills-I
Credit Units: 1
Course Code: BCU 141

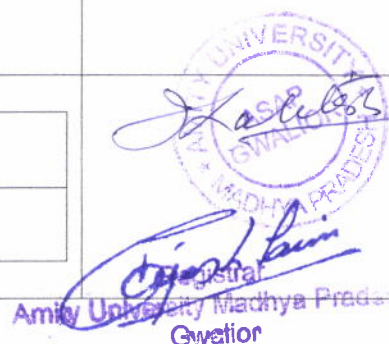
L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Objective The course is intended to familiarize students with the basics of English language and help them to learn to identify language structures for correct English usage.

Prerequisites: NIL

Course Contents / Syllabus:

1.	Module I Essentials of English Grammar	30% Weightage						
	- Common Errors - Parts of Speech - Collocations, Relative Pronoun - Subject-Verb Agreement - Articles - Punctuation - Sentence Structure- 'Wh' Questions							
2.	Module II Written English Communication	30% Weightage						
	- Paragraph Writing - Essay Writing							
3.	Module III Spoken English Communication	30% Weightage						
	- Introduction to Phonetics - Syllable-Consonant and Vowel Sounds - Stress and Intonation							
4.	Module IV : Prose	10% Weightage						
	"Friends, Romans, Countrymen, lend me your ears" Speech by Marc Antony in Julius Caesar ❖ Comprehension Questions will be set in the End-Semester Exam							
5.	Student Learning Outcomes: The students should be able to : - Identify Common Errors and Rectify Them - Develop and Expand Writing Skills Through Controlled and Guided Activities - To Develop Coherence, Cohesion and Competence in Oral Discourse through Intelligible Pronunciation.							
6.	Pedagogy for Course Delivery: - Workshop - Group Discussions - Presentations - Lectures - Extempore							
	Assessment/ Examination Scheme: <table> <tr> <th>Theory L/T (%)</th><th>Lab/Practical/Studio (%)</th><th>End Term Examination</th></tr> <tr> <td>100%</td><td>NA</td><td>70%</td></tr> </table> Theory Assessment (L&T):	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%	
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination						
100%	NA	70%						



	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	
	Weightage (%)	10%	15%	5%	70%	



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Understanding Self for Effectiveness - Course Code: BSU-143

Course Title: Understanding Self for Effectiveness **Credit Units:** 1

Course Level: UG Level **Course Code:** BSU-143

Course Objectives:

This course aims at imparting an understanding of:

- Understanding self & process of self-exploration
- Learning strategies for development of a healthy self esteem
- Importance of attitudes and its effective on personality
- Building Emotional Competency

Course Contents:

Module I: Self: Core Competency (2 Hours)

- Understanding of Self
- Components of Self – Self identity
- Self-concept
- Self confidence
- Self-image • Exploration through Johari Window
- Mapping the key characteristics of self
- Framing a charter for self
- Stages – self-awareness, self-acceptance and self-realization

Module II: Techniques of Self Awareness (2 Hours)

Module III: Self Esteem & Effectiveness (2 Hours)

- Meaning
- Importance
- Components of self esteem
- High and low self esteem
- Measuring your self esteem

Module IV: Building Positive Attitude (2 Hours)

- Meaning and nature of attitude
- Components and Types of attitude
- Importance and relevance of attitude

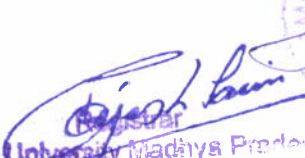
Module V: Building Emotional Competence (2 Hours)

- Emotional Intelligence – Meaning, components, Importance and Relevance
- Positive and negative emotions
- Healthy and Unhealthy expression of emotions

Student learning outcomes

- Student will Develop accurate sense of self
- Student will nurture a deep understanding of personal motivation
- Student will develop thorough understanding of personal and professional responsibility
- Student will able to analyse the emotions of others for better adjustment.

Examination Scheme: Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100


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French syllabus - Programme d'études pour le français
All U.G. Programmes – Foreign Language

Français-I

Course Code: FLU144

Credit units: 02

Course Objective:

To familiarize students with the French language, with its phonetic system and its accents.

To enable students

- to greet someone in French
- to present and describe oneself and people
- to enter in contact, and begin a conversation
- to talk about one's family, tastes and preferences

Course Contents:

Dossiers 1, 2 – pg 5-24

Dossier 1: Toi, moi, nous

Actes de Communication:

S'adresser poliment à quelqu'un, entrer en contact, se présenter, présenter quelqu'un, saluer, poser des questions simples pour connaître quelqu'un, épeler et compter

Dossier 2: En famille

Actes de Communication:

Parler de sa famille, Décrire quelqu'un, exprimer ses goûts, écrire et comprendre un message court, inviter quelqu'un, exprimer la possession, la négation

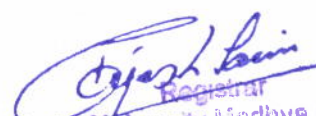
Grammaire :

1. articles indéfinis, articles définis, masculin et féminin des noms et des adjectifs, pluriel des noms et des adjectifs
2. pronom sujet et toniques, on, c'est/il est + profession,
3. masculin et féminin des adjectifs de nationalité
4. verbes être, avoir, aller, 'er' groupe
5. l'interrogation – l'intonation, est-ce que, qu'est-ce ? Qu'est-ce que ? L'inversion; où, comment, quand; quel
6. la négation
7. adjectifs possessifs

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND
	MID-SEM	VIVA-	ATTENDANC	TOTAL	END	
Weightage	15	10	5	30	70	100




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Course Title: Communication Skills II

Course Code: BCU 241

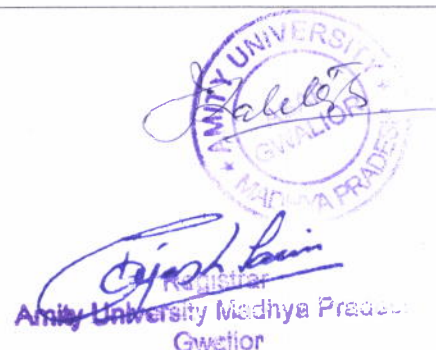
Credit Units: 1

Course Objectives:

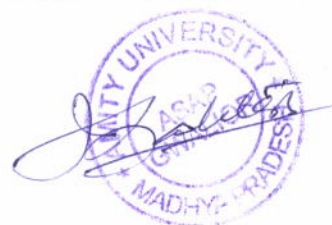
To understand the different aspects of communication using the four macro skills – LSRW (Listening, Speaking, Reading, Writing)

Prerequisites: NIL

Course Contents / Syllabus:		
1.	Module I Communication • Process and Importance • Models of Communication (Linear & Shannon Weaver) • Role and Purpose • Types & Channels • Communication Networks • Principles & Barriers	35% Weightage
2.	Module II Verbal Communication Oral Communication: Forms, Advantages & Disadvantages Written Communication: Forms, Advantages & Disadvantages Introduction of Communication Skills (Listening, Speaking, Reading, Writing)	25% Weightage
3.	Module III Non-Verbal Communication • Principles & Significance of Nonverbal Communication • KOPPACT (Kinesics, Oculistics, Proxemics, Para-Language, Artifacts, Chronemics, Tactilics) • Visible Code	30% Weightage
4.	Module IV : Prose TEXT: APJ Abdul Kalam and Arun Tiwari. <i>Wings of Fire: An Autobiography</i> , Universities Press, 2011 Comprehension Questions will be set in the End-Semester Exam	10% Weightage
5.	Student Learning Outcomes: The students should be able to : • Apply Verbal and Non-Verbal Communication Techniques in the Professional Environment	
6.	Pedagogy for Course Delivery: • Extempore • Presentations • Lectures	


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7.	Assessment/ Examination Scheme:				
	Theory L/T (%)			Lab/Practical/Studio (%)	
	100%			N	
	Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
	Weightage (%)	30%	15%	5%	70%



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Course structure: Individual, Society and Nation - Course Code: BSU-243**Course Title: Individual, Society and Nation Credit Units: 1****Course Level: UG Level Course Code: BSU-243****Course Objectives:**

This course aims at enabling students towards:

- Understand the importance of individual differences
- Better understanding of self in relation to society and nation
- Facilitation for a meaningful existence and adjustment in society
- Inculcating patriotism and national pride

Course Contents:**Module I: Individual differences & Personality (2 Hours)**

- Personality: Definition & Relevance
- Importance of nature & nurture in Personality Development
- Importance and Recognition of Individual differences in Personality
- Accepting and Managing Individual differences
- Intuition, Judgment, Perception & Sensation (MBTI)
- BIG5 Factors

Module II: Managing Diversity (2 Hours)

- Defining Diversity
- Affirmation Action and Managing Diversity
- Increasing Diversity in Work Force
- Barriers and Challenges in Managing Diversity

Module III: Socialization (2 Hours)

- Nature of Socialization
- Social Interaction
- Interaction of Socialization Process
- Contributions to Society and Nation

Module IV: Patriotism and National Pride (2 Hours)

- Sense of pride and patriotism
- Importance of discipline and hard work
- Integrity and accountability

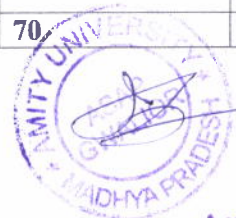
Module V: Human Rights, Values and Ethics (2 Hours)

- Meaning and Importance of human rights
- Human rights awareness
- Values and Ethics- Learning based on project work on Scriptures like- Ramayana, Mahabharata, Gita etc.

Student learning outcomes

- ★ Student will be able to identify, understand, and apply contemporary theories of leadership to a wide range of situations and interactions
- ★ Student will be able to understand and respect individual difference, so to enhance the relationship
- ★ Learn social responsibility and develop a sense of citizenship
- ★ Student will be able to identify and understand the impact of culture on one's leadership style

Examination Scheme: Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100



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French syllabus - Programme d'études pour le français
All U.G. Programmes – Foreign Language

Français-II

Course Code: FLU244

Credit units: 02

Course Objective:

To furnish the linguistic tools

- to talk about daily activities and sports, to express necessities
- to talk about activities in recent future,
- to have conversations and perform day to day life tasks like enquiring about time, take an appointment
- to enquire about products and place orders in a shop/ restaurant

Course Contents:

Dossiers 3, 4 – pg 25-44

Dossier 3: Quelle journée! Actes de

Communication:

Parler de ses activités quotidiennes, se situer dans le temps, demander l'heure et la date, parler de sport et des loisirs, exprimer la fréquence

Dossier 4: Vous désirez?

Actes de Communication:

Exprimer la quantité, demander et donner le prix, exprimer la nécessité, la volonté et la capacité, comparer et exprimer ses préférences, s'exprimer au futur proche, prendre rendez-vous, s'exprimer au restaurant/dans les magasins

Grammaire :

1. l'expression du temps
2. les articles contractés, les quantités indéterminées et déterminées
3. les adverbes de fréquence
4. verbes-faire, prendre, venir, pouvoir, vouloir, les verbes pronominaux
5. la comparaison de l'adjectif
6. la négation (suite)
7. le futur proche

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND
	MID-SEM	VIVA-	ATTENDANC	TOTAL	END	
Weightage	15	10	5	30	70	100



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Course Title: Communication Skills-III

Credit Units: 1

Course Code: BCU 341

Course Objective:

To emphasize the essential aspects of effective written communication necessary for professional success.

Prerequisites: NIL

Course Contents / Syllabus:		
1.	Module I Vocabulary • Spellings • Define Vocabulary • Significance of Vocabulary • One Word Substitution, Synonyms & Antonyms and Idioms & Phrases • Define and Differentiate Homonyms, Homophones and Homographs • Vocabulary Drills • Foreign Words	35% Weightage
2.	Module II Formal Letter Writing • Block Format • Types of Letters • E-mail • Netiquette	35% Weightage
3.	Module III Business Memos • Format & Characteristics	20% Weightage
4.	Module IV Literature • Stench of Kerosene-Amrita Pritam (Short Story) • A Flowering Tree-A.K. Ramanujan (Short Story) • The Gift of the Magi- O. Henry (Short Story) • Indian Weavers – Sarojini Naidu (Poem)	10% Weightage
5.	Student Learning Outcomes: The students should be able to write correctly and properly with special reference to Letter writing.	
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures	


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7.	Assessment/ Examination Scheme:				
	Theory L/T (%)		Lab/Practical/Studio (%)		End Term Examination
	100%		NA		70%
	Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
Weightage (%)	10%	15%	5%	70%	



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Course structure: Problem Solving and Creative Thinking- Course Code: BSU-343

Course Title: Problem Solving and Creative Thinking Credit Units: 1

Course Level: UG Level Course Code: BSU-343

Course Objectives:

To enable the students:

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

Course Contents:

Module I: Thinking as a tool for Problem Solving (2 Hours)

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

Module II: Hindrances to Problem Solving Process (2 Hours)

- Perception
- Expression
- Emotion
- Intellect
- Work environment

Module III: Problem Solving (2 Hours)

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



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Module IV: Plan of Action (2 Hour)

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

Module V: Creative Thinking (2 Hours)

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

Student learning outcomes

- ✦ Student will be able to understand and solve the problems effectively in their personal and professional life.
- Students will outline multiple divergent solutions to a problem,
- Student will able to create and explore risky or controversial ideas, and synthesize ideas/expertise to generate innovations.

Examination Scheme: Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100




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French syllabus - Programme d'études pour le français
All U.G. Programmes – Foreign Language

Français-III

Course Code: FLU344

Credit units: 02

Course Objective:

To enable the students

- to talk about the qualities and defects of people.
- to ask/give directions, to enquire about a lodging.
- to ask and give information about a certain place.
- to describe events in past tense.

Course Contents:

Dossiers 5, 6 – pg 45-64

Dossier 5: Ici et là

Actes de Communication:

Exprimer l'obligation et l'interdiction, parler des qualités et des défauts de quelqu'un, demander son chemin, indiquer un itinéraire, se situer dans l'espace, se renseigner sur un logement.

Dossier 6: Ailleurs

Actes de Communication:

S'exprimer au passé composé, raconter un voyage, se situer dans le monde, exprimer le temps (avec indicateurs de temps – il y a, depuis), se renseigner sur un hébergement, exprimer la satisfaction et l'insatisfaction.

Grammaire :

1. les adjectifs démonstratifs
2. les verbes: 'ir groupe' devoir, falloir
3. les prépositions de lieu, de pays
4. l'impératif, le passé composé, forme et accord du participe passé, la négation au passé composé
5. les indicateurs de temps (il y a, depuis)

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND
	MID-SEM	VIVA-	ATTENDANC	TOTAL	END	
Weightage	15	10	5	30	70	100




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Course Title: Communication Skills-IV

Credit Units: 1

Course Code: BCU 441

Course Objective:

This course is designed to develop the skills of the students in preparing job search artifacts and negotiating their use in GDs and interviews.

Prerequisites: NIL

Course Contents / Syllabus:

Prerequisites: NIL				
Course Contents / Syllabus:				
1.	Module I Employment-Related Correspondence			35% Weightage
	• Resume Writing • Covering Letters • Follow Up Letters			
2.	Module II Dynamics of Group Discussion			35% Weightage
	• Significance of GD • Methodology & Guidelines			
3.	Module III Interviews			20% Weightage
	• Types & Styles of Interviews • Fundamentals of facing Interviews • Interview-Frequently Asked Questions			
4.	Module IV Literature			10% Weightage
	• Pippa Passes by Robert Browning (Poem) • "The Lottery" 1948 – Shirley Jackson (Short Story) • The Eyes Have it- Ruskin Bond (Short Story) • Kallu- Ismat Chughtai (Short Story) One Long Question will be set in the Exam from the Text.			
5.	Student Learning Outcomes:			
	• Develop a resume for oneself • Ability to handle the interview process confidently • Learn the subtle nuances of an effective group discussion			
6.	Pedagogy for Course Delivery:			
	• Workshop • Group Discussions • Presentations • Lectures			
7.	Assessment/ Examination Scheme:			
	Theory L/T (%)		Lab/Practical/S	
	100%			
	Theory Assessment (L&T):			
	Components (Drop down)	CIE	Mid Sem	Attendance
	Weightage (%)	10%	15%	5%
				End Te Examina
				70%





Course structure: Value & Ethics for Personal & Professional Development - Course Code: BSU-443

Course Title: Value & Ethics For Personal & Professional Development Credit Units: 1

Course Level: UG Level Course Code: BSU-443

Course Objectives:

This course aims at imparting an understanding of Values, Ethics & Morality among students for making a balanced choice between personal & professional development.

Course Contents:

Module I: Introduction to Values & Ethics (2 Hours)

Meaning & its type

Relationship between Values and Ethics

Its implication in one's life

Module II: Values Clarification & Acceptance (2Hours)

Core Values-Respect, Responsibility, Integrity, Resilience, Care, & Harmony

Its process-Self Exploration

Nurturing Good values

Module III: Morality (2 Hours)

Difference between morality, ethics & values

Significance of moral values

Module IV: Ethical Practice (2 Hours)

Ethical Decision making

Challenges in its implementation

Prevention of Corruption & Crime

Module V: Personal & Professional Values (2 Hours)

Personal values-Empathy, honesty, courage, commitment

Professional Values-Work ethics, respect for others

Its role in personality development

Character building-"New Self awareness"




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Student learning outcomes

- • Able to answer the question: What do I stand for?
- • Ability to apply a coherent set of moral principles within professional and specialized contexts
- • Willing to make unpopular but right decision
- • Committed to working for justice and peace locally and globally

Examination Scheme: Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100



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French syllabus - Programme d'études pour le français
All U.G. Programmes – Foreign Language

Français-IV

CourseCode: FLU444 Creditunits:02

CourseObjective:

To strengthen the language of the students in both oral and written

To revise the grammar in application and the communication tasks related to topics covered already

To get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks such as

- talking about personal habits
- narrating events in the past, marking the stages, using appropriate connectors
- holding conversations on telephone
- asking for/giving advice

CourseContents:

Dossier 7 – pg 65-74, Dossiers 1, 2 and 3 (révision)

Dossier 7: auboulot

Actes de Communication:

Parler des habitudes et décrire une situation à l'imparfait, comparer (nom et verbe), qualifier (qui, que) s'exprimer au téléphone, demander et donner un avis.

Dossiers 1, 2, 3 – Révision

Exercices d'écoute, production orale et écrite.

Grammaire :

1. l'imparfait,
2. la comparaison du verbe/dunom ; mieux/meilleur
3. les pronoms relatifs

ExaminationScheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-	ATTENDANC	TOTAL	END	
Weightage	15	10	5	30	70	100




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Course Title: Communication Skills- VI

Credit Units: 1

Course Code: BCU 641

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Objective: The main emphasis of this course is to enable students to learn the dynamics of social communication and to demonstrate the ability to learn the nuances of informal communication.

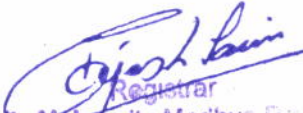
Prerequisites: NIL

Course Contents / Syllabus:						
1.	Module I Social Communication Essentials • Small talk/Building rapport • Expand social and Corporate Associations • Informal Communication: Grapevine, Chat	30% Weightage				
2.	Module II Workplace Interpersonal Skills • Understanding Social Communication in Workplace environment. • Employee feedback: Assess employee performance and satisfaction. • Simulation ➤ Humour in Communication-Use of 'Puns' ➤ Entertainment and Communication (Infotainment) • Infotainment and Social Media • Entertainment in Journalism ➤ Social Networking	25% Weightage				
3.	Module III Verbal Ability • Comprehension • Analogy • Sentence Order • Active and Passive Voice • Error Sorting	35% Weightage				
4.	Module IV Prose • Secret of Socrates - Dale Carnegie • My Financial Career-Stephen Leacock • The Luncheon - W. Somerset Maugham • The National Flag - Jawahar Lal Nehru All the four stories will be discussed in one class One Long Question will be set in the Exam from the Text	10% Weightage				
5.	Student Learning Outcomes: • To communicate contextually in specific personal and professional situations with courtesy. • To inject humour in their regular interactions. • To strengthen their creative learning process through individual expression and collaborative peer activities.					
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures					
7.	Assessment/ Examination Scheme: <table><tr><td>Theory L/T (%)</td><td>Lab/Practical/Str</td></tr><tr><td>100%</td><td></td></tr></table>	Theory L/T (%)	Lab/Practical/Str	100%		
Theory L/T (%)	Lab/Practical/Str					
100%						
Theory Assessment (L&T):						


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	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	
	Weightage (%)	10%	15%	5%	70%	




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Course structure: Stress & Coping Strategies - Course Code: BSU-643

Course Title: Stress & Coping Strategies Credit Units: 1

Course Level: UG Level Course Code: BSU-643

Course Objectives:

- To develop an understanding the concept of stress its causes, symptoms and consequences.
- To develop an understanding the consequences of the stress on one's wellness, health, and work performance.

Course Contents:

Module I: Stress (2 Hours)

- Meaning & Nature
- Characteristics
- Types of stress

Module II: Stages and Models of Stress (2 Hours)

- Stages of stress
- The physiology of stress
- Stimulus-oriented approach.
- Response-oriented approach.
- The transactional and interactional model.
- Pressure – environment fit model of stress.

Module III: Causes and symptoms of stress (2Hours)

- Personal
- Organizational
- Environmental

Module IV: Consequences of stress (2 Hours)

- Effect on behavior and personality
- Effect of stress on performance
- Individual and Organizational consequences with special focus on health

Module V: Strategies for stress management (2 Hours)

- Importance of stress management
- Healthy and Unhealthy strategies
- Peer group and social support
- Happiness and well-being

Student learning outcomes

- ✦ Student will able demonstrate thorough understanding of stress and its effects
- ✦ Student will able to learn various coping strategies to deal stress effectively so to overcome the consequences and impact of stress on their health and wellbeing, ultimately it will enhance their performance.

Examination Scheme: Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100



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French syllabus - Programme d'études pour le français
All U.G. Programmes – Foreign Language

Français-VI

Course Code: FLU644 Credit units:02

Course Objective:

To provide the students with the linguistic tools to enhance social communication skills and be able

- To approve or disapprove a behavior
- To congratulate somebody
- To express possession

Course Contents: Dossier1–pg7-

16,

Dossier1:Au fil du temps

Actes de Communication:

Approuver ou désapprouver l'attitude de quelqu'un (désapprouver le comportement des parents)

Féliciter quelqu'un (féliciter un participant dans le courrier des lecteurs) Parler de

santé (exprimer les problèmes de santé chez le médecin)

Accueillir/Interpeller (conversation entre l'invité et l'hôte)

Thèmes abordés:

Les rentenaires (dire si l'on partage les valeurs et les attentes des rentenaires)

Le sport (sport et famille, du sport pour tous les goûts)

La profession: Les psychologues (débat pour ou contre le besoin d'un psy, la télé-confession)

Grammaire :

1. Le présent (révision)
2. Les prépositions et les verbes
3. Les pronoms possessifs
4. Les verbes réciproques

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND
	MID-SEM	VIVA-	ATTENDANC	TOTAL	END	
Weightage	15	10	5	30	70	100



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Course Title: Communication Skills-VII

Credit Units: 1

Course Code: BCU 741

Course Objective:

The course is designed to empower students to carry out day to day communication at the work place by adequate understanding of various types of communication to facilitate efficient interpersonal communication.

Prerequisites: NIL

Course Contents / Syllabus:		
1.	Module I Meetings • Notices • Circulars • Agenda • Minutes	30% Weightage
2.	Module II Principles of Effective Writing & Telephony • Spellings-100 Most Misspelled Words in English • Web Based Writing • Note Taking: Process & Techniques ➤ Telephony Skills • Call Receiving/ Handling/ Concluding Etiquette • Voice Modulation • Effective Listening • Dos and Don'ts of Telephony Skills	25% Weightage
3.	III Negotiation Skills • Definition/Concept • Purpose/ Significance • Checklist- Good & Bad Practices	35% Weightage
4.	Module IV Prose • The Great Trial-Robert Payne • The Home Coming - Rabindra Nath Tagore • How Much Land does a Man Need? - Leo Tolstoy • Valiant Vicky, The Brave Weaver - Flora Anne Steel All the four stories will be discussed in one class One Long Question will be set in the Exam from the Text	10% Weightage
5.	Student Learning Outcomes: • Conduct all business activities related to the workplace with technical efficiency. • Contribute positively to the overall growth of the organization.	
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures	


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7.	Assessment/ Examination Scheme:		
	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
	100%	NA	70%
	Theory Assessment (L&T):		
	Components (Drop down)	CIE	Attendance
	Weightage (%)	25%	5%
			End Term Examination
			70%




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Course structure: Career Planning & Development - Course Code: BSU-743

Course Title: Career Planning & Development Credit Units: 1

Course Level: UG Level Course Code: BSU-743

Course Objectives:

This course will help the students to:

- Explore interest and attitude
- Explore career opportunities
- Set career goals
- Developing attributes that employers value

Course Contents:

Module I: Career Planning (2 Hours)

- Importance of Career Planning & Development
- Career Development Plan
- Assessment of Career Development

Module II: Career Success: Interest, Aptitude & Attitude (Personality) (2 Hours)

- Interest, Aptitude & Attitude
- Knowing and assessing one's Interest
- Knowing and assessing one's Aptitude

Module III: Explore Career for Growth (2 Hours)

- Selecting from available resources
- Career selection (Jobs)
- Career planning and development

Module IV: Self Reliance and Employability skills (2 Hours)

- Self awareness, Self promotion and Presentation, Self confidence
- Action planning, Networking, Negotiation
- Political awareness, Coping with uncertainty,
- Developing positive attributes at work place (personal and professional)
- Time Management as Self Management

Module V: Impression Management for Career Enhancement (2 Hours)

- Meaning & Components of Impression Management
- Impression Management Techniques(Influencing Tactics)
- Impact of Impression Management on Career Planning and Development



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Amity University Madhya Pradesh
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Student learning outcomes

- ✦ Students develop the ability to identify suitable career options and to create a suitable career plan based on the utilization of the counseling process, assessment tools, and other resources.
- ✦ Students will know how to assess their skills, interests and values.
- ✦ Students will know how to make informed career choices based on their self- assessment.
- Students will know how to explore relevant career options and build skills pertinent to those of greatest interest.

Examination Scheme: Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100



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French syllabus - Programme d'études pour le français
All U.G. Programmes – Foreign Language

Français-VII

Course Code: FLU744

Credit units: 02

Course Objective:

To provide the students with the linguistic tools to enhance social communication skills and be able

- To describe an object, compare objects and evaluate
- To ask for information, precision
- To make claims

Course Contents:

Dossier 2 – pg 17-28,

Dossier 2: 64 millions de consommateurs

Actes de Communication:

Décrire un objet (un bijou unique, un voyage extraordinaire, un nouvel appareil photo)

Évaluer une chose (acheter un cadeau, discuter le prix)

Ouvrir un compte à la banque (demander des renseignements à un banquier afin d'ouvrir un compte)

Demander des informations/précisions (précision sur un problème dans le relevé de compte)

Faire une réclamation (s'adresser au service après-vente pour échanger un produit défectueux)

Thèmes abordés:

S'habiller bon marché (comment vous habillez-vous bon marché ?)

Le e-commerce (le portrait de l'acheteur de votre pays)

Les produits contrefaits (parler des produits contrefaits)

La profession: Les maraîchers (débat: comment éviter le gaspillage? la mode de vie des décroissants, privilégie-t-elle la qualité ou le prix lors d'un achat?)

Grammaire :

1. Le pronom " en "
2. La place de l'adjectif
3. Le présent progressif
4. Le passé récent
5. Le futur proche (révision)
6. Le comparatif et le superlatif

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100




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COMMUNICATION SKILLS-I

Course Code: BAL 141

Credit Units: 01

Course Outcome:

The course is intended to familiarize students with the basics of English language and help them to learn to identify language structures for correct English usage.

Course Contents:

Module I: Essentials of English Grammar

Common Errors
Parts of Speech
Preposition, Relative Pronoun
Subject-Verb Agreement
Articles
Punctuation Sentence Structure- 'Wh' Questions

Module II: Written English Communication

Paragraph Writing
Essay Writing

Module III: Spoken English Communication

Introduction to Phonetics
Syllable-Consonant and Vowel Sounds
Stress and Intonation

Module IV: Communication

Comprehension Questions will be set in the End-

Examination Scheme:

Components	A	CT	HA	EE
Weightage (%)	05	15	10	70

Text & References:

- Rosenblum, M. How to Build Better Vocabulary, London: Bloomsbury Publication
- Verma, Shalini. Word Power made Handy, S. Chand Publications
- High School English Grammar & Composition by Wren & Martin
- K.K.Sinha, Business Communication, Galgotia Publishing Company.
- Additional Reading: Newspapers and Journals

* 30 hrs Programme to be continued for Full year


Maj Gen Rajinder Kumar
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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

COMMUNICATION SKILLS-I

Course Code: BBL 141

Credit Units: 01

Course Outcome:

The course is intended to familiarize students with the basics of English language and help them to learn to identify language structures for correct English usage.

Course Contents:

Module I: Essentials of English Grammar

Common Errors

Parts of Speech

Preposition, Relative Pronoun

Subject-Verb Agreement

Articles

Punctuation Sentence Structure- 'Wh' Questions

Module II: Written English Communication

Paragraph Writing

Essay Writing

Module III: Spoken English Communication

Introduction to Phonetics

Syllable-Consonant and Vowel Sounds

Stress and Intonation

Module IV: Communication

Comprehension Questions will be set in the End-

Examination Scheme:

Components	A	CT	HA	EE
Weightage (%)	05	15	10	70

Text & References:

- Rosenblum, M. How to Build Better Vocabulary, London: Bloomsbury Publication
- Verma, Shalini. Word Power made Handy, S. Chand Publications
- High School English Grammar & Composition by Wren & Martin
- K.K.Sinha, Business Communication, Galgotia Publishing Company.
- Additional Reading: Newspapers and Journals

* 30 hrs Programme to be continued for Full year

Maj Gen Rajinder Kumar
AVSM, SM, VSM (Retd)

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Registrar
Amity University Madhya Pradesh
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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

COMMUNICATION SKILLS-I

Course Code: BCL 141

Credit Units: 01

Course Outcome:

The course is intended to familiarize students with the basics of English language and help them to learn to identify language structures for correct English usage.

Course Contents:

Module I: Essentials of English Grammar

Common Errors

Parts of Speech

Preposition, Relative Pronoun

Subject-Verb Agreement

Articles

Punctuation Sentence Structure- 'Wh' Questions

Module II: Written English Communication

Paragraph Writing

Essay Writing

Module III: Spoken English Communication

Introduction to Phonetics

Syllable-Consonant and Vowel Sounds

Stress and Intonation

Module IV: Communication

Comprehension Questions will be set in the End-

Examination Scheme:

Components	A	CT	HA	EE
Weightage (%)	05	15	10	70

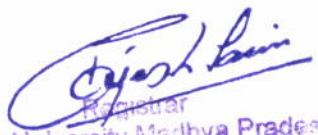
Text & References:

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- Verma, Shalini. Word Power made Handy, S. Chand Publications
- High School English Grammar & Composition by Wren & Martin
- K.K.Sinha, Business Communication, Galgotia Publishing Company.
- Additional Reading: Newspapers and Journals

* 30 hrs Programme to be continued for Full year


Maj Gen Rajinder Kumar
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GWALIOR**

BEHAVIOURAL SCIENCE – I

Course Code: BSU 143 (LL.B.)

Credit Units: 01

Course Outcome:

This course aims at imparting an understanding of:

- Understanding self & process of self exploration
- Learning strategies for development of a healthy self esteem
- Importance of attitudes and its effective on personality
- Building Emotional Competency

Module I: Self: Core Competency

- Understanding of Self
- Components of Self – Self identity
- Self concept
- Self confidence
- Self image

Module II: Techniques of Self Awareness

- Exploration through Johari Window
- Mapping the key characteristics of self
- Framing a charter for self
- Stages – self awareness, self acceptance and self realization

Module III: Self Esteem & Effectiveness

- Meaning
- Importance
- Components of self esteem
- High and low self esteem
- Measuring your self esteem

Module IV: Building Positive Attitude

- Meaning and nature of attitude
- Components and Types of attitude
- Importance and relevance of attitude

Module V: Building Emotional Competence

- Emotional Intelligence – Meaning, components, Importance and Relevance
- Positive and negative emotions
- Healthy and Unhealthy expression of emotions

Module VI: End-of-Semester Appraisal

- Viva - Voce based on personal journal
- Assessment of Behavioral change as a result of training
- Exit Level Rating by Self and Observer
- Examination Scheme

Components	CT	HA	S/V/Q	A	ESE
Weightage (%)	15	10	20	5	50

Text & References:

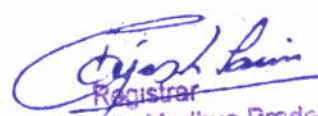
- Organizational Behaviour, Davis, K.
- Hoover, Judhith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers

- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
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- Dressler, David and Cans, Donald: The Study of Human Interaction
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- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.

30 hrs Programme to be continued for Full year



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**AMITY UNIVERSITY MADHYA PRADESH,
GWALIOR**

BEHAVIOURAL SCIENCE – I

Course Code: BSU (BAL //BBL/BCL) 143

Credit Units: 01

Course Outcome:

This course aims at imparting an understanding of:

- Understanding self & process of self exploration
- Learning strategies for development of a healthy self esteem
- Importance of attitudes and its effective on personality
- Building Emotional Competency

Module I: Self: Core Competency

- Understanding of Self
- Components of Self – Self identity
- Self concept
- Self confidence
- Self image

Module II: Techniques of Self Awareness

- Exploration through Johari Window
- Mapping the key characteristics of self
- Framing a charter for self
- Stages – self awareness, self acceptance and self realization

Module III: Self Esteem & Effectiveness

- Meaning
- Importance
- Components of self esteem
- High and low self esteem
- Measuring your self esteem

Module IV: Building Positive Attitude

- Meaning and nature of attitude
- Components and Types of attitude
- Importance and relevance of attitude

Module V: Building Emotional Competence

- Emotional Intelligence – Meaning, components, Importance and Relevance
- Positive and negative emotions
- Healthy and Unhealthy expression of emotions

Module VI: End-of-Semester Appraisal

- Viva - Voce based on personal journal
- Assessment of Behavioral change as a result of training
- Exit Level Rating by Self and Observer
- **Examination Scheme**

Components	CT	HA	S/V/Q	A	ESE
Weightage (%)	15	10	20	5	50

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- Hoover, Judith D. Effective Small Group and Team Communication, 2002 Harcourt College Publishers

- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
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30 hrs Programme to be continued for Full year



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

FRENCH-I

Course Code: FLU 144 (BAL/BBL/BCL)

Credit Units 02

Course Outcome:

To familiarize the students with the French language

- with the phonetic system
- with the syntax
- with the manners
- with the cultural aspects

Course Contents:

Module A: pp. 01 to 37: Unités 1, 2, Unité 3 Objectif 1,2

Only grammar of Unité 3: objectif 3, 4 and 5

Contenu lexical: Unité 1: Découvrir la langue française : (oral et écrit)

1. se présenter, présenter quelqu'un, faire la connaissance des autres, formules de politesse, rencontres
2. dire/interroger si on comprend
3. Nommer les choses

Unité 2: Faire connaissance

1. donner/demander des informations sur une personne, premiers contacts, exprimer ses goûts et ses préférences
2. Parler de soi: parler du travail, de ses activités, de son pays, de sa ville.

Unité 3: Organiser son temps

1. dire la date et l'heure

Contenu grammatical:

1. organisation générale de la grammaire
2. article indéfini, défini, contracté
3. nom, adjectif, masculin, féminin, singulier et pluriel
4. négation avec « de », "moi aussi", "moi non plus"
5. interrogation : Inversion, est-ce que, qui, que, quoi, qu'est-ce que, où, quand, comment, quel(s), quelle(s)
Interro-négatif : réponses : oui, si, non
6. pronom tonique/disjoint- pour insister après une préposition
7. futur proche

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation

I – Interaction/Conversation Practice

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Text & References:

- le livre à suivre : Campus: Tome 1
- * 30 hrs Programme to be continued for Full year



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Communication Skills-II

Course Code: BCU 241 (BAL)

Credit Units: 01

Course Outcome:

To understand the different aspects of communication using the four macro skills – LSRW (Listening, Speaking, Reading, Writing)

Module- I Communication

- Process and Importance
- Models of Communication (Linear & Shannon Weaver)
- Role and Purpose
- Types & Channels
- Communication Networks
- Principles & Barriers

Module II Verbal Communication

- Oral Communication: Forms, Advantages & Disadvantages
- Written Communication: Forms, Advantages & Disadvantages
- Introduction of Communication Skills (Listening, Speaking, Reading, Writing)

Module III Non-Verbal Communication

- Principles & Significance of Nonverbal Communication
- KOPPACT (Kinesics, Oculistics, Proxemics, Para-Language, Artifacts, Chronemics, Tactilics)
- Visible Code

Module IV : Prose

Examination Scheme:

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
100%	NA	50%

Theory Assessment (L&T):

Continuous Assessment/Internal Assessment			End Term Examination
Components (Drop down)	CIE	Viva Voce	
Weightage (%)	30%	20%	50%

Text & References:

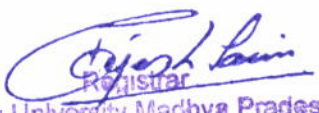
- APJ Abdul Kalam and Arun Tiwari. Wings of Fire: An Autobiography, Universities Press, 2011
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- Verma, Shalini. Word Power made Handy, S. Chand Publications.
- High School English Grammar & Composition by Wren & Martin
- Reference: K.K.Sinha, Business Communication, Galgotia Publishing Company.
- Alan Pease : Body Language

Additional Reading: Newspapers and Journals

30 hrs Programme to be continued for Full year


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Communication Skills-II

Course Code: BCU 241 (BBL)

Credit Units: 01

Course Outcome:

To understand the different aspects of communication using the four macro skills – LSRW (Listening, Speaking, Reading, Writing)

Module- I Communication

- Process and Importance
- Models of Communication (Linear & Shannon Weaver)
- Role and Purpose
- Types & Channels
- Communication Networks
- Principles & Barriers

Module II Verbal Communication

- Oral Communication: Forms, Advantages & Disadvantages
- Written Communication: Forms, Advantages & Disadvantages
- Introduction of Communication Skills (Listening, Speaking, Reading, Writing)

Module III Non-Verbal Communication

- Principles & Significance of Nonverbal Communication
- KOPPACT (Kinesics, Oculistics, Proxemics, Para-Language, Artifacts, Chronemics, Tactilics)
- Visible Code

Module IV : Prose

Examination Scheme:

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
100%	NA	50%

Theory Assessment (L&T):

Continuous Assessment/Internal Assessment			End Term Examination
Components (Drop down)	CIE	Viva Voce	
Weightage (%)	30%	20%	50%

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- Text: Rosenblum, M. How to Build Better Vocabulary, London: Bloomsbury Publication.
- Verma, Shalini. Word Power made Handy, S. Chand Publications.
- High School English Grammar & Composition by Wren & Martin
- Reference: K.K.Sinha, Business Communication, Galgotia Publishing Company.
- Alan Pease : Body Language

Additional Reading: Newspapers and Journals

30 hrs Programme to be continued for Full year


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Communication Skills-II

Course Code: BCU 241 (BCL)

Credit Units: 01

Course Outcome:

To understand the different aspects of communication using the four macro skills – LSRW (Listening, Speaking, Reading, Writing)

Module- I Communication

- Process and Importance
- Models of Communication (Linear & Shannon Weaver)
- Role and Purpose
- Types & Channels
- Communication Networks
- Principles & Barriers

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Module IV : Prose

Examination Scheme:

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
100%	NA	50%

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- Text: Rosenblum, M. How to Build Better Vocabulary, London: Bloomsbury Publication.
- Verma, Shalini. Word Power made Handy, S. Chand Publications.
- High School English Grammar & Composition by Wren & Martin
- Reference: K.K.Sinha, Business Communication, Galgotia Publishing Company.
- Alan Pease : Body Language

Additional Reading: Newspapers and Journals

30 hrs Programme to be continued for Full year


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BEHAVIOURAL SCIENCE - II (INDIVIDUAL, SOCIETY AND NATION)

Course Code:BSU 243

Credit Units: 01

Course Objective:

This course aims at enabling students towards:

- Understand the importance of individual differences
- Better understanding of self in relation to society and nation
- Facilitation for a meaningful existence and adjustment in society
- Inculcating patriotism and national pride

Course Contents:

Module I: Individual differences & Personality

(2 Hours)

- Personality: Definition & Relevance
- Importance of nature & nurture in Personality Development
- Importance and Recognition of Individual differences in Personality
- Accepting and Managing Individual differences
- Intuition, Judgment, Perception & Sensation (MBTI)
- BIG5 Factors

Module II: Managing Diversity

(2 Hours)

- Defining Diversity
- Affirmation Action and Managing Diversity
- Increasing Diversity in Work Force
- Barriers and Challenges in Managing Diversity

Module III: Socialization

(2 Hours)

- Nature of Socialization
- Social Interaction
- Interaction of Socialization Process
- Contributions to Society and Nation

Module IV: Patriotism and National Pride

(2 Hours)

- Sense of pride and patriotism
- Importance of discipline and hard work
- Integrity and accountability

Module V: Human Rights, Values and Ethics

(2 Hours)

- Meaning and Importance of human rights
- Human rights awareness
- Values and Ethics- Learning based on project work on Scriptures like- Ramayana, Mahabharata, Gita etc.

Module VI: End-of-Semester Appraisal

(2 Hours)

- Viva - Voce based on personal journal
- Assessment of Behavioral change as a result of training
- Exit Level Rating by Self and Observer

Suggested Readings:

- Davis, K. Organizational Behaviour,
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- Robbins O.B.Stephen;. Organizational Behaviour



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

FRENCH -II

Course Code: FLU 244

Credit Units: 02

Course Outcome:

To furnish the linguistic tools

- ☐ to talk about daily activities and sports, to express necessities
- ☐ to talk about activities in recent future,
- ☐ to have conversations and perform day to day life tasks like enquiring about time, take an appointment
- ☐ to enquire about products and place orders in a shop/ restaurant

Course Contents:

Dossiers 3,4 – pg 25-44

Dossier 3 : Quelle

journée ! Actes de

Communication :

Parler de ses activités quotidiennes, se situer dans le temps, demander l'heure et la date, parler des sports et des loisirs, exprimer la fréquence

Dossier 4 : Vous désirez

? Actes de

Communication :

Exprimer la quantité, demander et donner le prix, exprimer la nécessité, la volonté et la capacité, comparer et exprimer ses préférences, s'exprimer au futur proche, prendre rendez-vous, s'exprimer au restaurant/dans les magasins

Grammaire :

1. l'expression du temps
2. les articles contractés, les quantités indéterminées et déterminées
3. les adverbes de fréquences
4. verbes- faire, prendre, venir, pouvoir, vouloir, les verbes pronominaux
5. la comparaison de l'adjectif
6. la négation (suite)
7. le futur proche

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	30	5	50	50	

Text & References:

Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.
- Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010



AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Communication skills- III

Course Code: BCU 341 (BAL)

Credit Units: 01

Course Outcome:

To emphasize the essential aspects of effective written communication necessary for Professional success.

Course Contents / Syllabus:

Module I Principles of Effective Writing
Spellings-100 Most Misspelled Words in English
Web Based Writing
Note Taking: Process & Techniques

Module II Formal Letter Writing

- Block Format
- Types of Letters
- E-mail
- Netiquette

Module III Business Memos

- Format & Characteristics

Module IV Short Stories

- Stench of Kerosene-Amrita Pritam
- A Flowering Tree-A.K. Ramanujan
- The Gift of the Magi- O. Henry
- A Fly in Buttermilk-James Baldwin

Assessment/ Examination Scheme:

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
100%	NA	50%

Theory Assessment (L&T):

Continuous Assessment/Internal Assessment			End Term Examination
Components (Drop down)	CIE	Viva Voce	
Weightage (%)	30%	20%	50%

Text & Reference:

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Communication skills- III

Course Code: BCU 341 (BBL)

Credit Units: 01

Course Outcome:

To emphasize the essential aspects of effective written communication necessary for Professional success.

Course Contents / Syllabus:

Module I Principles of Effective Writing
Spellings-100 Most Misspelled Words in English
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Communication skills- III

Course Code: BCU 341 (BCL)

Credit Units: 01

Course Outcome:

To emphasize the essential aspects of effective written communication necessary for Professional success.

Course Contents / Syllabus:

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- The Gift of the Magi- O. Henry
- A Fly in Buttermilk-James Baldwin

Assessment/ Examination Scheme:

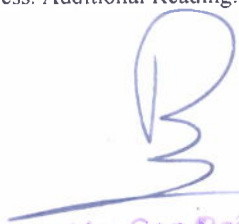
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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

BEHAVIOURAL SCIENCE – III

Course Code: BSU 343 (LLB (H))

Credit Units: 01

Course Outcome:

To enable the students:

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

Course Content

Module I: Thinking as a tool for Problem Solving

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

Module II: Hindrances to Problem Solving Process

- Perception
- Expression
- Emotion
- Intellect
- Work environment

Module III: Problem Solving

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

Module IV: Plan of Action

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

Module V: Creative Thinking

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

Module VI: End-of-Semester Appraisal

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- Viva - Voce based on personal journal
- Assessment of Behavioral change as a result of training
- Exit Level Rating by Self and Observer

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	30	5	50	50	

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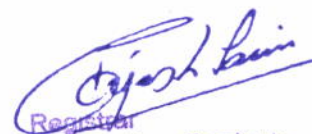
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- Phil Lowe Koge Page: Creativity and Problem Solving, New Delhi, 1996
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 3, Management (1996); Pfeiffer & Company
- Bensley, Alan D.: Critical Thinking in Psychology – A Unified Skills Approach, (1998), Brooks/Cole Publishing Company.



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

BEHAVIOURAL SCIENCE – III

Course Code: BSU 343 (BAL/BBL/BCL)

Credit Units: 01

Course Outcome:

To enable the students:

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

Course Content

Module I: Thinking as a tool for Problem Solving

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

Module II: Hindrances to Problem Solving Process

- Perception
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- Intellect
- Work environment

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

Module IV: Plan of Action

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

Module V: Creative Thinking

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

Module VI: End-of-Semester Appraisal

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- Viva - Voce based on personal journal
- Assessment of Behavioral change as a result of training
- Exit Level Rating by Self and Observer

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
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 Gwalior



AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

FRENCH -III

Course Code: FLU 344 (BAL/BBL/BCL)

Credit Units: 02

Course Outcome:

To enable the students:

- to talk about the qualities and defects of people.
- to ask/give directions, to enquire about a lodging.
- to ask and give informations about a certain place.
- to describe events in past tense.

Course Contents:

Dossiers 5,6 – pg 45-64

Dossier 5 : Ici et là

Actes de Communication :

Exprimer l'obligation et l'interdiction, parler des qualités et des défauts de quelqu'un, demander son chemin, indiquer un itinéraire, se situer dans l'espace, se renseigner sur un logement.

Dossier 6 : Ailleurs

Actes de Communication :

S'exprimer au passé composé, raconter un voyage, se situer dans le monde, exprimer le temps (avec indicateurs de temps – il y a, depuis), se renseigner sur un hébergement, exprimer la satisfaction et l'insatisfaction.

Grammaire :

1. les adjectifs démonstratifs
2. les verbes : 'ir groupe' devoir, falloir
3. les prépositions de lieu, de pays
4. l'impératif, le passé composé, forme et accord du participe passé, la négation au passé composé
5. les indicateurs de temps (il y a, de puis)

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	30	5	50	50	

Text & References:

Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.
- Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

COMMUNICATION SKILL- IV

Course Code: BCU 441 (BAL)

Course Unit- 1

Course Outcome:

This course is designed to develop the skills of the students in preparing job search artifacts and negotiating their use in GDs and interviews.

Course Content:

Module I Employment-Related Correspondence

- Resume Writing
- Covering Letters
- Follow Up Letters

Module II Dynamics of Group Discussion

- Significance of GD
- Methodology & Guidelines

Module III Interviews

- Types & Styles of Interview
- Fundamentals of Facing Interviews
- Interview Frequently Asked Questions

Module IV Short Stories

- Proof of the Pudding - O. Henry
- "The Lottery" 1948 – Shirley Jackson
- The Eyes Have it- Ruskin Bon
- Kallu- Ismat Chughtai

Examination Scheme

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
100%	NA	50%

Theory Assessment (L&T):

Continuous Assessment/Internal Assessment			End Term Examination
Components (Drop down)	CIE	Viva Voce	
Weightage (%)	30%	20%	50%

Text & Reference :

- Sharma, R.C. & Krishna Mohan. Business Correspondence and Report Writing: A Practical approach to Business & Technical Communication, New Delhi: Tata McGraw Hill & Co. Ltd., 2002.
- Rai, Urmila & S.M. Rai. Business Communication, Mumbai: Himalaya Publishing House, 2002.
- Rizvi, M.Ashraf. Effective Technical Communication, New Delhi: Tata McGraw Hill, 2007.
- Brusaw, Charles T., Gerald J. Alfred & Walter E. Oliu. The Business Writer's Companion, Bedford: St. Martin's Press, 2010.
- Lewis, Norman. How to Read Better and Faster. New Delhi: Binny Publishing House.
- Additional Reading: Newspapers and Journals

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

COMMUNICATION SKILL IV

Course Code: BCU 441 (BBL)

Course Unit- 1

Course Outcome:

Course Outcome:

This course aims at imparting an understanding of Values, Ethics & Morality among students for making a balanced choice between personal & professional development.

Course Contents:

Module I: Introduction to Values & Ethics

Meaning & its type

Relationship between Values and Ethics

Its implication in one's life

Module II: Values Clarification & Acceptance

Core Values-Respect, Responsibility, Integrity, Resilience, Care, & Harmony

Its process-Self Exploration

Nurturing Good values

Module III: Morality

Difference between morality, ethics & values

Significance of moral values

Module IV: Ethical Practice & Ethical Decision making

Challenges in its implementation

Prevention of Corruption & Crime

Module V: Personal & Professional Values

Personal values-Empathy, honesty, courage, commitment

Professional Values-Work ethics, respect for others

Its role in personality development

Character building-"New Self awareness"

Module VI: End-of-Semester Appraisal

Viva Voce based on personal journal

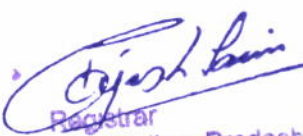
Assessment of Behavioural change as a result of training

Exit Level Rating by Self and Observer

Text & References:

Cassuto Rothman, J. (1998). From the Front Lines, Student Cases in Social Work Ethics. Needham Heights, MA: Allyn and Bacon.
Gambrell, E. & Pruger, R. (Eds). (1996). Controversial Issues in Social Work Ethics, Values, & Obligations. Needham Heights, MA: Allyn and Bacon, Inc


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

COMMUNICATION SKILL IV

Course Code: BCU 441 (BCL)

Course Unit- 1

Course Outcome:

Course Outcome:

This course aims at imparting an understanding of Values, Ethics & Morality among students for making a balanced choice between personal & professional development.

Course Contents:

Module I: Introduction to Values & Ethics

Meaning & its type

Relationship between Values and Ethics

Its implication in one's life

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Module VI: End-of-Semester Appraisal

Viva Voce based on personal journal

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Exit Level Rating by Self and Observer

Text & References:

Cassuto Rothman, J. (1998). From the Front Lines, Student Cases in Social Work Ethics. Needham Heights, MA: Allyn and Bacon.
Gambrell, E. & Pruger, R. (Eds). (1996). Controversial Issues in Social Work Ethics, Values, & Obligations. Needham Heights, MA: Allyn and Bacon, Inc


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BEHAVIOURAL SCIENCE - IV (VALUE & ETHICS FOR PERSONAL & PROFESSIONAL DEVELOPMENT)

Course Code : BSU 443

Credit Units: 01

Course Objective:

This course aims at imparting an understanding of Values, Ethics & Morality among students for making a balanced choice between personal & professional development.

Course Contents:

Module I: Introduction to Values & Ethics

(2 Hours)

Meaning & its type
Relationship between Values and Ethics
Its implication in one's life

Module II: Values Clarification & Acceptance

(2Hours)

Core Values-Respect, Responsibility, Integrity, Resilience, Care, & Harmony
Its process-Self Exploration
Nurturing Good values

Module III: Morality

(2 Hours)

Difference between morality, ethics & values
Significance of moral values

Module IV: Ethical Practice

(2 Hours)

Ethical Decision making
Challenges in its implementation
Prevention of Corruption & Crime

Module V: Personal & Professional Values

(2 Hours)

Personal values-Empathy, honesty, courage, commitment
Professional Values-Work ethics, respect for others
Its role in personality development
Character building-"New Self awareness"

Module VI: End-of-Semester Appraisal

(2 Hours)

Viva Voce based on personal journal
Assessment of Behavioural change as a result of training
Exit Level Rating by Self and Observer

Student Learning Outcomes:


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Completion of the course will result into an understanding of Values, Ethics & Morality among students for making a BCLanced choice between personal & professional development.

Text & References:

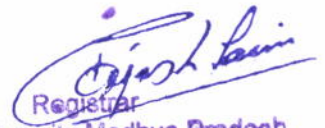
Cassuto Rothman, J. (1998). From the Front Lines, Student Cases in Social Work Ethics. Needham Heights, MA: Allyn and Bacon.

Gambrill, E. & Pruger, R. (Eds). (1996). Controversial Issues in Social Work Ethics, Values, & Obligations. Needham Heights, MA: Allyn and Bacon, Inc



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

FRENCH- IV

Course Code: FLU 444

Credit Units: 02

Course Outcome:

To strengthen the language of the students in both oral and written

To revise the grammar in application and the communication tasks related to topics covered already

To get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks such as

- ☐ talking about personal habits
- ☐ narrating events in the past, marking the stages, using appropriate connectors
- ☐ holding conversations on telephone
- ☐ asking for /giving advices

Course Contents:

Dossier 7 – pg 65-74, Dossiers 1, 2 and 3 (révision) Dossier 7 : au boulot

Actes de Communication :

Parler des habitudes et décrire une situation à l'imparfait, comparer (nom et verbe), qualifier (qui, que) s'exprimer au téléphone, demander et donner un avis.

Dossiers 1, 2, 3 – Révision

Exercices d'écoute, production orale et écrite.

Grammaire :

1. l'imparfait,
2. la comparaison du verbe/du nom ; mieux/meilleur
3. les pronoms relatifs

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	30	5	50	50	

Text & References:

Le livre à suivre:

Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Communication Skills- V

Course Code: BCU 541 (BAL/BBL/BCL)

Credit

Units: 1

Course Outcome:

- To enable the students to adopt strategies for effective reading and writing skills.
- The course would enhance student's vocabulary, language and fluency. It would also teach the students to deliver professional presentations.

Course Content

Module I -Vocabulary

- Define Vocabulary
- Significance of Vocabulary
- One Word Substitution, Synonyms & Antonyms and Idioms &
- Phrases
- Define and Differentiate Homonyms, Homophones and Homographs
- Vocabulary Drills
- Foreign Words

Module II Comprehension Skills

- Reading Comprehension-SQ3R Reading Techniques
- Summarising and Paraphrasing
- Précis Writing
- Listening Comprehension

Module III Presentation Skills

- Discussing the Significance of Audio-visual Aids, Audience and Feedback in Presentation Skills
- Analyzing the Significance of Non-Verbal Communication

Module IV Prose

- How Far is the River-Ruskin Bond
- My Wood-E.M.Forster
- I have a Dream-Martin Luther King
- Spoken English and Broken English-G.B. Shaw

Assessment/ Examination Scheme:

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
100%	NA	50%

Theory Assessment (L&T):

Continuous Assessment/Internal Assessment			End Term Examination
Components (Drop down)	CIE	Viva Voce	
Weightage (%)	30%	20%	50%

Text & Reference:

- Jaffe, C.I. Public Speaking: Concepts and Skills for a Diverse Society, 4th ed. Belmont, CA: Wadsworth, 2004.
- Effective English for Engineering Students, B Cauveri, Macmillan India
- Creative English for Communication, Krishnaswamy N, Macmillan
- A Textbook of English Phonetics, Balasubramanian T, Macmillan
- Additional Reading: Newspapers and Journals



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

BEHAVIOURAL SCIENCE - V

Course Code: BSU 543 (LLB)

Credit Units: 01

Course Outcome:

- To inculcate in the students an elementary level of understanding of group/team functions
- To develop team spirit and to know the importance of working in teams

Course Contents:

Module I: Group formation

- Definition and Characteristics
- Importance of groups
- Classification of groups
- Stages of group formation
- Benefits of group formation

Module II: Group Functions

- External Conditions affecting group functioning: Authority, Structure, Org. Resources, Organizational policies etc.
- Internal conditions affecting group functioning: Roles, Norms, Conformity, Status, Cohesiveness, Size, Inter group conflict.
- Group Cohesiveness and Group Conflict
- Adjustment in Groups

Module III: Teams

- Meaning and nature of teams
- External and internal factors effecting team
- Building Effective Teams
- Consensus Building
- Collaboration

Module IV: Leadership

- Meaning, Nature and Functions
- Self leadership
- Leadership styles in organization
- Leadership in Teams

Module V: Power to empower: Individual and Teams

- Meaning and Nature
- Types of power
- Relevance in organization and Society

Module VI: End-of-Semester Appraisal

- Viva - Voce based on personal journal
- Assessment of Behavioral change as a result of training
- Exit Level Rating by Self and Observer

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	30	5	50	50	100

Text & References

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressers, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change

- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
- Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

BEHAVIOURAL SCIENCE - V

Course Code: BSU 543 (BAL/BBL/BCL)

Credit Units:

01

Course Outcome:

- To inculcate in the students an elementary level of understanding of group/team functions
- To develop team spirit and to know the importance of working in teams

Course Contents:

Module I: Group formation

- Definition and Characteristics
- Importance of groups
- Classification of groups
- Stages of group formation
- Benefits of group formation

Module II: Group Functions

- External Conditions affecting group functioning: Authority, Structure, Org. Resources, Organizational policies etc.
- Internal conditions affecting group functioning: Roles, Norms, Conformity, Status, Cohesiveness, Size, Inter group conflict.
- Group Cohesiveness and Group Conflict
- Adjustment in Groups

Module III: Teams

- Meaning and nature of teams
- External and internal factors effecting team
- Building Effective Teams
- Consensus Building
- Collaboration

Module IV: Leadership

- Meaning, Nature and Functions
- Self leadership
- Leadership styles in organization
- Leadership in Teams

Module V: Power to empower: Individual and Teams

- Meaning and Nature
- Types of power
- Relevance in organization and Society

Module VI: End-of-Semester Appraisal

- Viva - Voce based on personal journal
- Assessment of Behavioral change as a result of training
- Exit Level Rating by Self and Observer

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	30	5	50	50	100

Text & References

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour

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- Dressers, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
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FRENCH-V

Course Code: FLU 544

Credit Units: 02

Course Outcomes:

To strengthen the language of the students in both oral and written

To revise the grammar in application and the communication tasks related to topics covered already

To get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks such as

- ☐ narrating events in the past, marking the stages, using appropriate connectors
- ☐ expressing causes and consequences, using appropriate logical connectors
- ☐ presenting a biography

Course Contents:

Dossier 8 – pg 75-84 Dossiers 4, 5 and 6

(révision) Dossier 8 : Vivre ensemble

Actes de Communication :

Exprimer la cause, l'opposition, la conséquence, décrire les étapes d'une action, s'exprimer sur l'environnement, l'écologie, identifier et décrire les différences de comportement, décrire le fonctionnement d'une association, faire la biographie d'une personne.

Dossiers 4, 5, 6 – Révision

Exercices d'écoute, production orale et écrite.

Grammaire :

1. le présent (révision), le passé composé (révision)
2. les pronoms compléments directs, les pronoms compléments indirects
3. les marqueurs chronologiques
4. les articulateurs logiques

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	30	5	50	50	100

Text & References:

Le livre à suivre:

Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Communication Skills- VI

Course Code: BCU 641

Credit Units: 01

Course Outcome :

The main emphasis of this course is to enable students to learn the dynamics of social communication and to demonstrate the ability to learn the nuances of informal communication.

Course Content

Module I Social Communication Essentials

- Small talk
- Building rapport
- Expand social and Corporate Associations
- Informal Communication: Grapevine, Chat

Module II Workplace Interpersonal Skills

- Understanding Social Communication in Workplace environment.
- Employee feedback: Assess employee performance and satisfaction.
- Simulation Humour in Communication-Use of 'Puns'
- Entertainment and Communication (Infotainment)
- Infotainment and Social Media
- Entertainment in Journalism
- Social Networking

Module III Visual Code / Social Etiquette

Power Dressing

Fine Dining

Office Party Etiquette

Business Travel Etiquette

Work Place and Business Etiquette

Proper Greetings

Thank You Notes

Telephonic Manners/ Voice Mail Etiquette

Business Salutation Etiquette

Guest Etiquette

Cubicle Etiquette

Business Card Etiquette

Different Cultural Etiquette & Protocol

Module IV Prose

Secret of Socrates - Dale Carnegie


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My Financial Career-Stephen Leacock

The Luncheon - W. Somerset Maugham

The National Flag - Jawahar Lal Nehru

All the four stories will be discussed in one class

One Long Question will be set in the Exam from the Text

Assessment/ Examination Scheme:

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
100%	NA	50%

Theory Assessment (L&T):

Continuous Assessment/Internal Assessment			End Term Examination
Components (Drop down)	CIE	Viva Voce	
Weightage (%)	30%	2%	50%

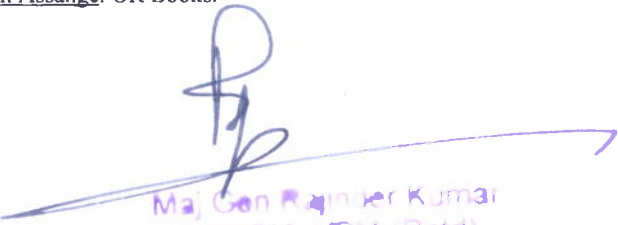
Text & Reference:

Krizan, Merrier, Logan & Williams. *Effective Business Communication*, New Delhi: Cengage, 2011

- Communication and Organizational Culture. Keyton. Joann. Sage Publications
- Social Communication (Frontiers of Social Psychology). Fiedler, Klaus. Psychology Press

Cyberpunks: Freedom and the Future of the Internet. Assange, Julian Assange. OR Books.

Additional Reading: Newspapers and Journals


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

BEHAVIOURAL SCIENCE - VI

Course Code: BSU 643 (LLB)

Credit Units: 01

Course Outcomes:

- To develop an understanding the concept of stress its causes, symptoms and consequences.
- To develop an understanding the consequences of the stress on one's wellness, health, and work performance.

Prerequisites: NIL

Course Contents:

Module I: Stress

- Meaning & Nature
- Characteristics
- Types of stress

Module II: Stages and Models of Stress

- Stages of stress
- The physiology of stress
- Stimulus-oriented approach.
- Response-oriented approach.
- The transactional and interactional model.
- Pressure – environment fit model of stress.

Module III: Causes and symptoms of stress

- Personal
- Organizational
- Environmental

Module IV: Consequences of stress

- Effect on behavior and personality
- Effect of stress on performance
- Individual and Organizational consequences with special focus on health

Module V: Strategies for stress management

- Importance of stress management
- Healthy and Unhealthy strategies
- Peer group and social support
- Happiness and well-being

Module VI: End-of-Semester Appraisal

- Viva - Voce based on personal journal
- Assessment of Behavioral change as a result of training
- Exit Level Rating by Self and Observer

Text & Suggested

- Blonna, Richard; Coping with Stress in a Changing World: Second edition
- Pestonjee, D.M, Pareek, Udai, Agarwal Rita; Studies in Stress And its Management
- Pestonjee, D.M.; Stress and Coping: The Indian Experience


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BEHAVIOURAL SCIENCE - VI

Course Code: BSU 643 (BAL/BBL/BCL)

Credit Units: 01

Course Outcomes:

- To develop an understanding the concept of stress its causes, symptoms and consequences.
- To develop an understanding the consequences of the stress on one's wellness, health, and work performance.

Prerequisites: NIL

Course Contents:

Module I: Stress

- Meaning & Nature
- Characteristics
- Types of stress

Module II: Stages and Models of Stress

- Stages of stress
- The physiology of stress
- Stimulus-oriented approach.
- Response-oriented approach.
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- Environmental

Module IV: Consequences of stress

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- Healthy and Unhealthy strategies
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- Happiness and well-being

Module VI: End-of-Semester Appraisal

- Viva - Voce based on personal journal
- Assessment of Behavioral change as a result of training
- Exit Level Rating by Self and Observer

Text & Suggested

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- Pestonjee, D.M, Pareek, Udai, Agarwal Rita; Studies in Stress And its Management
- Pestonjee, D.M.; Stress and Coping: The Indian Experience


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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

French-VI

Course Code: FLU 644 (BAL/BBL/BCL)
02

Credit Units:

Course Objective:

To provide the students with the linguistic tools to enhance social communication skills and be able

- ☐ To approve or disapprove a behavior
- ☐ To congratulate somebody
- ☐ To express possession

Prerequisites: Basic knowledge of French

Course Contents

Dossier 1pg7-16,

Dossier 1 : Au fil du temps

Actes de Communication :

Approuver ou désapprouver l'attitude de quelqu'un (désapprouver le comportement des parents)

Féliciter quelqu'un (féliciter un participant dans le courrier

des lecteurs) Parler de sa santé (exprimer les problèmes de

santé chez le médecin) Accueillir/Interpeller (conversation

entre l'invité et l'hôte)

Thèmes abordés :

Les trentenaires (dire si l'on partage les valeurs et les attentes des trentenaires)

Le sport (sport et famille, du sport pour tous les goûts)

La profession : Les psychologues (débat - pour ou contre le besoin d'un psy, la télé-confession)

Grammaire :

1. Le présent (révision)
2. Les prépositions et les verbes
3. Les pronoms possessifs
4. Les verbes réciproques

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	30	5	50	50	

Text & References:

Le livre à suivre:

- ☐ Carenzi-Vialaneix, Christelle et al. A propos A2 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- ☐ Carenzi-Vialaneix, Christelle et al. A propos A2 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.
- ☐ Girardeau, Bruno et Mous, Nelly. Réussir le DELF A1. Paris: Les Éditions Didier, 2010.



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Communication Skills - VII

Course Code: BCU 741 (BAL)

Credit Units: 01

Module I Meetings

Notices

Circulars

Agenda

Minutes

Module II Report Writing & Telephony Skills

Report Writing

Purpose/Significance

Types

Format

Telephony Skills

Call Receiving/ Handling/ Concluding Etiquette

Voice Modulation

Effective Listening

Dos and Don'ts of Telephony Skills

Module III Negotiation Skills

Definition/Concept

Purpose/ Significance

Checklist- Good & Bad Practices

Module IV Prose

The Great Trial-Robert Payne

The Home Coming - Rabindra Nath Tagore

How Much Land does a Man Need? - Leo Tolstoy

Valiant Vicky, The Brave Weaver - Flora Anne Steel

All the four stories will be discussed in one class

One Long Question will be set in the Exam from the Text

Assessment/ Examination Scheme:

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
100%	NA	50%

Theory Assessment (L&T):

Continuous Assessment/Internal Assessment			End Term Examination
Components (Drop down)	CIE	Viva Voce	
Weightage (%)	30%	20%	50%

Text & Reference :

Penrose, Rasberry & Myers. Business Communication for Managers: An Advanced Approach, New Delhi: Cengage, 2012.

T.N Chabbra , Business Communication , Sun India Publication.

Sanjay Kumar & Pushplata , Communication skills , Oxford University Press.



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Communication Skills - VII

Course Code: BCU 741 (BBL)

Credit Units: 01

Module I Meetings

Notices
Circulars
Agenda
Minutes

Module II Report Writing & Telephony Skills

Report Writing
Purpose/Significance
Types
Format
Telephony Skills
Call Receiving/ Handling/ Concluding Etiquette
Voice Modulation
Effective Listening
Dos and Don'ts of Telephony Skills

Module III Negotiation Skills

Definition/Concept
Purpose/ Significance
Checklist- Good & Bad Practices

Module IV Prose

The Great Trial-Robert Payne
The Home Coming - Rabindra Nath Tagore
How Much Land does a Man Need? - Leo Tolstoy
Valiant Vicky, The Brave Weaver - Flora Anne Steel
All the four stories will be discussed in one class
One Long Question will be set in the Exam from the Text

Assessment/ Examination Scheme:

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
100%	NA	50%

Theory Assessment (L&T):

Continuous Assessment/Internal Assessment			End Term Examination
Components (Drop down)	CIE	Viva Voce	
Weightage (%)	30%	20%	50%

Text & Reference :

Penrose, Rasberry & Myers. Business Communication for Managers: An Advanced Approach, New Delhi: Cengage, 2012.

T.N Chabbra , Business Communication , Sun India Publication.

Sanjay Kumar & Pushplata , Communication skills , Oxford University Press.



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Communication Skills - VII

Course Code: BCU 741 (BCL)

Credit Units: 01

Module I Meetings

Notices
Circulars
Agenda
Minutes

Module II Report Writing & Telephony Skills

Report Writing
Purpose/Significance
Types
Format
Telephony Skills
Call Receiving/ Handling/ Concluding Etiquette
Voice Modulation
Effective Listening
Dos and Don'ts of Telephony Skills

Module III Negotiation Skills

Definition/Concept
Purpose/ Significance
Checklist- Good & Bad Practices

Module IV Prose

The Great Trial-Robert Payne
The Home Coming - Rabindra Nath Tagore
How Much Land does a Man Need? - Leo Tolstoy
Valiant Vicky, The Brave Weaver - Flora Anne Steel
All the four stories will be discussed in one class
One Long Question will be set in the Exam from the Text

Assessment/ Examination Scheme:

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
100%	NA	50%

Theory Assessment (L&T):

Continuous Assessment/Internal Assessment			End Term Examination
Components (Drop down)	CIE	Viva Voce	
Weightage (%)	30%	20%	50%

Text & Reference :

Penrose, Rasberry & Myers. Business Communication for Managers: An Advanced Approach, New Delhi: Cengage, 2012.

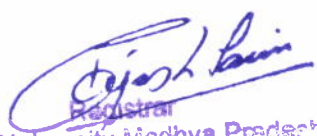
T.N Chabbra , Business Communication , Sun India Publication.

Sanjay Kumar & Pushplata , Communication skills , Oxford University Press.



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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Communication Skills- VIII

Course Code : BCU 841 (BAL)
Unit- 1

Course

Course Outcome:

This course is designed to hone the creative minds of students to develop knowledge of diverse ethnic groups and cultures and to increase self-awareness for cultural competence and sensitivity

Course Content

Module I Speaking in Public

- Essentials in Public Speaking

Parameters of Public Speaking

Module II Cross Cultural Communication

- Culture and Context
- Awareness & Significance of Understanding Culture
- Ethnocentrism, Stereotyping and Cultural Relativism

Cultural Shock and Social Change

Module III Prose

- India Cinema: Tradition & Change-Chidananda Das Gupta
- Kabuliwala-Rabindranath Tagore
- The Duchess and the Jeweller -Virginia Woolf
- The Park- James Mathews

All the four stories will be discussed in one class

One Long Question will be set in the Exam from the Text

Theory Assessment (L&T):

Continuous Assessment/Internal Assessment			End Term Examination
Components (Drop down)	CIE	Viva Voce	
Weightage (%)	30%	20%	50%

Text & References:

Penrose, Rasberry & Myers. *Business Communication for Managers: An Advanced Approach*, New Delhi: Cengage, 2012.

Raman, Meenakshi. *Business Communication*, Oxford

Krizan, Merrier, Logan & Williams. *Effective Business Communication*, New Delhi: Cengage, 2011
Beamer, Linda. *Intercultural Communication in the Global Workplace*, Irwin/McGraw-Hill, 2005.

Reynolds, Sana & Deborah Valentine. *Guide to Cross-cultural Communication*, Prentice Hall, 2003.

Additional Reading: Newspapers and Journals



AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Communication Skills- VIII

Course Code : BCU 841 (BBL)
Unit- 1

Course

Course Outcome:

This course is designed to hone the creative minds of students to develop knowledge of diverse ethnic groups and cultures and to increase self-awareness for cultural competence and sensitivity

Course Content

Module I Speaking in Public

- Essentials in Public Speaking

Parameters of Public Speaking

Module II Cross Cultural Communication

- Culture and Context
- Awareness & Significance of Understanding Culture
- Ethnocentrism, Stereotyping and Cultural Relativism

Cultural Shock and Social Change

Module III Prose

- India Cinema: Tradition & Change-Chidananda Das Gupta
- Kabuliwala-Rabindranath Tagore
- The Duchess and the Jeweller -Virginia Woolf
- The Park- James Mathews

All the four stories will be discussed in one class

One Long Question will be set in the Exam from the Text

Theory Assessment (L&T):

Continuous Assessment/Internal Assessment			End Term Examination
Components (Drop down)	CIE	Viva Voce	
Weightage (%)	30%	20%	50%

Text & References:

Penrose, Rasberry & Myers. *Business Communication for Managers: An Advanced Approach*, New Delhi: Cengage, 2012.

Raman, Meenakshi. *Business Communication*, Oxford

Krizan, Merrier, Logan & Williams. *Effective Business Communication*, New Delhi: Cengage, 2011
Beamer, Linda. *Intercultural Communication in the Global Workplace*, Irwin/McGraw-Hill, 2005.

Reynolds, Sana & Deborah Valentine. *Guide to Cross-cultural Communication*, Prentice Hall, 2003.

Additional Reading: Newspapers and Journals



AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

Communication Skills- VIII

Course Code : BCU 841 (BCL)
Unit- 1

Course

Course Outcome:

This course is designed to hone the creative minds of students to develop knowledge of diverse ethnic groups and cultures and to increase self-awareness for cultural competence and sensitivity

Course Content

Module I Speaking in Public

- Essentials in Public Speaking

Parameters of Public Speaking

Module II Cross Cultural Communication

- Culture and Context
- Awareness & Significance of Understanding Culture
- Ethnocentrism, Stereotyping and Cultural Relativism

Cultural Shock and Social Change

Module III Prose

- India Cinema: Tradition & Change-Chidananda Das Gupta
- Kabuliwala-Rabindranath Tagore
- The Duchess and the Jeweller -Virginia Woolf
- The Park- James Mathews

All the four stories will be discussed in one class

One Long Question will be set in the Exam from the Text

Theory Assessment (L&T):

Continuous Assessment/Internal Assessment			End Term Examination
Components (Drop down)	CIE	Viva Voce	
Weightage (%)	30%	20%	50%

Text & References:

Penrose, Rasberry & Myers. *Business Communication for Managers: An Advanced Approach*, New Delhi: Cengage, 2012.

Raman, Meenakshi. *Business Communication*, Oxford

Krizan, Merrier, Logan & Williams. *Effective Business Communication*, New Delhi: Cengage, 2011
Beamer, Linda. *Intercultural Communication in the Global Workplace*, Irwin/McGraw-Hill, 2005.

Reynolds, Sana & Deborah Valentine. *Guide to Cross-cultural Communication*, Prentice Hall, 2003.

Additional Reading: Newspapers and Journals

UG-COURSE

UG- I

Course Title: Communication Skills-I

Credit Units: 1

Course Code:BCU 141

Course Outcome:

The course is intended to give a foundation of English Language. The literary texts are indented to help students to inculcate creative & aesthetic sensitivity and critical faculty through comprehension, appreciation and analysis of the prescribed literary texts. It will also help them to respond from different perspectives.

Course Contents:

Module I: Vocabulary

Use of Dictionary

Use of Words: Diminutives, Homonyms & Homophones

Module II: Essentials of Grammar - I

Articles

Parts of Speech

Tenses

Module III: Essentials of Grammar - II

Sentence Structure Subject

-Verb agreement

Punctuation

Module IV: Communication

The process and importance

Principles & benefits of Effective Communication

Module V: Spoken English Communication Speech

Drills

Pronunciation and accent

Stress and Intonation

Module VI: Communication Skills-I

Developing listening skills Developing speaking skills

Module VII: Communication Skills-II

Developing Reading Skills

Developing writing Skills

Module VIII: Written English communication

Progression of Thought/ideas

Structure of Paragraph Structure of Essays

Module IX: Short Stories

Of Studies, by Francis Bacon Dream

Children, by Charles Lamb

The Necklace, by Guy de Maupassant

Shadow, by R.K.Narayan

Glory at Twilight, Bhabani Bhattacharya

Module X: Poems

All the Worlds a Stage

To Autumn

O! Captain, My Captain.

the Mind is Without Fear

Psalm of Life

Shakespeare

Keats

Walt Whitman Where

Rabindranath Tagore

H.W. Longfellow

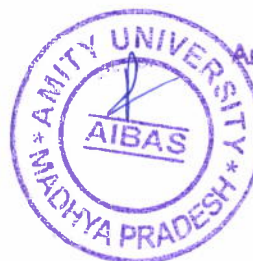
Examination Scheme:

Components	A	CT	HA	EE
Weightage (%)	05	15	10	70

Text & References:

- Madhulika Jha, Echoes, Orient Long Man
- Ramon & Prakash, Business Communication, Oxford.
- Sydney Greenbaum Oxford English Grammar, Oxford.
- Successful Communications, Malra Treece (Allyn and Bacon)
- Effective Technical Communication, M. Ashraf Rizvi.

*** 30 hrs Programme to be continued for Full year**



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FRENCH - I

Course Code: FLU 144

Credit Units: 02

Course Outcome:

To familiarize the students with the French language

- with the phonetic system
- with the syntax
- with the manners
- with the cultural aspects

Course Contents:

Module A: pp. 01 to 37: Unités 1, 2, Unité 3 Objectif 1,2

Only grammar of Unité 3: objectif 3, 4 and 5

Contenu lexical: Unité 1: Découvrir la langue française : (oral et écrit)

1. se présenter, présenter quelqu'un, faire la connaissance des autres, formules de politesse, rencontres
2. dire/interroger si on comprend
3. Nommer les choses

Unité 2: Faire connaissance

1. donner/demander des informations sur une personne, premiers contacts, exprimer ses goûts et ses préférences
2. Parler de soi: parler du travail, de ses activités, de son pays, de sa ville.

Unité 3: Organiser son temps

1. dire la date et l'heure

Contenu grammatical:

1. organisation générale de la grammaire
2. article indéfini, défini, contracté
3. nom, adjectif, masculin, féminin, singulier et pluriel
4. négation avec « de », "moi aussi", "moi non plus"
5. interrogation : Inversion, est-ce que, qui, que, quoi, qu'est-ce que, où, quand, comment, quel(s), quelle(s)
Interro-négatif : réponses : oui, si, non
6. pronom tonique/disjoint- pour insister après une préposition
7. futur proche

Examination Scheme:

Components	CT1	CT2	C	I	V	A
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

- le livre à suivre : Campus: Tome 1




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UG: Semester II

Course Title: Communication Skills-II

(Introduction to Communication Skills)

Course Code: BCU241

Credit Units: 1

Course Objectives:

To understand the different aspects of communication using the four macro skills – LSRW (Listening, Speaking, Reading, Writing)

Prerequisites: NIL

Course Contents / Syllabus:

1.	Module I Communication	35% Weightage
	• Process and Importance • Models of Communication (Linear & Shannon Weaver) • Role and Purpose • Types & Channels • Communication Networks • Principles & Barriers	
2.	Module II Verbal Communication	25% Weightage
	Oral Communication: Forms, Advantages & Disadvantages Written Communication: Forms, Advantages & Disadvantages Introduction of Communication Skills (Listening, Speaking, Reading, Writing)	
3.	Module III Non-Verbal Communication	30% Weightage
	• Principles & Significance of Nonverbal Communication • KOPPACT (Kinesics, Oculistics, Proxemics, Para-Language, Artifacts, Chronemics, Tactilics) • Visible Code	
4.	Module IV : Prose	10% Weightage
	TEXT: APJ Abdul Kalam and Arun Tiwari. <i>Wings of Fire: An Autobiography</i> , Universities Press, 2011 Comprehension Questions will be set in the End-Semester Exam	
5.	Student Learning Outcomes: The students should be able to : • Apply Verbal and Non-Verbal Communication Techniques in the Professional Environment	
6.	Pedagogy for Course Delivery: • Extempore • Presentations • Lectures	




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Amity University Madhya Pradesh
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7.	Assessment/ Examination Scheme:				
	Theory L/T (%)		Lab/Practical/Studio (%)		
	100%		NA		
	Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
	Weightage (%)	30%	15%	5%	70%

Text: *Rosenblum, M. How to Build Better Vocabulary, London: Bloomsbury Publication.*

Verma, Shalini. Word Power made Handy, S. Chand

Publications. High School English Grammar & Composition by

Wren & Martin

Reference: *K.K.Sinha , Business Communication, Galgotia Publishing Company.*

Alan Pease : Body Language

Additional Reading: Newspapers and Journals



Rajesh Kumar
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Course Objective:

To furnish the linguistic tools

- to talk about daily activities and sports, to express necessities
- to talk about activities in recent future,
- to have conversations and perform day to day life tasks like enquiring about time, take an appointment
- to enquire about products and place orders in a shop/ restaurant

Course Contents:

Dossiers 3,4 – pg 25-44

Dossier 3 : Quelle journée ! Actes de Communication :

Parler de ses activités quotidiennes, se situer dans le temps, demander l'heure et la date, parler des sports et des loisirs, exprimer la fréquence

Dossier 4 : Vous désirez ? Actes de Communication :

Exprimer la quantité, demander et donner le prix, exprimer la nécessité, la volonté et la capacité, comparer et exprimer ses préférences, s'exprimer au futur proche, prendre rendez-vous, s'exprimer au restaurant/dans les magasins

Grammaire :

1. l'expression du temps
2. les articles contractés, les quantités indéterminées et déterminées
3. les adverbes de fréquences
4. verbes- faire, prendre, venir, pouvoir, vouloir, les verbes pronominaux
5. la comparaison de l'adjectif
6. la négation (suite)
7. le future proche

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.




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UG: Semester III

Course Title: Communication Skills-III (Effective Written Communication)

Credit Units: 1

Course Code: BCU341

Course Objective:

To emphasize the essential aspects of effective written communication necessary for professional success.

Prerequisites: NIL

Course Contents / Syllabus:		
1.	Module I Principles of Effective Writing • Spellings-100 Most Misspelled Words in English • Web Based Writing • Note Taking: Process & Techniques	35% Weightage
2.	Module II Formal Letter Writing • Block Format • Types of Letters • E-mail • Netiquette	35% Weightage
3.	Module III Business Memos • Format & Characteristics	20% Weightage
4.	Module IV Short Stories • Stench of Kerosene-Amrita Pritam • A Flowering Tree-A.K. Ramanujan • The Gift of the Magi- O. Henry • A Fly in Buttermilk-James Baldwin	10% Weightage
5.	Student Learning Outcomes: The students should be able to write correctly and properly with special reference to Letter writing.	
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures	



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Theory L/T (%)		Lab/Practical/Studio (%)		End Term Examination	
	100%	Assessment/ Examination Scheme		70%	
7.					
	Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
	Weightage (%)	10%	15%	5%	70%

Text: *Rai, Urmila & S.M. Rai. Business Communication, Mumbai: Himalaya Publishing House, 2002.*
K.K.Sa, Business Communication, Galgotia Publishing Company.

Reference: *Sanjay Kumar & Pushp Lata, Communication Skills, Oxford University Press.*

Additional Reading: Newspapers and Journals



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Course Code: FLU344

Credit units: 02

Course Objective:

To enable the students

- to talk about the qualities and defects of people.
- to ask/give directions, to enquire about a lodging.
- to ask and give informations about a certain place.
- to describe events in past tense.

Course Contents:

Dossiers 5,6 – pg 45-64 Dossier 5 : Ici et là

Actes de Communication :

Exprimer l'obligation et l'interdiction, parler des qualités et des défauts de quelqu'un, demander son chemin, indiquer un itinéraire, se situer dans l'espace, se renseigner sur un logement.

Dossier 6 : Ailleurs

Actes de Communication :

S'exprimer au passé composé, raconter un voyage, se situer dans le monde, exprimer le temps (avec indicateurs de temps – il y a, depuis), se renseigner sur un hébergement, exprimer la satisfaction et l'insatisfaction.

Grammaire :

1. les adjectifs démonstratifs
2. les verbes : 'ir groupe' devoir, falloir
3. les prépositions de lieu, de pays
4. l'impératif, le passé composé, forme et accord du participe passé, la négation au passé composé
5. les indicateurs de temps (il y a, depuis)

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.




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UG: Semester IV
 Course Title: Communication Skills-IV (Professional
 Communication for Recruitment & Employability)
 Credit Units: 1
 Course Code: BCU441

Course Objective:

This course is designed to develop the skills of the students in preparing job search artifacts and negotiating their use in GDs and interviews.

Prerequisites: NIL

Course Contents / Syllabus:		
1.	Module I Employment-Related Correspondence - Resume Writing - Covering Letters - Follow Up Letters	35% Weightage
2.	Module II Dynamics of Group Discussion - Significance of GD - Methodology & Guidelines	35% Weightage
3.	Module III Interviews - Types & Styles of Interviews - Fundamentals of facing Interviews - Interview-Frequently Asked Questions	20% Weightage
4.	Module IV Short Stories - Proof of the Pudding - O. Henry "The Lottery" 1948 – Shirley Jackson - The Eyes Have it- Ruskin Bond - Kallu- Ismat Chughtai All the four stories will be discussed in one class. One Long Question will be set in the Exam from the Text.	10% Weightage
5.	Student Learning Outcomes: - Develop a resume for oneself - Ability to handle the interview process confidently - Learn the subtle nuances of an effective group discussion	
6.	Pedagogy for Course Delivery: - Workshop - Group Discussions - Presentations - Lectures	
7.	Assessment/ Examination Scheme: Theory Assessment (L&T):	



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	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	
	Weightage (%)	10%	15%	5%	70%	

Text: *Sharma, R.C. & Krishna Mohan. Business Correspondence and Report Writing: A Practical approach to Business & Technical Communication, New Delhi: Tata McGraw Hill & Co. Ltd., 2002.*
Rai, Urmila & S.M. Rai. Business Communication, Mumbai: Himalaya Publishing House, 2002.
Rizvi, M.Ashraf. Effective Technical Communication, New Delhi: Tata McGraw Hill, 2007.

Reference: *Brusaw, Charles T., Gerald J. Alred & Walter E. Oliu. The Business Writer's Companion, Bedford: St. Martin's Press, 2010.*
Lewis, Norman. How to Read Better and Faster. New Delhi: Binny Publishing House.

Additional Reading: Newspapers and Journals



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Français - IV

Course Code: FLU444

Credit units: 02

Course Objective:

To strengthen the language of the students in both oral and written

To revise the grammar in application and the communication tasks related to topics covered already

To get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks such as

- talking about personal habits
- narrating events in the past, marking the stages, using appropriate connectors
- holding conversations on telephone
- asking for /giving advices

Course Contents:

Dossier 7 – pg 65-74, Dossiers 1, 2 and 3 (révision) Dossier 7 : au

boulot

Actes de Communication :

Parler des habitudes et décrire une situation à l'imparfait, comparer (nom et verbe), qualifier (qui, que) s'exprimer au téléphone, demander et donner un avis.

Dossiers 1, 2, 3 – Révision

Exercices d'écoute, production orale et écrite.

Grammaire :

1. l'imparfait,
2. la comparaison du verbe/du nom ; mieux/meilleur
3. les pronoms relatifs

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.



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UG : Semester V

Course Title: Communication Skills-V (Receptive and Expressive Communication Skills)

Credit Units: 1

Course Code: BCU 541

Course Objective:

- To enable the students to adopt strategies for effective reading and writing skills.
- The course would enhance student's vocabulary, language and fluency. It would also teach the students to deliver professional presentations.

Prerequisites: NIL

Course Contents / Syllabus:		
1.	Module I Vocabulary • Define Vocabulary • Significance of Vocabulary • One Word Substitution, Synonyms & Antonyms and Idioms & Phrases • Define and Differentiate Homonyms, Homophones and Homographs • Vocabulary Drills • Foreign Words	35% Weightage
2.	Module II Comprehension Skills • Reading Comprehension-SQ3R Reading Techniques • Summarising and Paraphrasing • Précis Writing • Listening Comprehension	25% Weightage
3.	Module III Presentation Skills • Discussing the Significance of Audio-visual Aids, Audience and Feedback in Presentation Skills • Analyzing the Significance of Non-Verbal Communication	30% Weightage
4.	Module IV Prose • How Far is the River-Ruskin Bond • My Wood-E.M.Forster • I have a Dream-Martin Luther King • Spoken English and Broken English-G.B. Shaw	10% Weightage
5.	Student Learning Outcomes: • Communicate fluently and sustain comprehension of an extended discourse. • Demonstrate ability to interpret texts and observe the rules of good writing. • Prepare and present effective presentations aided by ICT tools. Pedagogy for Course Delivery: Workshop	
6.	• Group Discussions • Presentations • Lectures	
7.	Assessment/ Examination Scheme:	



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	Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
	Weightage (%)	10%	15%	5%	70%

Text: Jaffe, C.I. Public Speaking: Concepts and Skills for a Diverse Society, 4th ed. Belmont, CA: Wadsworth, 2004.

Effective English for Engineering Students, B Cauveri, Macmillan India

Creative English for Communication, Krishnaswamy N,

Macmillan Reference: *A Textbook of English Phonetics,*

Balasubramanian T, Macmillan

Additional Reading: Newspapers and Journals



Devesh Kumar
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Amity University Madhya Pradesh
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Course Objective:

To strengthen the language of the students in both oral and written

To revise the grammar in application and the communication tasks related to topics covered already

To get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks such as

- narrating events in the past, marking the stages, using appropriate connectors
- expressing causes and consequences, using appropriate logical connectors
- presenting a biography

Course Contents:

Dossier 8 – Pg 75-84 Dossiers 4, 5 and 6

(révision) Dossier 8 : Vivre ensemble

Actes de Communication :

Exprimer la cause, l'opposition, la conséquence, décrire les étapes d'une action, s'exprimer sur l'environnement,

l'écologie, identifier et décrire les différences de comportement, décrire le fonctionnement d'une association, faire la biographie d'une personne.

Dossiers 4, 5, 6 – Révision

Exercices d'écoute, production orale et écrite.

Grammaire :

1. le présent (révision), le passé composé (révision)
2. les pronoms compléments directs, les pronoms compléments indirects
3. les marqueurs chronologiques
4. les articulateurs logiques

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND
Components	MID-SEM	VIVA-	ATTENDANC	TOTAL	END	
Weightage	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.




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UG: Semester VI

Course Title: Communication Skills- VI

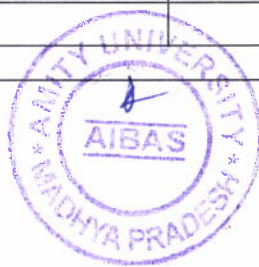
Credit Units: 1

Course Code: BCU 641

Course Objective: The main emphasis of this course is to enable students to learn the dynamics of social communication and to demonstrate the ability to learn the nuances of informal communication.

Prerequisites: NIL

Course Contents / Syllabus:								
1.	Module I Social Communication Essentials • Small talk/Building rapport • Expand social and Corporate Associations • Informal Communication: Grapevine, Chat	30% Weightage						
2.	Module II Workplace Interpersonal Skills • Understanding Social Communication in Workplace environment. • Employee feedback: Assess employee performance and satisfaction. • Simulation ➤ Humour in Communication-Use of 'Puns' ➤ Entertainment and Communication (Infotainment) • Infotainment and Social Media • Entertainment in Journalism ➤ Social Networking	25% Weightage						
3.	Module III Verbal Ability • Comprehension • Analogy • Sentence Order • Active and Passive Voice • Error Sorting	35% Weightage						
4.	Module IV Prose • Secret of Socrates - Dale Carnegie • My Financial Career-Stephen Leacock • The Luncheon - W. Somerset Maugham • The National Flag - Jawahar Lal Nehru All the four stories will be discussed in one class One Long Question will be set in the Exam from the Text	10% Weightage						
5.	Student Learning Outcomes: • To communicate contextually in specific personal and professional situations with courtesy. • To inject humour in their regular interactions. • To strengthen their creative learning process through individual expression and collaborative peer activities.							
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures							
7.	Assessment/ Examination Scheme: <table><tr><th>Theory L/T (%)</th><th>Lab/Practical/Studio (%)</th><th>End Term Examination</th></tr><tr><td>100%</td><td>NA</td><td>70%</td></tr></table>		Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination						
100%	NA	70%						



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Theory Assessment (L&T):					
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	
Weightage (%)	10%	15%	5%	70%	

Text: Krizan, Merrier, Logan & Williams. *Effective Business Communication*, New Delhi: Cengage, 2011

- *Communication and Organizational Culture*. Keyton. Joann. Sage Publications

- *Social Communication (Frontiers of Social Psychology)*. Fiedler, Klaus. Psychology Press

Reference: *Cypherpunks: Freedom and the Future of the Internet*. Assange, Julian Assange. OR Books.

Additional Reading: Newspapers and Journals



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Course Objective:

To provide the students with the linguistic tools to enhance social communication skills and be able

- To approve or disapprove a behavior
- To congratulate somebody
- To express possession

Course Contents:

Dossier 1 – pg 7-16,

Dossier 1 : Au fil du temps Actes de Communication :

Approuver ou désapprouver l'attitude de quelqu'un (désapprouver le comportement des parents)

Féliciter quelqu'un (féliciter un participant dans le courrier des lecteurs)

Parler de sa santé (exprimer les problèmes de santé chez le médecin)

Accueillir/Interpeller (conversation entre l'invité et l'hôte)

Thèmes abordés :

Les trentenaires (dire si l'on partage les valeurs et les attentes des

trentenaires) Le sport (sport et famille, du sport pour tous les goûts)

La profession : Les psychologues (débat - pour ou contre le besoin d'un psy, la télé-confession)

Grammaire :

1. Le présent (révision)
2. Les prépositions et les verbes
3. Les pronoms possessifs
4. Les verbes réciproques

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

- Carenzi-Vialaneix, Christelle et al. A propos A2 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Carenzi-Vialaneix, Christelle et al. A propos A2 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Mous, Nelly. Réussir le DELF A1. Paris: Les Éditions Didier, 2010.




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**PG-COURSE
ADVANCED COUMMUNICATION**

PG 1

Course Title: Advanced Communication-I

Credit Units: 1

Course Code: BCP 141

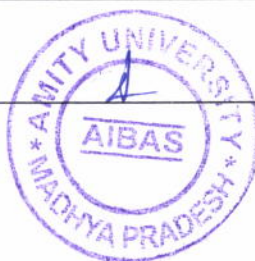
Course Objective:

The Course is designed to enhance vocabulary skills and make students fluent, thereby improving receptive and expressive skills.

Prerequisites: NIL

Course Contents / Syllabus:

	Module I Fundamentals of Communication	30% Weightage							
	• Role and Purpose of Communication,7 C's of Communication • Barriers to Effective Communication • Forms of Communication: One-to-One, Informal and Formal								
	Module II Oral Communication	20% Weightage							
	• Effective Listening: Principles and Barriers • Effective Speaking: Pronunciation and Accent								
Module III Building Advanced Vocabulary		20% Weightage							
	• Word Formation; Synonyms; Antonyms; Eponyms; Homonyms, Homophones & Homographs • One Word Substitution; Phrasal Verbs, Idiomatic Expressions & Proverbs • Foreign Words in English								
	Module IV Non Verbal Communication	30% Weightage							
	• Principles & Significance • Kinesics, Oculistics, Proxemics,, Para-Language, Artifacts, Chronemics, Tactilics								
	Student Learning Outcomes								
	The students will be able to use the LSRW Skills to communicate effectively in a professional environment. Will be able to develop fluency.								
	Pedagogy for Course Delivery • Workshop • Presentation • Group Discussion • Lectures								
	Assessment/ Examination Scheme: <table><tr><td>Theory L/T (%)</td><td>Lab/Practical/Studio (%)</td><td>End Term Examination</td></tr><tr><td>100%</td><td>NA</td><td>70%</td></tr></table> Theory Assessment (L&T): <table><tr><td>End Term Examination</td></tr></table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%	End Term Examination	
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination							
100%	NA	70%							
End Term Examination									



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	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	
	Weightage (%)	10%	15%	5%	70%	

Text: Jones, *Working in English*, 1st ed. Cambridge, CUP 2001

Raman Prakash, Business Communication, 2nd ed. Delhi OUP 2006

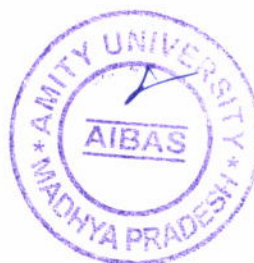
Butterfield, Jeff Soft skills for Everyone, Cengage Learning 2011

Reference: Guffey, Ellen Mary, *Business Communication*, Thomson (South Western)

Dale Carnegie: Quick and Easy Way of Public Speaking

Business Communication Today – Courtland L Bovee, John V Thill Mukesh Chaturvedi, Pearson 2009

Additional Reading: Newspapers and Journals



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PG: Semester II

Course Title: Advanced Communication-II

Credit Units: 1

Course Code: BCP 241

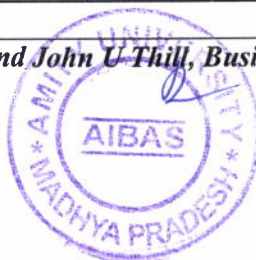
Course Objective:

The course is designed to make the students ready for placement.

Prerequisites: NIL

Course Contents / Syllabus:													
	Module I Job Correspondence			20% Weightage									
	• Job Applications • Resume & Profile Writing for Social Media • Follow Up Letter												
	Module II Dynamics of Group Discussion			30% Weightage									
	• Methodology • Guidelines												
	Module III Speaking for Employment			50% Weightage									
	• Types of Interview (Technical & HR Rounds) • Fundamentals of Facing Interviews • Question Answer on Various Dimensions • Non-Verbal Communication Component • Interview Etiquettes												
	Pedagogy for Course Delivery												
	• Workshop • Presentation • Group Discussion • Lectures Student Learning Outcomes: The student will be able to write an impressive resume and face the interview confidently.												
	Assessment/ Examination Scheme:												
	<table><tr><td>Theory L/T (%)</td><td>Lab/Practical/Studio (%)</td><td>End Term Examination</td></tr><tr><td>100%</td><td>NA</td><td>70%</td></tr></table>			Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%				
	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination										
	100%	NA	70%										
Theory Assessment (L&T):													
<table><tr><td>Components (Drop down)</td><td>CIE</td><td>Mid Sem</td><td>Attendance</td><td>End Term Examination</td></tr><tr><td>Weightage (%)</td><td>10%</td><td>15%</td><td>5%</td><td>70%</td></tr></table>			Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	Weightage (%)	10%	15%	5%	70%	
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination									
Weightage (%)	10%	15%	5%	70%									

Text: Bovee, L Courtland, Mukesh chaturvedi, and John U Thill, Business Communication Today, Pearson



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Raman Prakash, Business Communication, 2nd ed. Delhi OUP 2006

Comfort, Jermy Speaking Effectively, Jermy, et.al, Cambridge, CUP, 1994

Reference: Guffey, Ellen Mary, Business Communication, Thomson (South Western)

Stay Hungry, Stay Foolish: Rashmi Bansal

Business Maharajas: Gita Piramal

How to Make Friends in Digital Age: Dale Carnegie

Business Communication / Making Connections in a Digital World, Raymond V. Lesikar, Marie E Flattey,

Kathryn Rentz, Neerja Pande, Mc Graw Hill, 2009

Additional Reading: Newspapers and Journals




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PG: Semester III

Course Title: Advanced Communication-III

Credit Units: 1

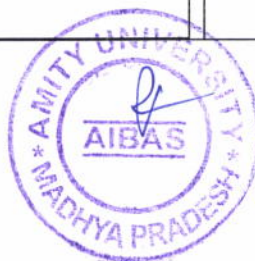
Course Code: BCP 341

Course Objective:

The course is designed to develop competence in communication skills related to production & presentation of messages in multiple formats & understand the importance of body language.

Prerequisites: NIL

Course Contents / Syllabus:					
Module I Written Communication				40% Weightage	
• Coherence and Structure • Précis Writing • Writing Paragraphs & Essays					
Module II Developing Writing Skills				30% Weightage	
• Business Letter/Official Correspondence • Social Correspondence • Emails & Netiquette					
Module III Business Presentations				30% Weightage	
• Planning, Design and Layout of Presentation • Contents : Information Packaging & Delivery • Personal Branding					
Student Learning Outcomes					
The student will be able to write impressive official correspondence and also learn to make and give effective presentations in a professional environment.					
Pedagogy for Course Delivery					
• Workshop • Presentation • Group Discussion • Lectures					
Assessment/ Examination Scheme:					
Theory L/T (%)		Lab/Practical/Studio (%)		End Term Examination	
100%		NA		70%	
Theory Assessment (L&T):					
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	
Weightage (%)	10%	15%	5%	70%	



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Text:-

Raman Prakash, Business Communication, 2nd ed. Delhi OUP 2006

Comfort, Jermy Speaking Effectively, Jermy, et.al, Cambridge, CUP, 1994

Lesikar & Flatley, Basic Business Communication, Tata McGraw- Hill Edition

Reference:

Guffey, Ellen Mary, Business Communication, Thomson (South Western)

Business Communication for Managers, Payal Mehra Pearson 2012

Additional Reading: Newspapers and Journal




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PG: Semester IV

Course Title: Advanced Communication IV

Credit Units: 1

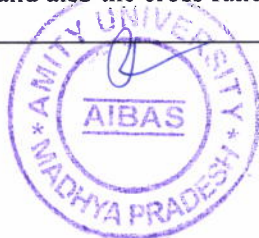
Course Code: BCP 441

Course Objective:

The course is designed to develop authenticity in cross cultural, cross-functional & workplace communication and finesse in social etiquette & protocol.

Prerequisites: NIL

Course Contents / Syllabus:		
Module I Workplace Communication	20% Weightage	
• Business Conversation • Art of Persuasion • Negotiation Skills		
Module II Cross Functional Communication	20% Weightage	
• Intra office Communication • Meetings: Agenda & Minutes		
Module III Cross Cultural Communication	30% Weightage	
• Characteristics of Culture • Ethnocentrism, Stereotyping, Xenophobia; Cultural Pluralism • Effective Cross-Cultural Communication • Use of Internet/Social Media		
Module IV Visual Code / Social Etiquette	30% Weightage	
• Power Dressing • Fine Dining • Office Party Etiquette • Business Travel Etiquette ➤ Work Place and Business Etiquette • Proper Greetings • Thank You Notes • Telephonic Manners/ Voice Mail Etiquette • Business Salutation Etiquette • Guest Etiquette • Cubicle Etiquette • Business Card Etiquette ➤ Different Cultural Etiquette & Protocol		
Pedagogy for Course Delivery • Workshop • Presentation • Group Discussion • Lectures Student Learning Outcomes: The students will be proficient in dealing with people at the workplace, understanding cross-cultural nuances and also the cross functional working of an organization.		



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Assessment/ Examination Scheme:				
Theory L/T (%)	Lab/Practical/Studio (%)		End Term Examination	
100%	NA		70%	
Theory Assessment (L&T):				
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
Weightage(%)	10%	15%	5%	70%

Text: *Raman Prakash, Business Communication, 2nd ed. Delhi OUP 2006*

Krizan, Merrier, and Logan, Business Communication, Thomson (India Edition)

Butterfield, Jeff Soft Skills for Everyone, Cengage Learning. 2011

Reference: *Guffey, Ellen Mary, Business Communication, Thomson (South Western)*

Everyday English – A Course on Communicative English, Dorothy Adams, Michele Crawford,

Rachel Finnie, Kartina Gormley, Jasdeep Kaur Cengage Learning, 2009

Additional Reading: Newspapers and Journals



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UG COURSES

ENGLISH LANGUAGE USAGE ESSENTIALS

Course Code: BCU 141

Credit Units: 01

Course Objective:

The course is intended to familiarize students with the basics of English language and help them to learn to identify language structures for correct English usage.

Prerequisites: NIL

Course Contents / Syllabus:					
1.	Module I Essentials of English Grammar				30% Weightage
	• Common Errors • Parts of Speech • Collocations, Relative Pronoun • Subject-Verb Agreement • Articles • Punctuation • Sentence Structure- ‘Wh’ Questions				
2.	Module II Written English Communication				30% Weightage
	• Paragraph Writing • Essay Writing				
3.	Module III Spoken English Communication				30% Weightage
	• Introduction to Phonetics • Syllable-Consonant and Vowel Sounds • Stress and Intonation				
4.	Module IV : Prose				10% Weightage
	“Friends, Romans, Countrymen, lend me your ears” Speech by Marc Antony in Julius Caesar ❖ Comprehension Questions will be set in the End-Semester Exam				
5.	Student Learning Outcomes: The students should be able to : • Identify Common Errors and Rectify Them • Develop and Expand Writing Skills Through Controlled and Guided Activities • To Develop Coherence, Cohesion and Competence in Oral Discourse through Intelligible Pronunciation.				
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures • Extempore				
Assessment/ Examination Scheme:					
Theory L/T (%)		Lab/Practical/Studio (%)		End Term Examination	
100%		NA		70%	
Theory Assessment (L&T):					
Components (Drop down)		CIE	Mid Sem	Attendance	End Term Examination
Weightage (%)		10%	15%	5%	70%

Text: Rosenblum, M. *How to Build Better Vocabulary*, London: Bloomsbury Publication
 Verma, Shalini. *Word Power made Handy*, S. Chand Publications
High School English Grammar & Composition by Wren & Martin
 References: K.K.Sinha, *Business Communication*, Galgotia Publishing Company.

Additional Reading: Newspapers and Journals

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UNDERSTANDING SELF FOR EFFECTIVENESS

Course Code: BSU 143

Credit Units: 01

Course Objective:

This course aims at imparting an understanding of:

- Understanding self & process of self-exploration
- Learning strategies for development of a healthy self esteem
- Importance of attitudes and its effective on personality
- Building Emotional Competency

Course Contents:

Module I: Self: Core Competency

(2 Hours)

- Understanding of Self
- Components of Self – Self identity
- Self-concept
- Self confidence
- Self-image

Module II: Techniques of Self Awareness

(2 Hours)

- Exploration through Johari Window
- Mapping the key characteristics of self
- Framing a charter for self
- Stages – self-awareness, self-acceptance and self-realization

Module III: Self Esteem & Effectiveness

(2 Hours)

- Meaning
- Importance
- Components of self esteem
- High and low self esteem
- Measuring your self esteem

Module IV: Building Positive Attitude

(2 Hours)

- Meaning and nature of attitude
- Components and Types of attitude
- Importance and relevance of attitude

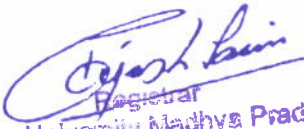
Module V: Building Emotional Competence

(2 Hours)

- Emotional Intelligence – Meaning, components, Importance and Relevance
- Positive and negative emotions
- Healthy and Unhealthy expression of emotions

Student learning outcomes

- Student will Develop accurate sense of self
- Student will nurture a deep understanding of personal motivation
- Student will develop thorough understanding of personal and professional responsibility
- Student will able to analyse the emotions of others for better adjustment.


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Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
- Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers


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FRENCH - I

Course Code: FLU144

Credit Units: 02

Course Objective:

To familiarize students with the French language, with its phonetic system and its accents.
To enable students

- to greet someone in French
- to present and describe oneself and people
- to enter in contact, and begin a conversation
- to talk about one's family, tastes and preferences

Course Contents:

Dossiers 1, 2 – pg 5-24

Dossier 1 : Toi, moi, nous

Actes de Communication :

S'adresser poliment à quelqu'un, entrer en contact, se présenter, présenter quelqu'un, saluer, poser des questions simples pour connaître quelqu'un, épeler et compter

Dossier 2 : En famille

Actes de Communication :

Parler de sa famille, Décrire quelqu'un, exprimer ses goûts, écrire et comprendre un message court, inviter quelqu'un, exprimer la possession, la négation

Grammaire :

1. articles indéfinis, articles définis, masculin et féminin des noms et des adjectifs, pluriel des noms et des adjectifs
2. pronoms sujets et toniques, on, c'est/il est + profession,
3. masculin et féminin des adjectifs de nationalité
4. verbes- être, avoir, aller, 'er' groupe
5. l'interrogation – l'intonation, est-ce que, qui est-ce ? Qu'est-ce que? L'inversion ; où, comment, quand ; quel
6. la négation
7. adjectifs possessifs

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

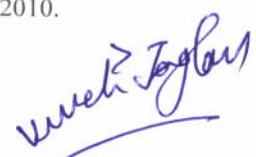
Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.


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ENGLISH LANGUAGE USAGE ESSENTIALS

Course Code: BCU 241

Credit Units: 01

Course Objectives:

To understand the different aspects of communication using the four macro skills – LSRW (Listening, Speaking, Reading, Writing)

Prerequisites: NIL

Course Contents / Syllabus:													
1.	Module I Communication			35% Weightage									
	• Process and Importance • Models of Communication (Linear & Shannon Weaver) • Role and Purpose • Types & Channels • Communication Networks • Principles & Barriers												
2.	Module II Verbal Communication			25% Weightage									
	Oral Communication: Forms, Advantages & Disadvantages Written Communication: Forms, Advantages & Disadvantages Introduction of Communication Skills (Listening, Speaking, Reading, Writing)												
3.	Module III Non-Verbal Communication			30% Weightage									
	• Principles & Significance of Nonverbal Communication • KOPPACT (Kinesics, Oculistics, Proxemics, Para-Language, Artifacts, Chronemics, Tactilics) • Visible Code												
4.	Module IV : Prose			10% Weightage									
	TEXT: APJ Abdul Kalam and Arun Tiwari. <i>Wings of Fire: An Autobiography</i> , Universities Press, 2011 Comprehension Questions will be set in the End-Semester Exam												
5.	Student Learning Outcomes: The students should be able to :												
	• Apply Verbal and Non-Verbal Communication Techniques in the Professional Environment												
6.	Pedagogy for Course Delivery:												
	• Extempore • Presentations • Lectures												
7.	Assessment/ Examination Scheme:												
	<table><tr><td>Theory L/T (%)</td><td>Lab/Practical/Studio (%)</td><td colspan="2">End Term Examination</td></tr><tr><td>100%</td><td>NA</td><td colspan="2">50%</td></tr></table>				Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination		100%	NA	50%		
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	Theory Assessment (L&T):												
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Weightage (%)	10%	15%	5%	70%									

Text: Rosenblum, M. *How to Build Better Vocabulary*, London: Bloomsbury Publication.
 Verma, Shalini. *Word Power made Handy*, S. Chand Publications.
High School English Grammar & Composition by Wren & Martin

Reference: K.K.Sinha, *Business Communication*, Galgotia Publishing Company.

Alan Pease : *Body Language*

Additional Reading: Newspapers and Journals

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

UNDERSTANDING SELF FOR EFFECTIVENESS

Course Code: BSU 243

Credit Units: 01

Course Objective:

This course aims at enabling students towards:

- Understand the importance of individual differences
- Better understanding of self in relation to society and nation
- Facilitation for a meaningful existence and adjustment in society
- Inculcating patriotism and national pride

Course Contents:

Module I: Individual differences & Personality

(2 Hours)

- Personality: Definition & Relevance
- Importance of nature & nurture in Personality Development
- Importance and Recognition of Individual differences in Personality
- Accepting and Managing Individual differences
- Intuition, Judgment, Perception & Sensation (MBTI)
- BIG5 Factors

Module II: Managing Diversity

(2 Hours)

- Defining Diversity
- Affirmation Action and Managing Diversity
- Increasing Diversity in Work Force
- Barriers and Challenges in Managing Diversity

Module III: Socialization

(2 Hours)

- Nature of Socialization
- Social Interaction
- Interaction of Socialization Process
- Contributions to Society and Nation

Module IV: Patriotism and National Pride

(2 Hours)

- Sense of pride and patriotism
- Importance of discipline and hard work
- Integrity and accountability

Module V: Human Rights, Values and Ethics

(2 Hours)

- Meaning and Importance of human rights
- Human rights awareness
- Values and Ethics- Learning based on project work on Scriptures like- Ramayana, Mahabharata, Gita etc.

Student learning outcomes

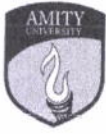
- Student will be able to identify, understand, and apply contemporary theories of leadership to a wide range of situations and interactions
- Student will be able to understand and respect individual difference, so to enhance the relationship
- Learn social responsibility and develop a sense of citizenship
- Student will be able to identify and understand the impact of culture on one's leadership style

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

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Suggested Readings:

- Davis, K. Organizational Behaviour,
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- Robbins O.B.Stephen, Organizational Behaviour

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

FRENCH - II

Course Code: FLU244

Credit Units: 02

Course Objective:

To furnish the linguistic tools

- to talk about daily activities and sports, to express necessities
- to talk about activities in recent future,
- to have conversations and perform day to day life tasks like enquiring about time, take an appointment
- to enquire about products and place orders in a shop/ restaurant

Course Contents:

Dossiers 3,4 – pg 25-44

Dossier 3 : Quelle journée ! Actes de Communication :

Parler de ses activités quotidiennes, se situer dans le temps, demander l'heure et la date, parler des sports et des loisirs, exprimer la fréquence

Dossier 4 : Vous désirez ? Actes de Communication :

Exprimer la quantité, demander et donner le prix, exprimer la nécessité, la volonté et la capacité, comparer et exprimer ses préférences, s'exprimer au futur proche, prendre rendez-vous, s'exprimer au restaurant/dans les magasins

Grammaire :

1. l'expression du temps
2. les articles contractés, les quantités indéterminées et déterminées
3. les adverbes de fréquences
4. verbes- faire, prendre, venir, pouvoir, vouloir, les verbes pronominaux
5. la comparaison de l'adjectif
6. la négation (suite)
7. le futur proche

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

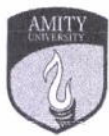
- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.

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ENGLISH LANGUAGE USAGE ESSENTIALS

Course Code: BCU 341

Credit Units: 01

Course Objective:

To emphasize the essential aspects of effective written communication necessary for professional success.

Prerequisites: NIL

Course Contents / Syllabus:												
1.	Module I Principles of Effective Writing		35% Weightage									
	• Spellings-100 Most Misspelled Words in English • Web Based Writing • Note Taking: Process & Techniques											
2.	Module II Formal Letter Writing		35% Weightage									
	• Block Format • Types of Letters • E-mail • Netiquette											
3.	Module III Business Memos • Format & Characteristics		20% Weightage									
4.	Module IV Short Stories		10% Weightage									
	• Stench of Kerosene-Amrita Pritam • A Flowering Tree-A.K. Ramanujan • The Gift of the Magi- O. Henry • A Fly in Buttermilk-James Baldwin											
5.	Student Learning Outcomes: The students should be able to write correctly and properly with special reference to Letter writing.											
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures											
7.	Assessment/ Examination Scheme:											
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Weightage (%)	10%	15%	5%	70%								

Text: Rai, Urmila & S.M. Rai. Business Communication, Mumbai: Himalaya Publishing House, 2002.

K.K.Sinha, Business Communication, Galgotia Publishing Company.

Reference: Sanjay Kumar & Pushp Lata, Communication Skills, Oxford University Press.

Additional Reading: Newspapers and Journals


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UNDERSTANDING SELF FOR EFFECTIVENESS

Course Code: BSU 343

Credit Units: 01

Course Objective:

To enable the students:

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

Course Contents:

Module I: Thinking as a tool for Problem Solving

(2 Hours)

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

Module II: Hindrances to Problem Solving Process

(2 Hours)

- Perception
- Expression
- Emotion
- Intellect
- Work environment

Module III: Problem Solving

(2 Hours)

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

Module IV: Plan of Action

(02 Hour)

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

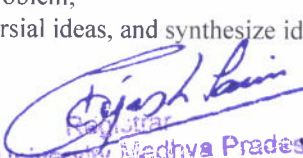
Module V: Creative Thinking

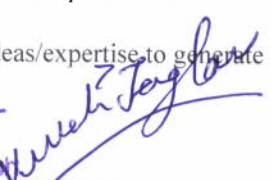
(2 Hours)

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

Student learning outcomes

- Student will be able to understand and solve the problems effectively in their personal and professional life.
- Students will outline multiple divergent solutions to a problem,
- Student will able to create and explore risky or controversial ideas, and synthesize ideas/expertise to generate innovations.


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Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

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

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

FRENCH – III

Course Code: FLU 344

Credit Units: 02

Course Objective:

To enable the students

- To talk about the qualities and defects of people.
- To ask/give directions, to enquire about a lodging.
- To ask and give information about a certain place.
- To describe events in past tense.

Course Contents:

Dossiers 5, 6 – pg 45-64

Dossier 5: Ici et là

Actes de Communication:

Exprimer l'obligation et l'interdiction, parler des qualités et des défauts de quelqu'un, demander son chemin, indiquer un itinéraire, se situer dans l'espace, se renseigner sur un logement.

Dossier 6: Ailleurs

Actes de Communication:

S'exprimer au passé composé, raconter un voyage, se situer dans le monde, exprimer le temps (avec indicateurs de temps – il y a, depuis), se renseigner sur un hébergement, exprimer la satisfaction et l'insatisfaction.

Grammaire :

1. les adjectifs démonstratifs
2. les verbes: 'ir groupe' devoir, falloir
3. les prépositions de lieu, de pays
4. l'impératif, le passé composé, forme et accord du participe passé, la négation au passé composé
5. les indicateurs de temps (il y a, depuis)

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

- Andant, Christine et al. A propos A I Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A I Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

ENGLISH LANGUAGE USAGE ESSENTIALS

Course Code: BCU 441

Credit Units: 01

Course Objective:

This course is designed to develop the skills of the students in preparing job search artifacts and negotiating their use in GDs and interviews.

Prerequisites: NIL

Course Contents / Syllabus:

1.	Module I Employment-Related Correspondence	35% Weightage																
	- Resume Writing - Covering Letters - Follow Up Letters																	
2.	Module II Dynamics of Group Discussion	35% Weightage																
	- Significance of GD - Methodology & Guidelines																	
3.	Module III Interviews	20% Weightage																
	- Types & Styles of Interviews - Fundamentals of facing Interviews - Interview-Frequently Asked Questions																	
4.	Module IV Short Stories	10% Weightage																
	- Proof of the Pudding - O. Henry “The Lottery” 1948 – Shirley Jackson - The Eyes Have it- Ruskin Bond - Kallu- Ismat Chughtai All the four stories will be discussed in one class. One Long Question will be set in the Exam from the Text.																	
5.	Student Learning Outcomes: - Develop a resume for oneself - Ability to handle the interview process confidently - Learn the subtle nuances of an effective group discussion																	
6.	Pedagogy for Course Delivery: - Workshop - Group Discussions - Presentations - Lectures																	
7.	Assessment/ Examination Scheme: <table> <tr> <td>Theory L/T (%)</td> <td>Lab/Practical/Studio (%)</td> <td>End Term Examination</td> </tr> <tr> <td>100%</td> <td>NA</td> <td>70%</td> </tr> </table> Theory Assessment (L&T): <table> <tr> <td>Components (Drop down)</td> <td>CIE</td> <td>Mid Sem</td> <td>Attendance</td> <td>End Term Examination</td> </tr> <tr> <td>Weightage (%)</td> <td>10%</td> <td>15%</td> <td>5%</td> <td>70%</td> </tr> </table>		Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	Weightage (%)	10%	15%	5%	70%
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Text: Sharma, R.C. & Krishna Mohan. *Business Correspondence and Report Writing: A Practical approach to Business & Technical Communication*, New Delhi: Tata McGraw Hill & Co. Ltd., 2002.

Rai, Urmila & S.M. Rai. *Business Communication*, Mumbai: Himalaya Publishing House, 2002.

Rizvi, M.Ashraf. *Effective Technical Communication*, New Delhi: Tata McGraw Hill, 2007.

Reference: Brusaw, Charles T., Gerald J. Alfred & Walter E. Oliu. *The Business Writer's Companion*, Bedford: St. Martin's Press, 2010.

Lewis, Norman. *How to Read Better and Faster*. New Delhi: Binny Publishing House.

- Additional Reading: Newspapers and Journals

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

UNDERSTANDING SELF FOR EFFECTIVENESS

Course Code: BSU 443

Credit Units: 01

Course Objective:

This course aims at imparting an understanding of Values, Ethics & Morality among students for making a balanced choice between personal & professional development.

Course Contents:

Module I: Introduction to Values & Ethics

(2 Hours)

Meaning & its type
Relationship between Values and Ethics
Its implication in one's life

Module II: Values Clarification & Acceptance

(2Hours)

Core Values-Respect, Responsibility, Integrity, Resilience, Care, & Harmony
Its process-Self Exploration
Nurturing Good values

Module III: Morality

(2 Hours)

Difference between morality, ethics & values
Significance of moral values

Module IV: Ethical Practice

(2 Hours)

Ethical Decision making
Challenges in its implementation
Prevention of Corruption & Crime

Module V: Personal & Professional Values

(2 Hours)

Personal values-Empathy, honesty, courage, commitment
Professional Values-Work ethics, respect for others
Its role in personality development
Character building-"New Self awareness"

Student learning outcomes

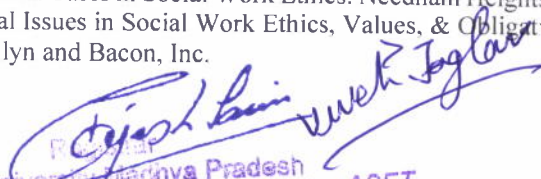
- Able to answer the question: What do I stand for?
- Ability to apply a coherent set of moral principles within professional and specialized contexts
- Willing to make unpopular but right decision
- Committed to working for justice and peace locally and globally

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Text & References:

- Cassuto Rothman, J. (1998). From the Front Lines, Student Cases in Social Work Ethics. Needham Heights, MA: Allyn and Bacon.
- Gambrill, E. & Pruger, R. (Eds). (1996). Controversial Issues in Social Work Ethics, Values, & Obligations. Needham Heights, MA: Allyn and Bacon, Inc.


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FRENCH – IV

Course Code: FLU 444

Credit Units: 02

Course Objective:

To strengthen the language of the students in both oral and written

To revise the grammar in application and the communication aspects related to topics covered already

To get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks such as

- Talking about personal habits
- Narrating events in the past, marking the stages, using appropriate connectors
- Holding conversations on telephone
- Asking for/giving advice

Course Contents:

Dossier 7 – pg 65-74, Dossiers 1, 2 and 3 (révision) Dossier 7: auboulot

Actes de Communication:

Parler des habitudes et décrire une situation à l'imparfait, comparer (nom et verbe), qualifier (qui, que) s'exprimer au téléphone, demander et donner un avis.

Dossiers 1, 2, 3 – Révision

Exercices d'écoute, production orale et écrite.

Grammaire :

1. l'imparfait,
2. la comparaison du verbe/dunom ; mieux/meilleur
3. les pronoms relatifs

Examination Scheme:

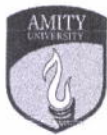
Components	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	10	5	30	70	

Text & References:

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- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.
- Girardeau, Bruno et Nelly Mous. Réussir le DELFA 1. Paris: Didier, 2010.

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

ENGLISH LANGUAGE USAGE ESSENTIALS

Course Code: BCU 541

Credit Units: 01

Course Objective:

- To enable the students to adopt strategies for effective reading and writing skills.
- The course would enhance student's vocabulary, language and fluency. It would also teach the students to deliver professional presentations.

Prerequisites: NIL

Course Contents / Syllabus:													
1.	Module I Vocabulary			35% Weightage									
	• Define Vocabulary • Significance of Vocabulary • One Word Substitution, Synonyms & Antonyms and Idioms & Phrases • Define and Differentiate Homonyms, Homophones and Homographs • Vocabulary Drills • Foreign Words												
2.	Module II Comprehension Skills			25% Weightage									
	• Reading Comprehension-SQ3R Reading Techniques • Summarising and Paraphrasing • Précis Writing • Listening Comprehension												
3.	Module III Presentation Skills			30% Weightage									
	• Discussing the Significance of Audio-visual Aids, Audience and Feedback in Presentation Skills • Analyzing the Significance of Non-Verbal Communication												
4.	Module IV Prose			10% Weightage									
	• How Far is the River-Ruskin Bond • My Wood-E.M.Forster • I have a Dream-Martin Luther King • Spoken English and Broken English-G.B. Shaw												
5.	Student Learning Outcomes: • Communicate fluently and sustain comprehension of an extended discourse. • Demonstrate ability to interpret texts and observe the rules of good writing. • Prepare and present effective presentations aided by ICT tools.												
6.	Pedagogy for Course Delivery: Workshop • Group Discussions • Presentations • Lectures												
7.	Assessment/ Examination Scheme:												
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Text: Jaffe, C.I. Public Speaking: Concepts and Skills for a Diverse Society, 4th ed. Belmont, CA: Wadsworth, 2004.

Effective English for Engineering Students, B Cauvery, Macmillan India

Creative English for Communication, Krishnaswamy N, Macmillan

Reference: A Textbook of English Phonetics, Balasubramanian T, Macmillan

Additional Reading: Newspapers and Journals

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AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

UNDERSTANDING SELF FOR EFFECTIVENESS

Course Code: BSU 543

Credit Units: 01

Course Objective:

- To inculcate in the students an elementary level of understanding of group/team functions
- To develop team spirit and to know the importance of working in teams

Course Contents:

Module I: Group formation: (2 Hours)

- Definition and Characteristics
- Importance of groups
- Classification of groups
- Stages of group formation
- Benefits of group formation

Module II: Group Functions: (2 Hours)

- External Conditions affecting group functioning: Authority, Structure, Org. Resources, Organizational policies etc.
- Internal conditions affecting group functioning: Roles, Norms, Conformity, Status, Cohesiveness, Size, Inter group conflict.
- Group Cohesiveness and Group Conflict
- Adjustment in Groups

Module III: Teams: (2 Hours)

- Meaning and nature of teams
- External and internal factors effecting team
- Building Effective Teams
- Consensus Building
- Collaboration

Module IV: Leadership: (2 Hours)

- Meaning, Nature and Functions
- Self-leadership
- Leadership styles in organization
- Leadership in Teams

Module V: Power to empower: Individual and Teams: (2 Hours)

- Meaning and Nature
- Types of power
- Relevance in organization and Society

Student learning outcomes

- Students will Develop critical and reflective thinking abilities
- Students will Demonstrate an understanding of group dynamics and effective teamwork
- Student will develop a range of leadership skills and abilities such as effectively leading change, resolving conflict, and motivating others
- Student will Gain knowledge and understanding of organization resources, policies, and involvement opportunities.
- Student will Develop strategies to recruit, retain, and continually motivate contributing members to the organization

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Organizational Behaviour, Davis, K.


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- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressers, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
- Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers.

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FRENCH – V

Course Code: FLU 544

Credit Units: 02

Course Objective:

To strengthen the language of the students in both oral and written

To revise the grammar in application and the communication tasks related to topics covered already

To get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks such as

- Narrating events in the past, marking the stages, using appropriate connectors
- Expressing causes and consequences, using appropriate logical connectors
- Presenting a biography

Course Contents:

Dossier 8–Pg 75-84 Dossiers 4, 5 and 6 (révision) Dossier 8: Vivre ensemble

Actes de Communication:

Exprimer la cause, l'opposition, la conséquence, décrire les étapes d'une action, s'exprimer sur l'environnement, l'écologie, identifier et décrire les différences de comportement, décrire le fonctionnement d'une association, faire la biographie d'une personne.

Dossiers 4, 5, 6–Révision

Exercices d'écoute, production orale et écrite.

Grammaire :

1. le présent (révision), le passé composé (révision)
2. les pronoms compléments directs, les pronoms compléments indirects
3. les marqueurs chronologiques
4. les articulateurs logiques

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.

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ENGLISH LANGUAGE USAGE ESSENTIALS

Course Code: BCU 641

Credit Units: 01

Course Objective: The main emphasis of this course is to enable students to learn the dynamics of social communication and to demonstrate the ability to learn the nuances of informal communication.

Prerequisites: NIL

Course Contents / Syllabus:					
1	Module I: Social Communication Essentials			30% Weightage	
	• Small talk/Building rapport • Expand social and Corporate Associations • Informal Communication: Grapevine, Chat				
2	Module II: Workplace Interpersonal Skills			25% Weightage	
	• Understanding Social Communication in Workplace environment. • Employee feedback: Assess employee performance and satisfaction. • Simulation ➤ Humour in Communication-Use of ‘Puns’ ➤ Entertainment and Communication (Infotainment) • Infotainment and Social Media • Entertainment in Journalism ➤ Social Networking				
3	Module III: Verbal Ability			35% Weightage	
	• Comprehension • Antonyms, Synonyms • Idioms & Phrases • Analogy • Sentence Order • Active and Passive Voice • Error Sorting				
4	Module IV: Prose			10% Weightage	
	• Secret of Socrates - Dale Carnegie • My Financial Career-Stephen Leacock • The Luncheon - W. Somerset Maugham • The National Flag - Jawahar Lal Nehru All the four stories will be discussed in one class One Long Question will be set in the Exam from the Text				
5	Student Learning Outcomes:				
	• To communicate contextually in specific personal and professional situations with courtesy. • To inject humour in their regular interactions. • To strengthen their creative learning process through individual expression and collaborative peer activities.				
6	Pedagogy for Course Delivery:				
	• Workshop • Group Discussions • Presentations • Lectures				
7	Assessment/ Examination Scheme:				
	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination		
	100%	NA	70%		
	Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
	Weightage (%)	10%	15%	5%	70%

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Text: Krizan, Merrier, Logan & Williams. *Effective Business Communication*, New Delhi: Cengage, 2011

- *Communication and Organizational Culture*. Keyton. Joann. Sage Publications
- *Social Communication (Frontiers of Social Psychology)*. Fiedler, Klaus. Psychology Press

Reference: *Cyberpunks: Freedom and the Future of the Internet*. Assange, Julian Assange. OR Books.

- **Additional Reading:** Newspapers and Journals

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UNDERSTANDING SELF FOR EFFECTIVENESS

Course Code: BSU 643

Credit Units: 01

Course Objective:

- To develop an understanding the concept of stress its causes, symptoms and consequences.
- To develop an understanding the consequences of the stress on one's wellness, health, and work performance.

Course Contents:

Module I: Stress

(2 Hours)

- Meaning & Nature
- Characteristics
- Types of stress

Module II: Stages and Models of Stress

(2 Hours)

- Stages of stress
- The physiology of stress
- Stimulus-oriented approach.
- Response-oriented approach.
- The transactional and interactional model.
- Pressure – environment fit model of stress.

Module III: Causes and symptoms of stress

(2 Hours)

- Personal
- Organizational
- Environmental

Module IV: Consequences of stress

(2 Hours)

- Effect on behavior and personality
- Effect of stress on performance
- Individual and Organizational consequences with special focus on health

Module V: Strategies for stress management

(2 Hours)

- Importance of stress management
- Healthy and Unhealthy strategies
- Peer group and social support
- Happiness and well-being

Student Learning Outcomes:

- Student will able demonstrate thorough understanding of stress and its effects
- Student will able to learn various coping strategies to deal stress effectively so to overcome the consequences and impact of stress on their health and wellbeing, ultimately it will enhance their performance.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Blonna, Richard; Coping with Stress in a Changing World: Second edition
- Pestonjee, D.M, Pareek, Udai, Agarwal Rita; Studies in Stress And its Management
- Pestonjee, D.M.; Stress and Coping: The Indian Experience

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FRENCH – VI

Course Code: FLU 644

Credit Units: 02

Course Objective:

To provide the students with the linguistic tools to enhance social communications skills and be able

- To approve or disapprove a behavior
- To congratulate somebody
- To express possession

Course Contents: Dossier 1 – pg 7-16,

Dossier 1: Au fil du temps

Actes de Communication:

Approuver ou désapprouver l'attitude de quelqu'un (désapprouver le comportement des parents)

Féliciter quelqu'un (féliciter un participant dans le courrier des lecteurs) Parler de sa santé (exprimer les problèmes de santé chez le médecin)

Accueillir / Interpeller (conversation entre l'invité et l'hôte)

Thèmes abordés:

Les tentatives (dire si l'on partage les valeurs et les attentes des tentatives)

Le sport (sport et famille, du sport pour tous les goûts)

La profession: Les psychologues (débat pour ou contre le besoin d'un psy, la télé-confession)

Grammaire :

1. Le présent (révision)
2. Les prépositions et les verbes
3. Les pronoms possessifs
4. Les verbes réciproques

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

- Carenzi-Vialaneix, Christelle et al. A propos A2 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Carenzi-Vialaneix, Christelle et al. A propos A2 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

- Girardeau, Bruno et Mous, Nelly. Réussir le DELF A1. Paris: Les Éditions Didier, 2010.

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PG COURSES ENGLISH LANGUAGE USAGE ESSENTIALS

Course Title: ADVANCED COMMUNICATION-I

Credit Units: 1

Course Level: PG Level

Course Code: BCP 141

Course Objectives:

- The Course is designed to enhance vocabulary skills and make students fluent, thereby improving receptive and expressive skills.

Pre-requisites: NIL.

Course Contents/Syllabus:

	Weightage (%)
Module I Fundamentals of Communication	
Descriptors/Topics - Role and Purpose of Communication, 7 C's of Communication - Barriers to Effective Communication - Forms of Communication: One-to-One, Informal and Formal	30
Module II Oral Communication	
Descriptors/Topics - Effective Listening: Principles and Barriers - Effective Speaking: Pronunciation and Accent	20
Module III Advanced Vocabulary Building	
Descriptors/Topics - Word Formation; Synonyms; Antonyms; Eponyms; Homonyms, Homophones & Homographs - One Word Substitution; Phrasal Verbs, Idiomatic Expressions & Proverbs - Foreign Words in English	20
Module IV Non Verbal Communication	
Descriptors/Topics - Principles & Significance - Kinesics, Oculistics, Proxemics, Para-Language, Artifacts, Chronemics, Tactilics	30

Student Learning Outcomes:

- The students will be able to use the LSRW Skills to communicate effectively in a professional environment.
- Will be able to develop fluency

Pedagogy for Course Delivery: Workshop, Presentation, Group Discussion & Lectures

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List of Professional Skill Development Activities(PSDA): N/A.

Assessment/ Examination Scheme:

Theory L/T (%)	Lab/ Practical/ Studio (%)	End Term Examination
100%	NA	70%

Theory Assessment (L&T):

End Term Examination				
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
Weightage (%)	10%	15%	5%	70%

Text Reading:

- Jones, Working in English, 1st ed. Cambridge, CUP 2001
- Raman Prakash, Business Communication, 2nd ed. Delhi OUP 2006
- Butterfield, Jeff Soft skills for Everyone, Cengage Learning 2011
- Reference: Guffey, Ellen Mary, Business Communication, Thomson (South Western)
- Dale Carnegie: Quick and Easy Way of Public Speaking

References:

- Business Communication Today – Courtland L Bovee, John V Thill Mukesh Chaturvedi, Pearson 2009
- Additional Reading: Newspapers and Journals

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UNDERSTANDING SELF FOR EFFECTIVENESS

Course Structure: SELF-DEVELOPMENT AND INTERPERSONAL SKILLS – BSP 143

SUBJECT NAME: BEHAVIOURAL SCIENCE - I

Course Title: BEHAVIOURAL SCIENCE - I

Credit Units: 1

Course Level: PG Level

Course Code: BSP 143

Course Objectives:

- Self and the process of self-exploration
- Learning strategies for development of a healthy self esteem
- Importance of attitudes and their effect on work behavior
- Effective management of emotions and building interpersonal competence

Pre-requisites: NIL.

Course Contents/Syllabus:

	Weightage (%)
Module I Understanding Self	20
Descriptors/Topics • Formation of self concept • Dimension of Self • Components of self • Self Competency	
Module II Self-Esteem: Sense of Worth	20
Descriptors/Topics • Meaning and Nature of Self Esteem • Characteristics of High and Low Self Esteem • Importance & need of Self Esteem • Self Esteem at work • Steps to enhance Self Esteem	
Module III Emotional Intelligence: Brain Power	20
Descriptors/Topics • Introduction to EI • Difference between IQ, EQ and SQ • Relevance of EI at workplace • Self assessment, analysis and action plan	
Module IV Managing Emotions and Building Interpersonal Competence	20
Descriptors/Topics	

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• Need and importance of Emotions • Healthy and Unhealthy expression of emotions • Anger: Conceptualization and Cycle • Developing emotional and interpersonal competence	
Module V Leading Through Positive Attitude	
Descriptors/Topics • Understanding Attitudes • Formation of Attitudes • Types of Attitudes • Effects of Attitude on • Behavior • Perception • Motivation • Stress • Adjustment • Time Management • Effective Performance • Building Positive Attitude	10
Module VI End-of-Semester Appraisal	
Descriptors/Topics • Viva - Voce based on personal journal • Assessment of Behavioral change as a result of training	10

Student Learning Outcomes:

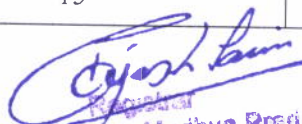
- The students will be able to use the LSRW Skills to communicate effectively in a professional environment.
-

Pedagogy for Course Delivery: Lectures, Presentation.

List of Professional Skill Development Activities (PSDA): Seminar & Workshop.

Assessment/ Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Progra (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100


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Text Reading:

- Pedler Mike, Burgoyne John, Boydell Tom, A Manager's Guide to Self-Development: Second edition, McGraw-Hill Book company.
- Covey, R. Stephen: Seven habits of Highly Effective People, 1992 Edition, Simon & Schuster Ltd.,
- Singh, Dalip, 2002, Emotional Intelligence at work; First Edition, Sage Publications.
- Goleman, Daniel: Emotional Intelligence, 1995 Edition, Bantam Books
- Goleman, Daniel: Working with E.I., 1998 Edition, Bantam Books.

References:

- Bu Khera Shiv: You Can Win, 1st Edition, 1999, Macmillan
- Gegax Tom, Winning in the Game of Life: 1st Edition, Harmony Books
- Chatterjee Debashish, Leading Consciously: 1998 1st Edition, Viva Books Pvt.Ltd.,
- Dr. Dinkmeyer Don, Dr. Losoncy Lewis, The Skills of Encouragement:

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Course structure: FRENCH SYLLABUS- PROGRAMME D'ETUDE POUR LE FRANÇAIS

ALL P.G. PROGRAMMES-FOREIGN LANGUAGE FRANÇAIS-I – FLP 144

Course Title: French – I

Credit Units: 2

Course Level: PG Level

Course Code: FLP 144

Course Objectives:

- To familiarize the students with the French language
- with the phonetic system
- with the accents
- with the manners
- with the cultural aspects
- to enable the students
- to establish first contacts
- to identify things and talk about things

Pre-requisites: N/A

Course Contents/Syllabus:

Unité 1,2: pp.01 to 37

Introduction à la langue: système phonétique, accents, genre et accord, jours, mois, nombres

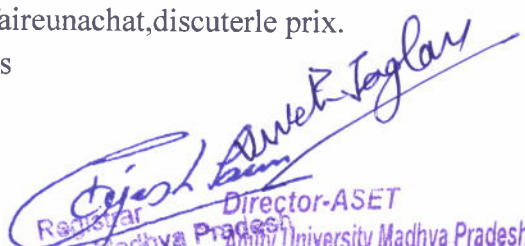
Actes de communication:

Unité 1: Premiers contacts

1. nommer des objets, s'adresser poliment à quelqu'un
2. se présenter, présenter quelqu'un
3. entrer en contact: dire tu ou vous, épeler
4. dire où on travaille, ce qu'on fait
5. communiquer ses coordonnées

Unité 2: Objets

1. identifier des objets, expliquer leur usage
2. dire ce qu'on possède, faire un achat, discuter le prix.
3. montrer et situer des objets


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Annexure 1

4. décrire des objets
5. comparer des objets, expliquer ses préférences

Grammaire:

1. articles indéfinis, masculin et féminin des noms, pluriel des noms
2. Je, il, elle, sujets, verbes parler, habiter, s'appeler, être, avoir, masculin et féminin des adjectifs de nationalité
3. tu, vous, sujets, verbes parler, aller, être, c'est moi/c'est toi
4. verbes faire, connaître, vendre, c'est/il est + profession, qu'est-ce ? qu'est-ce que...?
5. article défini, complément d'un nom avec de, quel interrogatif
6. adjectifs possessifs (1), pour + infinitif
7. verbe avoir, ne...pas/pas de, question avec est-ce que ?, question négative, réponse Si
8. Prépositions de lieu, il y a/qu'est-ce qu'il y a
9. accord et place des adjectifs qualificatifs, il manque...
10. comparatifs et superlatifs, pronoms toniques, pronom on

Student Learning Outcomes:

- ☐ The student will be able to write impressive official correspondence in french **Pedagogy for**

Course Delivery: Workshop, Presentation, Group Discussion and Lectures **List of Professional**

Skill Development Activities (PSDA): N/A

Assessment/Examination Scheme:

Component Weightage	INTERNAL				EXTERNAL	GRAND TOTAL
	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEM	
	15	05	05	30	05	100

Text Reading & Reference:

Le livre à suivre: Penfornis, Jean-Luc.Français.Com(Débutant). Paris: Clé International, 2007.

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ENGLISH LANGUAGE USAGE ESSENTIALS

Course Structure: ADVANCED COMMUNICATION-II - BCP 241 (CS II - ADVANCED COMMUNICATION)

Course Title: ADVANCED COMMUNICATION-II

Credit Units: 1

Course Level: PG Level

Course Code: BCP 241

Course Objectives:

- The Course is designed to enhance vocabulary skills and make students fluent, thereby improving receptive and expressive skills.

Pre-requisites: NIL.

Course Contents/Syllabus:

	Weightage (%)
Module I Job Correspondence	20
Descriptors/Topics - Job Applications - Resume & Profile Writing for Social Media - Follow Up Letter	
Module II Dynamics of Group Discussion	30
Descriptors/Topics - Methodology - Guidelines	
Module III Speaking for Employment	50
Descriptors/Topics - Types of Interview (Technical & HR Rounds) - Fundamentals of Facing Interviews - Question Answer on Various Dimensions - Non-Verbal Communication Component - Interview Etiquettes	

Student Learning Outcomes:

- The student will be able to write an impressive resume and face the interview confidently.

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Pedagogy for Course Delivery: Workshop, Presentation, Group Discussion & Lectures

List of Professional Skill Development Activities (PSDA): N/A.

Assessment/ Examination Scheme:

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
100%	NA	70%

Theory Assessment (L&T):

End Term Examination				
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
Weightage (%)	10%	15%	5%	70%

Text Reading:

- Bovee, L Courtland, Mukeshchaturvedi, and John U Thill, Business Communication Today, Pearson
- Raman Prakash, Business Communication, 2nd ed. Delhi OUP 2006
- Comfort, Jermy Speaking Effectively, Jermy, et.al, Cambridge, CUP, 1994
- Reference: Guffey, Ellen Mary, Business Communication, Thomson (South Western)
- Stay Hungry, Stay Foolish: Rashmi Bansal
- Business Maharajas: Gita Piramal
- How to Make Friends in Digital Age: Dale Carnegie
- Kathryn Rentz, NeerjaPande, Mc Graw Hill, 2009

References:

- Business Communication Today – Courtland L Bovee, John V Thill Mukesh Chaturvedi, Pearson 2009
- Additional Reading: Newspapers and Journals

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UNDERSTANDING SELF FOR EFFECTIVENESS

Course Structure: SELF-DEVELOPMENT AND INTERPERSONAL SKILLS -BSP 243

SUBJECT NAME: BEHAVIOURAL SCIENCE - II

Course Title: BEHAVIOURAL SCIENCE - II

Credit Units: 1

Course Level: PG Level

Course Code: BSP 243

Course Objectives:

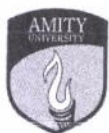
- To develop an understanding the concept of stress its causes, symptoms and consequences.
- To develop an understanding the consequences of the stress on one's wellness, health, and work performance.
- Enhancing personal effectiveness and performance through effective interpersonal communication
- Enhancing their conflict management and negotiation skills

Pre-requisites: NIL.

Course Contents/Syllabus:

	Weightage (%)
Module I Conflict Management	
Descriptors/Topics • Meaning and nature of conflicts • Types of Conflict • Styles and Techniques of conflict management • Conflict management and interpersonal communication	
Module II Behavioural& Interpersonal Communication	
Descriptors/Topics • Importance of Interpersonal Communication • Rapport Building – NLP, Communication mode • Steps to improve interpersonal communication • Meaning and Nature of Behavioural Communication • Relevance of Behavioural Communication	
Module III Relationship Management for Personal and professional Development	
Descriptors/Topics • Importance of relationships • Maintaining healthy relationships • Communication Styles	

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Types of Interpersonal Relationships	
Module IV Stress Management	
Descriptors/Topics - Understanding of Stress & GAS Model - Symptoms of Stress - Individual and Organizational consequences with special focus on health - Healthy and Unhealthy strategies for stress management - Social support for stress management and well being - Stress free, Successful and Happy Life	20
Module V Conflict Resolution & Management	
Descriptors/Topics - Conflict Resolution Strategies - Ways of Managing Conflict (Healthy & Unhealthy) - Impact of Conflict Resolution & Management mation of Attitudes	10
Module VI End-of-Semester Appraisal	
Descriptors/Topics - Viva - Voce based on personal journal - Assessment of Behavioral change as a result of training - Exit Level Rating by Self and Observer	10

Student Learning Outcomes:

- The students will be able to use the LSRW Skills to communicate effectively in a professional environment.

Pedagogy for Course Delivery: Lectures, Presentation.

List of Professional Skill Development Activities (PSDA): Seminar & Workshop.

Assessment/ Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Progra (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Text Reading:

- Vangelist L. Anita, Mark N. Knapp, Inter Personal Communication and Human Relationships: Third Edition, Allyn and Bacon
- Julia T. Wood. Interpersonal Communication everyday encounter
- Simons, Christine, Naylor, Belinda: Effective Communication for Managers, 1997 1st Edition Cassel

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- Beebe, Beebe and Redmond; Interpersonal Communication, 1996; Allyn and Bacon Publishers. **References:**
- Goddard, Ken: Informative Writing, 1995 1st Edition, Cassell
- Harvard Business School, Effective Communication: United States of America
 - Foster John, Effective Writing Skills: Volume-7, First Edition 2000, Institute of Public Relations

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Course structure: FRENCH SYLLABUS-PROGRAMMED'ETUDE POUR LE FRANÇAIS ALL P.G. PROGRAMMES-FOREIGN LANGUAGE FRANÇAIS-II – FLP 244

Course Title: French – II

Credit Units: 2

Course Level: PG Level

Course Code: FLP 244

Course Objectives:

- To furnish the linguistic tools to enable the students
- to talk about time schedules
- to talk about travel
- to perform simple communicative tasks (fix appointments, make reservations, discuss habits, give advice, directions)

Pre-requisites: N/A

Course Contents/Syllabus:

Unit 3, 4: pp. 42 to 72:

Actes de communication:

Unit 3: Emploi du temps

1. demander et donner l'heure, des horaires
 2. raconter sa journée
 3. parler de ses habitudes au travail, de ses loisirs
 4. dire la date, parler du temps qu'il fait
 5. fixer rendez-vous (au téléphone, par e-mail), réserver une table au restaurant
- ##### Unit 4: Voyage
1. réserver une chambre d'hôtel, demander la note
 2. expliquer un itinéraire
 3. parler de ses déplacements, situer sur une carte
 4. exprimer un conseil, une interdiction, une obligation
 5. acheter un billet de train, consulter un tableau d'horaires

Grammaire:

1. question avec à quelle heure? adjectifs démonstratifs
2. verbes pronominaux au présent, les prépositions à et de : aller à venir de
3. adverbes de fréquence, pourquoi...? Parce que ...?

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4. expression indiquant la date, verbes impersonnels
5. verbe pouvoir+ infinitif, le lundi, lundi prochain
6. adjectifs possessifs (2), adjectif tout
7. impératif présent (1), nombres ordinaux
8. questions avec est-ce que ? à l'en+ moyen de transport, en/au+ pays
9. verbes devoir+ infinitif, il faut+ infinitif, il est interdit de
10. verbes: aller, venir, partir, questions avec d'où, où, par où, à quel, de quel

Student Learning Outcomes:

- ☐ The student will be able to write impressive official correspondence in french
- Pedagogy for Course**

Delivery: Workshop, Presentation, Group Discussion and Lectures **List of Professional Skill Development**

Activities (PSDA): N/A

Assessment/Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	10	5	30	70	

Text Reading & Reference: Le livre à suivre: Penfornis, [Jean-Luc.Français.Com](#) (Débutant). Paris: Clé International, 2007.

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Course Objectives:

- The course is designed to develop competence in communication skills related to production & presentation of messages in multiple formats & understand the importance of body language.

Pre-requisites: N/A

Course Contents/Syllabus:

	Weightage (%)
Module I Written Communication	40
Descriptors/Topics - D Coherence and Structure - Précis Writing - Writing Paragraphs & Essays	
Module II Developing Writing Skills	30
Descriptors/Topics - Business Letter/Official Correspondence - Social Correspondence - Emails & Netiquette	
Module III Business Presentations	30
Descriptors/Topics - Planning, Design and Layout of Presentation - Contents : Information Packaging & Delivery - Personal Branding	

Student Learning Outcomes:

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- The student will be able to write impressive official correspondence and also learn to make and give effective presentations in a professional environment.

Pedagogy for Course Delivery: Workshop, Presentation, Group Discussion and Lectures **List**

of Professional Skill Development Activities (PSDA): N/A

Assessment/Examination Scheme:

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
100%	NA	70%

Theory Assessment (L&T):

Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
Weightage (%)	10%	15%	5%	70%

IA –Internal Assessment, EE- External Exam, PR- Performance, LR – Lab Record, V – Viva

Text Reading:

- Raman Prakash, Business Communication, 2nd ed. Delhi OUP 2006
- Comfort ,Jermey Speaking Effectively, Jermey, et.al, Cambridge, CUP, 1994
- Lesikar&Flatley, Basic Business Communication, Tata McGraw- Hill Edition

References:

- Guffey, Ellen Mary, Business Communication, Thomson (South Western)
- Business Communication for Managers, Payal Mehra Pearson 2012
- Additional Reading: Newspapers and Journal

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UNDERSTANDING SELF FOR EFFECTIVENESS

**Course Structure: PROFESSIONAL COMPETENCIES & CAREER DEVELOPMENT –BSP 343
(BEHAVIOURAL SCIENCE - III)**

Course Title: BEHAVIOURAL SCIENCE – III

Credit Units: 1

Course Level: PG Level

Course Code: BSP 343

Course Objectives:

- Importance of Personal and Professional excellence
- Inculcating the components of excellence
- Explore interest, attitude and Explore career opportunities
- Set career goals

Pre-requisites: N/A

Course Contents/Syllabus:

	Weightage (%)
Module I Professional Competence	
Descriptors/Topics • Understanding Professional Competence • Component of Competence: • Knowledge • Skills • Attitude • Self awareness • Self Promotion& Presentation, • Self confidence • Skills • Performance • Political awareness, Coping with uncertainty • Developing positive attributes at work place (personal and professional) • Time management • Handling criticism and interruptions • Managing difficult people	20
Module II Managing Personal Effectiveness	
Descriptors/Topics	20

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• Dimensions of personal effectiveness (self disclosure, openness to feedback and perceptiveness) • Integration of personal and organizational vision for effectiveness • A healthy balance of work and play	
Module III Components of Excellence	
Descriptors/Topics • Positive Imagination & Focused • SMART Goal • Controlling Distraction • Commitment • Constructive Evaluation • Creativity & Success	20
Module IV Career Development	
Descriptors/Topics • Understanding Development Process • Knowing and assessing one's Interest • Knowing and assessing one's Aptitude • Selecting from available resources • Career planning and development	20
Module V Personal & Professional Success	
Descriptors/Topics • Career Selection & Motivation • Action planning, Networking, Negotiation • Accept Change & Challenge for Successful Career	10
Module V End-of-Semester Appraisal	
Descriptors/Topics • Viva - Voce based on personal journal • Assessment of Behavioral change as a result of training • Exit Level Rating by Self and Observer	10

Student Learning Outcomes:

- The student will be able to write impressive official correspondence and also learn to make and give effective presentations in a professional environment.

Pedagogy for Course Delivery: Workshop, Presentation, Group Discussion

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and Lectures **List of Professional Skill Development Activities (PSDA):**

N/A

Assessment/Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Progra (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Text Reading:

- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
- Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers

References:

- Raman, A.T. (2003) Knowledge Management: A Resource Book. Excel Books, Delhi.
- Kamalavijayan, D. (2005). Information and Knowledge Management, Macmillan India Ltd. Delhi

Umesh Singh

Director A.L.P.
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Chirish Jain

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AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

French syllabus - Programme d'études pour le français

All U.G. Programmes – Foreign Language

Français - I

Course Code: FLU144

Credit units: 02

Course Outcome:

To familiarize students with the French language, with its phonetic system and its accents.

To enable students

- ☐ to greet someone in French
- ☐ to present and describe oneself and people
- ☐ to enter in contact, and begin a conversation
- ☐ to talk about one's family, tastes and preferences

Course Contents:

Dossiers 1, 2 – pg 5-24

Dossier 1 : Toi, moi, nous

Actes de Communication :

S'adresser poliment à quelqu'un, entrer en contact, se présenter, présenter quelqu'un, saluer, poser des questions simples pour connaître quelqu'un, épeler et compter

Dossier 2 : En famille

Actes de Communication :

Parler de sa famille, Décrire quelqu'un, exprimer ses goûts, écrire et comprendre un message court, inviter quelqu'un, exprimer la possession, la négation


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Grammaire :

1. articles indéfinis, articles définis, masculin et féminin des noms et des adjectifs, pluriel des noms et des adjectifs
2. pronoms sujets et toniques, on, c'est/il est + profession,
3. masculin et féminin des adjectifs de nationalité
4. verbes- être, avoir, aller, 'er' groupe
5. l'interrogation – l'intonation, est-ce que, qui est-ce ? Qu'est-ce que? L'inversion ; où, comment, quand ; quel
6. la négation
7. adjectifs possessifs

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.



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French syllabus - Programme d'études pour le français

All U.G. Programmes – Foreign Language

Français - II

Course Code: FLU244

Credit units: 02

Course Outcomes:

To furnish the linguistic tools

- ☐ to talk about daily activities and sports, to express necessities
- ☐ to talk about activities in recent future,
- ☐ to have conversations and perform day to day life tasks like enquiring about time, take an appointment
- ☐ to enquire about products and place orders in a shop/ restaurant

Course Contents:

Dossiers 3,4 – pg 25-44

Dossier 3 : Quelle journée ! Actes de Communication :

Parler de ses activités quotidiennes, se situer dans le temps, demander l'heure et la date, parler des sports et des loisirs, exprimer la fréquence

Dossier 4 : Vous désirez ? Actes de Communication :

Exprimer la quantité, demander et donner le prix, exprimer la nécessité, la volonté et la capacité, comparer et exprimer ses préférences, s'exprimer au futur proche, prendre rendez-vous, s'exprimer au restaurant/dans les magasins

Grammaire :

1. l'expression du temps
2. les articles contractés, les quantités indéterminées et déterminées
3. les adverbes de fréquences



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4. verbes- faire, prendre, venir, pouvoir, vouloir, les verbes pronominaux
5. la comparaison de l'adjectif
6. la négation (suite)
7. le future proche

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.



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French syllabus - Programme d'études pour le français

All U.G. Programmes – Foreign Language

Français - III

Course Code: FLU344

Credit units: 02

Course Outcomes:

To enable the students

- ☐ to talk about the qualities and defects of people.
- ☐ to ask/give directions, to enquire about a lodging.
- ☐ to ask and give informations about a certain place.
- ☐ to describe events in past tense.

Course Contents:

Dossiers 5,6 – pg 45-64

Dossier 5 : Ici et là

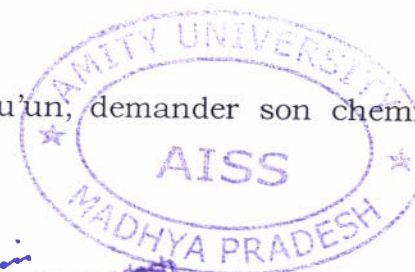
Actes de Communication :

Exprimer l'obligation et l'interdiction, parler des qualités et des défauts de quelqu'un, demander son chemin, indiquer un itinéraire, se situer dans l'espace, se renseigner sur un logement.

Dossier 6 : Ailleurs

Actes de Communication :

S'exprimer au passé composé, raconter un voyage, se situer dans le monde, exprimer le temps (avec indicateurs de temps – il y a, depuis), se renseigner sur un hébergement, exprimer la satisfaction et l'insatisfaction.



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Grammaire :

1. les adjectifs démonstratifs
2. les verbes : 'ir groupe' devoir, falloir
3. les prépositions de lieu, de pays
4. l'impératif, le passé composé, forme et accord du participe passé, la négation au passé composé
5. les indicateurs de temps (il y a, depuis)

Examination Scheme:

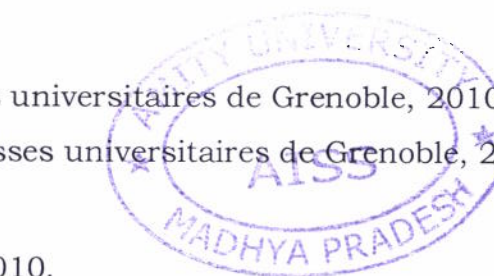
	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	10	5	30	70	

Text & References:**Text:****Le livre à suivre:**

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.



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French syllabus - Programme d'études pour le français

All U.G. Programmes – Foreign Language

Français - IV

Course Code: FLU444

Credit units: 02

Course Outcomes:

To strengthen the language of the students in both oral and written

To revise the grammar in application and the communication tasks related to topics covered already

To get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks such as

- ☐ talking about personal habits
- ☐ narrating events in the past, marking the stages, using appropriate connectors
- ☐ holding conversations on telephone
- ☐ asking for / giving advices

Course Contents:

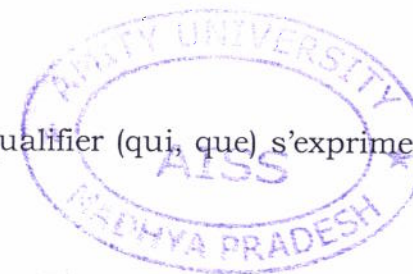
Dossier 7 – pg 65-74, Dossiers 1, 2 and 3 (révision) Dossier 7 : au boulot

Actes de Communication :

Parler des habitudes et décrire une situation à l'imparfait, comparer (nom et verbe), qualifier (qui, que), s'exprimer au téléphone, demander et donner un avis.

Dossiers 1, 2, 3 – Révision

Exercices d'écoute, production orale et écrite.



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Grammaire :

1. l'imparfait,
2. la comparaison du verbe/du nom ; mieux/meilleur
3. les pronoms relatifs

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:**Text:****Le livre à suivre:**

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.



French syllabus - Programme d'études pour le français

All U.G. Programmes – Foreign Language

Français - V

Course Code: FLU544

Credit units: 02

Course Outcomes:

To strengthen the language of the students in both oral and written

To revise the grammar in application and the communication tasks related to topics covered already

To get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks such as

- ☐ narrating events in the past, marking the stages, using appropriate connectors
- ☐ expressing causes and consequences, using appropriate logical connectors
- ☐ presenting a biography

Course Contents:

Dossier 8 – Pg 75-84 Dossiers 4, 5 and 6 (révision) Dossier 8 : Vivre

ensemble

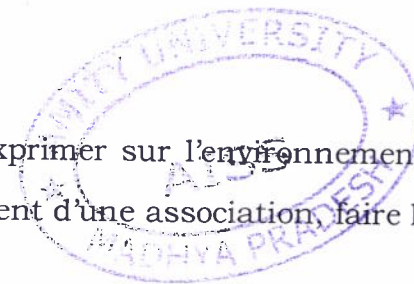
Actes de Communication :

Exprimer la cause, l'opposition, la conséquence, décrire les étapes d'une action, s'exprimer sur l'environnement, l'écologie, identifier et décrire les différences de comportement, décrire le fonctionnement d'une association, faire la biographie d'une personne.

Dossiers 4, 5, 6 – Révision

Exercices d'écoute, production orale et écrite.


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Grammaire :

1. le présent (révision), le passé composé (révision)
2. les pronoms compléments directs, les pronoms compléments indirects
3. les marqueurs chronologiques
4. les articulateurs logiques

Examination Scheme:

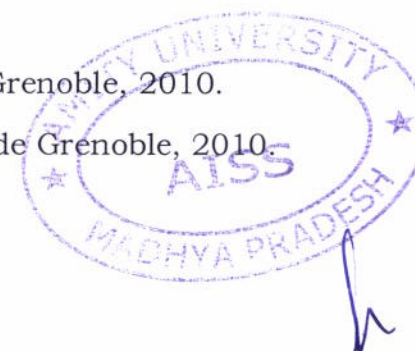
	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
Weightage (%)	15	10	5	30	70	

Text & References:**Text:****Le livre à suivre:**

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.




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French syllabus - Programme d'études pour le français

All U.G. Programmes – Foreign Language

Français - VI

Course Code: FLU644

Credit units: 02

Course Outcomes:

To provide the students with the linguistic tools to enhance social communication skills and be able

- ☐ To approve or disapprove a behavior
- ☐ To congratulate somebody
- ☐ To express possession

Course Contents: Dossier 1 – pg 7-16,

Dossier 1 : Au fil du temps

Actes de Communication :

Approuver ou désapprouver l'attitude de quelqu'un (désapprouver le comportement des parents)

Féliciter quelqu'un (féliciter un participant dans le courrier des lecteurs) Parler de sa santé (exprimer les problèmes de santé chez le médecin) Accueillir/Interpeller (conversation entre l'invité et l'hôte)

Thèmes abordés :

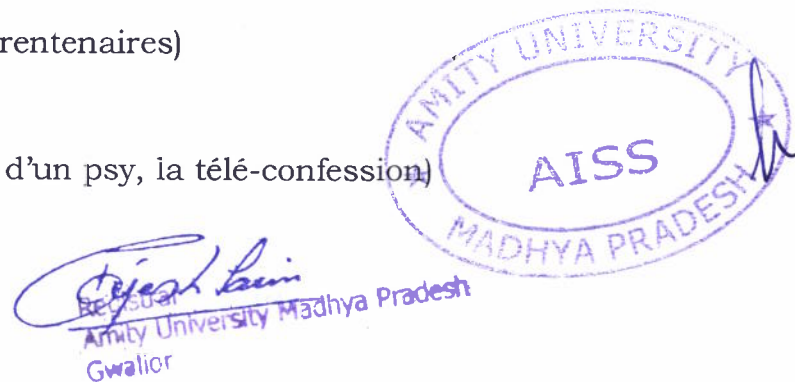
Les trentenaires (dire si l'on partage les valeurs et les attentes des trentenaires)

Le sport (sport et famille, du sport pour tous les goûts)

La profession : Les psychologues (débat - pour ou contre le besoin d'un psy, la télé-confession)

Grammaire :

1. Le présent (révision)



2. Les prépositions et les verbes
3. Les pronoms possessifs
4. Les verbes réciproques

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND TOTAL
Components	MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	
Weightage (%)	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

- ☐ Carenzi-Vialaneix, Christelle et al. A propos A2 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- ☐ Carenzi-Vialaneix, Christelle et al. A propos A2 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- ☐ Girardeau, Bruno et Mous, Nelly. Réussir le DELF A1. Paris: Les Éditions Didier, 2010.

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AMITY UNIVERSITY

MADHYA PRADESH

(Established by Ritnand Balved Education Foundation)

COURSE CURRICULUM

UG- I

Course Title: Communication Skills-I

Credit Units: 1

Course Code: BCU 141

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

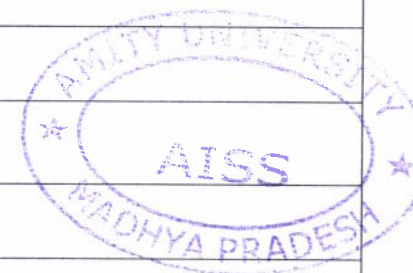
Course Outcomes The course is intended to familiarize students with the basics of English language and help them to learn to identify language structures for correct English usage.

Prerequisites: NIL

Course Contents / Syllabus:

1.	Module I Essentials of English Grammar	30% Weightage
	• Common Errors • Parts of Speech • Collocations, Relative Pronoun • Subject-Verb Agreement • Articles • Punctuation • Sentence Structure- 'Wh' Questions	
2.	Module II Written English Communication	30% Weightage
	• Paragraph Writing • Essay Writing	
3.	Module III Spoken English Communication	30% Weightage
	• Introduction to Phonetics	

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	• Syllable-Consonant and Vowel Sounds • Stress and Intonation																	
4.	Module IV : Prose “Friends, Romans, Countrymen, lend me your ears” Speech by Marc Antony in Julius Caesar ❖ Comprehension Questions will be set in the End-Semester Exam	10% Weightage																
5.	Student Learning Outcomes: The students should be able to : • Identify Common Errors and Rectify Them • Develop and Expand Writing Skills Through Controlled and Guided Activities • To Develop Coherence, Cohesion and Competence in Oral Discourse through Intelligible Pronunciation.																	
6.	Pedagogy for Course Delivery • Flipped classrooms • Workshop • Presentation • Group Discussion • Lectures • Case-studies																	
	Assessment/ Examination Scheme: <table><tr><th>Theory L/T (%)</th><th>Lab/Practical/Studio (%)</th><th>End Term Examination</th></tr><tr><td>100%</td><td>NA</td><td>70%</td></tr></table> Theory Assessment (L&T): <table><tr><th>Components (Drop down)</th><th>CIE</th><th>Mid Sem</th><th>Attendance</th><th>End Term Examination</th></tr><tr><td>Weightage (%)</td><td>10%</td><td>15%</td><td>5%</td><td>70%</td></tr></table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	Weightage (%)	10%	15%	5%	70%	
Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination																
100%	NA	70%																
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination														
Weightage (%)	10%	15%	5%	70%														

Rosenblum, M. How to Build Better Vocabulary, London: Bloomsbury Publication
Verma, Shalini. Word Power made Handy, S. Chand Publications
High School English Grammar & Composition by Wren & Martin


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Text: 

References: K.K.Sinha , Business Communication, Galgotia Publishing Company.

Additional Reading: Newspapers and Journals



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(Established by Ritnand Balved Education Foundation)

COURSE CURRICULUM

UG: Semester II

Course Title: Communication Skills II

Course Code: BCU 241

Credit Units: 1

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

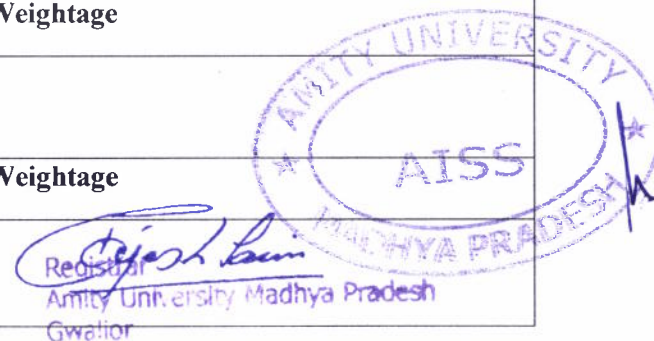
Course Outcomes:

To understand the different aspects of communication using the four macro skills – LSRW (Listening, Speaking, Reading, Writing)

Prerequisites: NIL

Course Contents / Syllabus:

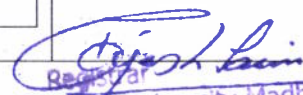
1.	Module I Communication	35% Weightage
	• Process and Importance • Models of Communication (Linear & Shannon Weaver) • Role and Purpose • Types & Channels • Communication Networks • Principles & Barriers	
2.	Module II Verbal Communication	25% Weightage
	Oral Communication: Forms, Advantages & Disadvantages Written Communication: Forms, Advantages & Disadvantages Introduction of Communication Skills (Listening, Speaking, Reading, Writing)	
3.	Module III Non-Verbal Communication	30% Weightage
	• Principles & Significance of Nonverbal Communication • KOPPACT (Kinesics, Oculistics, Proxemics, Para-Language, Artifacts, Chronemics, Tactilics)	

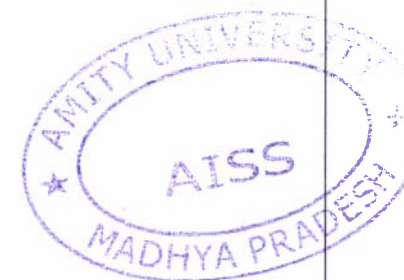


	Visible Code																	
4.	Module IV : Prose TEXT: APJ Abdul Kalam and Arun Tiwari. <i>Wings of Fire: An Autobiography</i> , Universities Press, 2011 Comprehension Questions will be set in the End-Semester Exam	10% Weightage																
5.	Student Learning Outcomes: The students should be able to : Apply Verbal and Non-Verbal Communication Techniques in the Professional Environment																	
6.	Pedagogy for Course Delivery - Flipped classrooms - Workshop - Presentation - Group Discussion - Lectures - Case-studies																	
7.	Assessment/ Examination Scheme: <table><tr><th>Theory L/T (%)</th><th>Lab/Practical/Studio (%)</th><th>End Term Examination</th></tr><tr><td>100%</td><td>NA</td><td>50%</td></tr></table> Theory Assessment (L&T): <table><tr><th>Components (Drop down)</th><th>CIE</th><th>Mid Sem</th><th>Attendance</th><th>End Term Examination</th></tr><tr><td>Weightage (%)</td><td>30%</td><td>15%</td><td>5%</td><td>70%</td></tr></table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	50%	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	Weightage (%)	30%	15%	5%	70%	
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100%	NA	50%																
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination														
Weightage (%)	30%	15%	5%	70%														



Text: Rosenblum, M. *How to Build Better Vocabulary*, London: Bloomsbury Publication.


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Verma, Shalini. *Word Power made Handy*, S. Chand Publications.

High School English Grammar & Composition by Wren & Martin

Reference: K.K.Sinha, *Business Communication*, Galgotia Publishing Company.

Alan Pease : *Body Language*

Additional Reading: Newspapers and Journals



AMITY UNIVERSITY

MADHYA PRADESH

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COURSE CURRICULUM

UG: Semester III

Course Title: Communication Skills-III

Credit Units: 1

Course Code: BCU 341

Course Outcomes:

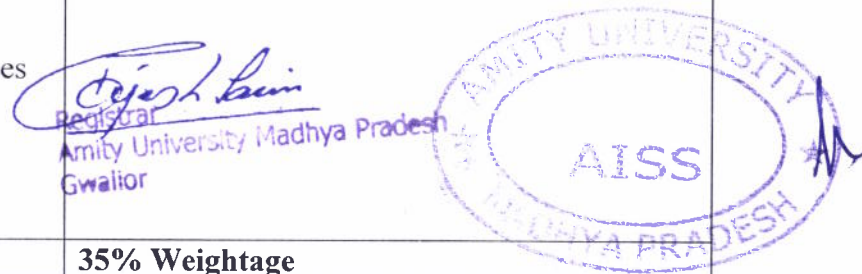
To emphasize the essential aspects of effective written communication necessary for professional success.

Prerequisites: NIL

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Contents / Syllabus:

1.	Module I Vocabulary	35% Weightage
	• Spellings • Define Vocabulary • Significance of Vocabulary • One Word Substitution, Synonyms & Antonyms and Idioms & Phrases • Define and Differentiate Homonyms, Homophones and Homographs • Vocabulary Drills • Foreign Words	
2.	Module II Formal Letter Writing	35% Weightage



	• Block Format • Types of Letters • E-mail • Netiquette	
3.	Module III Business Memos • Format & Characteristics	20% Weightage

4.	Module IV Literature • Stench of Kerosene-Amrita Pritam (Short Story) • A Flowering Tree-A.K. Ramanujan (Short Story) • The Gift of the Magi- O. Henry (Short Story) • Indian Weavers – Sarojini Naidu (Poem)	10% Weightage
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5.	Student Learning Outcomes: The students should be able to write correctly and properly with special reference to Letter writing.	
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6.	Pedagogy for Course Delivery • Flipped classrooms • Workshop • Presentation • Group Discussion • Lectures • Case-studies	
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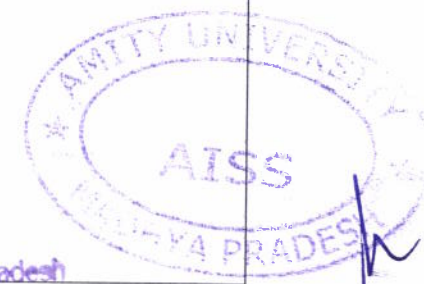
7.	Assessment/ Examination Scheme:				
	Theory L/T (%)	Lab/Practical/Studio (%)		End Term Examination	
	100%	NA		70%	
Theory Assessment (L&T):					
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	
Weightage (%)	10%	15%	5%	70%	


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Text: Rai, Urmila & S.M. Rai. *Business Communication*, Mumbai: Himalaya Publishing House, 2002.

K.K.Sinha, *Business Communication*, Galgotia Publishing Company.

Reference: Sanjay Kumar & Pushp Lata, *Communication Skills*, Oxford University Press.

Additional Reading: Newspapers and Journals



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COURSE CURRICUMUM

UG: Semester IV

Course Title: Communication Skills-IV

Credit Units: 1

Course Code: BCU 441

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Outcomes:

This course is designed to develop the skills of the students in preparing job search artifacts and negotiating their use in GDs and interviews.

Prerequisites: NIL

Course Contents / Syllabus:

1.	Module I Employment-Related Correspondence - Resume Writing - Covering Letters - Follow Up Letters	35% Weightage
2.	Module II Dynamics of Group Discussion - Significance of GD - Methodology & Guidelines	35% Weightage
3.	Module III Interviews - Types & Styles of Interviews - Fundamentals of facing Interviews - Interview-Frequently Asked Questions	20% Weightage
4.	Module IV Literature - Pippa Passes by Robert Browning (Poem) "The Lottery" 1948 – Shirley Jackson (Short Story) - The Eyes Have it- Ruskin Bond (Short Story)	10% Weightage

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	• Kallu- Ismat Chughtai (Short Story)	
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5.	Student Learning Outcomes: • Develop a resume for oneself • Ability to handle the interview process confidently • Learn the subtle nuances of an effective group discussion																	
6.	Pedagogy for Course Delivery • Flipped classrooms • Workshop • Presentation • Group Discussion • Lectures • Case-studies																	
7.	Assessment/ Examination Scheme: <table><tr><th>Theory L/T (%)</th><th>Lab/Practical/Studio (%)</th><th>End Term Examination</th></tr><tr><td>100%</td><td>NA</td><td>70%</td></tr></table> Theory Assessment (L&T): <table><tr><th>Components (Drop down)</th><th>CIE</th><th>Mid Sem</th><th>Attendance</th><th>End Term Examination</th></tr><tr><td>Weightage (%)</td><td>10%</td><td>15%</td><td>5%</td><td>70%</td></tr></table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	Weightage (%)	10%	15%	5%	70%	
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Text: Sharma, R.C. & Krishna Mohan. *Business Correspondence and Report Writing: A Practical approach to Business & Technical Communication*, New Delhi: Tata McGraw Hill & Co. Ltd., 2002.

Rai, Urmila & S.M. Rai. *Business Communication*, Mumbai: Himalaya Publishing House, 2002.

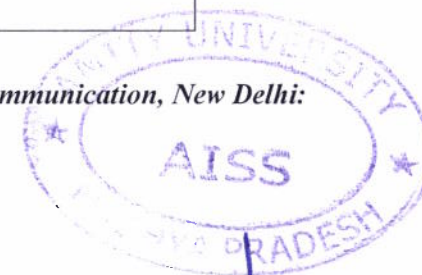
Rizvi, M.Ashraf. *Effective Technical Communication*, New Delhi: Tata McGraw Hill, 2007.

Reference: Brusaw, Charles T., Gerald J. Alred & Walter E. Oliu. *The Business Writer's Companion*, Bedford: St. Martin's Press, 2010.

Lewis, Norman. *How to Read Better and Faster*. New Delhi: Binny Publishing House.

Additional Reading: Newspapers and Journals

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COURSE CURRICULUM

UG : Semester V

Course Title : Communication Skills-V

Credit Units: 1

Course Code: BCU 541

Course Outcomes:

- To enable the students to adopt strategies for effective reading and writing skills.
- The course would enhance student's vocabulary, language and fluency. It would also teach the students to deliver professional presentations.

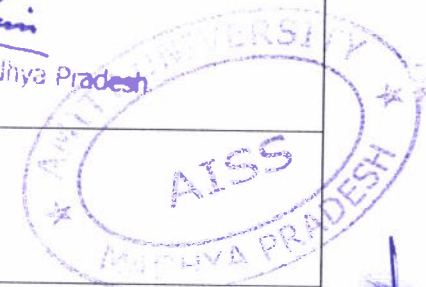
Prerequisites: NIL

Course Contents / Syllabus:

1.	Module I Report Writing	35% Weightage
	➤ Report Writing - Purpose/Significance - Types - Format	
2.	Module II Comprehension Skills	25% Weightage
	- Reading Comprehension-SQ3R Reading Techniques - Summarising and Paraphrasing - Précis Writing - Listening Comprehension	
3.	Module III Presentation Skills	30% Weightage
	- Discussing the Significance of Audio-visual Aids, Audience and Feedback in Presentation Skills - Analyzing the Significance of Non-Verbal Communication	
4.	Module IV Literature	10% Weightage
	- Success is Counted Sweetest – Emily Dickinson (Poem) - My Wood - E.M.Forster (Prose)	

L	T	P/S	SW/FW	TOTAL CREDIT UNITS
1	0	0	0	1

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	• I have a Dream-Martin Luther King (Prose) • Spoken English and Broken English-G.B. Shaw (Prose)															
5.	Student Learning Outcomes: • Communicate fluently and sustain comprehension of an extended discourse. • Demonstrate ability to interpret texts and observe the rules of good writing. • Prepare and present effective presentations aided by ICT tools.															
6.	Pedagogy for Course Delivery • Flipped classrooms • Workshop • Presentation • Group Discussion • Lectures • Case-studies															
7.	Assessment/ Examination Scheme: <table><tr><th>Theory L/T (%)</th><th>Lab/Practical/Studio (%)</th><th>End Term Examination</th></tr><tr><td>100%</td><td>NA</td><td>70%</td></tr></table> Theory Assessment (L&T): <table><tr><th>Components (Drop down)</th><th>CIE</th><th>Attendance</th><th>End Term Examination</th></tr><tr><td>Weightage (%)</td><td>25%</td><td>5%</td><td>70%</td></tr></table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%	Components (Drop down)	CIE	Attendance	End Term Examination	Weightage (%)	25%	5%	70%	
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Components (Drop down)	CIE	Attendance	End Term Examination													
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Text: Jaffe, C.I. Public Speaking: Concepts and Skills for a Diverse Society, 4th ed. Belmont, CA: Wadsworth, 2004.

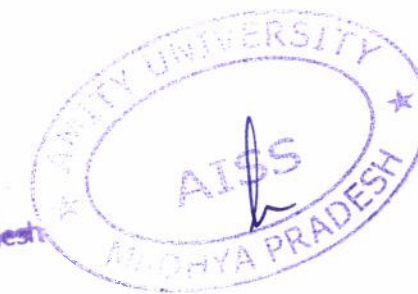
Effective English for Engineering Students, B Cauveri, Macmillan India

***Creative English for Communication*, Krishnaswamy N, Macmillan**

Reference: *A Textbook of English Phonetics*, Balasubramanian T, Macmillan

Additional Reading: Newspapers and Journals


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COURSE CURRICULUM

UG: Semester VI

Course Title: Communication Skills- VI

Credit Units: 1

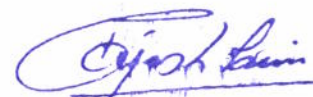
Course Code: BCU 641

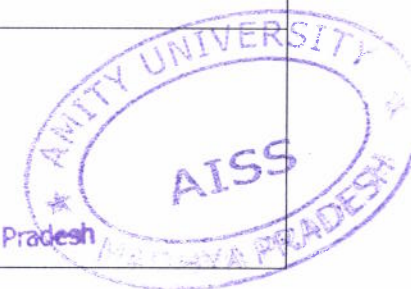
L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

CourseOutcomes: The main emphasis of this course is to enable students to learn the dynamics of social communication and to demonstrate the ability to learn the nuances of informal communication.

Prerequisites: NIL

Course Contents / Syllabus:

1.	Module I Social Communication Essentials	30% Weightage
	• Small talk/Building rapport • Expand social and Corporate Associations • Informal Communication: Grapevine, Chat	
2.	Module II Workplace Interpersonal Skills	25% Weightage
	• Understanding Social Communication in Workplace environment. • Employee feedback: Assess employee performance and satisfaction. • Simulation ➤ Humour in Communication-Use of 'Puns' ➤ Entertainment and Communication (Infotainment) • Infotainment and Social Media • Entertainment in Journalism ➤ Social Networking	
3.	Module III Verbal Ability	35% Weightage
	• Comprehension • Analogy • Sentence Order • Active and Passive Voice • Error Sorting	 Registrar Amity University Madhya Pradesh Gwalior
4.	Module IV Prose	10% Weightage



	Student Learning outcomes • Secret of Socrates - Dale Carnegie • My Financial Career-Stephen Leacock • The Luncheon - W. Somerset Maugham • The National Flag - Jawahar Lal Nehru All the four stories will be discussed in one class • Student will be able to analyse the emotions of others for better adjustment.																															
5. E x a m	Student Learning Outcomes: • To communicate contextually in specific personal and professional situations with courtesy. • To inject humour in their regular interactions. • To strengthen their creative learning process through individual expression and collaborative peer activities.																															
6. i n a t i o n s c	Pedagogy for Course Delivery • Flipped classrooms • Workshop • Presentation • Group Discussion • Lectures • Case-studies																															
7. h e m e :	Assessment/ Examination Scheme: <table><tr><th>Theory L/T (%)</th><th>Lab/Practical/Studio (%)</th><th>End Term Examination</th></tr><tr><td>100%</td><td>NA</td><td>70%</td></tr></table> <table><tr><th colspan="2">Theory Assessment (L & T)</th><th>Journal of Success (JOS)</th><th colspan="2">Social Awareness Program (SAP) SAP Report/SAP Presentation</th><th>End Semes</th></tr><tr><th>Components</th><th></th><th></th><th></th><th></th><th>End Term Examination</th></tr><tr><td>(Drop down)</td><td>CIE</td><td>Mid Sem</td><td>Attendance</td><td></td><td></td></tr><tr><td>Weightage (%)</td><td>5</td><td>10%</td><td>15%</td><td>5%</td><td>70%</td></tr></table>	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	100%	NA	70%	Theory Assessment (L & T)		Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation		End Semes	Components					End Term Examination	(Drop down)	CIE	Mid Sem	Attendance			Weightage (%)	5	10%	15%	5%	70%	
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Text: Krizan, Merrier, Logan & Williams. *Effective Business Communication*, New Delhi: Cengage, 2011

- *Communication and Organizational Culture*. Keyton. Joann. Sage Publications

- *Social Communication (Frontiers of Social Psychology)*. Fiedler, Klaus. Psychology Press

Reference Books: *The Future of the Internet*. Assange, Julian Assange. OR Books.

Additional Reading: Newspapers and Journals

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. *Effective Small Group and Team Communication*, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: *Team Management*, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: *Sociology - Understanding Social Behaviour*
- Dressler, David and Cans, Donald: *The Study of Human Interaction*

Dejesh Lamin

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Student learning outcomes

- Student will Develop accurate sense of self
- Student will nurture a deep understanding of personal motivation
- Student will develop thorough understanding of personal and professional responsibility
- Student will be able to analyse the emotions of others for better adjustment.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

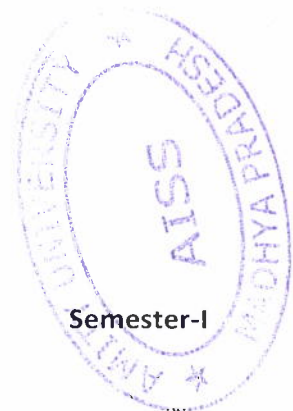
Suggested Readings:

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
- Smith Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers

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Course Level: Undergraduate

Course Code: BSU-143Course

Credit: 01

Total Hours: 10

Semester-I

Course Outcome:

This course aims at imparting an understanding of:

- Understanding self & process of self exploration
- Learning strategies for development of a healthy self esteem
- Importance of attitudes and its effective on personality
- Building Emotional Competency

Course Contents:

Module I: Self: Core Competency

(2 Hours)

- Understanding of Self
- Components of Self – Self identity
- Self concept
- Self confidence
- Self image

Module II: Techniques of Self Awareness

(2 Hours)

- Exploration through Johari Window
- Mapping the key characteristics of self
- Framing a charter for self
- Stages – self awareness, self acceptance and self realization

Module III: Self Esteem & Effectiveness

(2 Hours)

- Meaning
- Importance
- Components of self esteem
- High and low self esteem
- Measuring your self esteem



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Module IV: Building Positive Attitude

(2 Hours)

- Meaning and nature of attitude
- Components and Types of attitude
- Importance and relevance of attitude

Module V: Building Emotional Competence

(2 Hours)

- Emotional Intelligence – Meaning, components, Importance and Relevance
- Positive and negative emotions
- Healthy and Unhealthy expression of emotions

Course Title: Individual, Society and Nation

Subject Name: Behavioural Science - II

Course Level: Undergraduate

Course Code: BSU243

Total Hours: 10

Semester-II

Course Credit: 01

Course Outcomes:

This course aims at enabling students towards:

- Understand the importance of individual differences
- Better understanding of self in relation to society and nation
- Facilitation for a meaningful existence and adjustment in society
- Inculcating patriotism and national pride

Course Contents:

Module I: Individual differences& Personality

(2 Hours)

- Personality: Definition& Relevance
- Importance of nature & nurture in Personality Development
- Importance and Recognition of Individual differences in Personality
- Accepting and Managing Individual differences
- Intuition, Judgment, Perception & Sensation (MBTI)
- BIG5 Factors

Module II: Managing Diversity

(2 Hours)

- Defining Diversity




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- Affirmation Action and Managing Diversity
- Increasing Diversity in Work Force
- Barriers and Challenges in Managing Diversity

Module III: Socialization

(2 Hours)

- Nature of Socialization
- Social Interaction
- Interaction of Socialization Process
- Contributions to Society and Nation

Module IV: Patriotism and National Pride

(2 Hours)

- Sense of pride and patriotism
- Importance of discipline and hard work
- Integrity and accountability

Module V: Human Rights, Values and Ethics

(2 Hours)

- Meaning and Importance of human rights
- Human rights awareness
- Values and Ethics- Learning based on project work on Scriptures like- Ramayana, Mahabharata, Gita etc.

Student learning outcomes

- Student will be able to identify, understand, and apply contemporary theories of leadership to a wide range of situations and interactions
- Student will be able to understand and respect individual difference, so to enhance the relationship
- Learn social responsibility and develop a sense of citizenship
- Student will be able to identify and understand the impact of culture on one's leadership style

Assessment Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Davis, K. Organizational Behaviour,
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change

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Course Title: Problem Solving And Creative Thinking
Subject Name: Behavioural Science - III

Course Level: Undergraduate Semester-III

Course Code: BSU-343

Course Credit: 01

Total Hours: 10

Course Outcomes:

To enable the students:

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

Course Contents:

Module I: Thinking as a tool for Problem Solving

(2 Hours)

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

Module II: Hindrances to Problem Solving Process

(2 Hours)

- Perception
- Expression
- Emotion
- Intellect
- Work environment

Module III: Problem Solving

(2 Hours)


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

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Module IV: Plan of Action

(2 Hour)

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

Module V: Creative Thinking

(2 Hours)

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

Student learning outcomes

- Student will be able to understand and solve the problems effectively in their personal and professional life.
- Students will outline multiple divergent solutions to a problem,
- Student will able to create and explore risky or controversial ideas, and synthesize ideas/expertise to generate innovations.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Michael Steven: How to be a better problem solver, Kogan Page, New Delhi, 1999
- Geoff Petty: How to be better at creativity; Kogan Page, New Delhi, 1999
- Richard Y. Chang and P. Keith, Kelly: Wheeler Publishing, New Delhi, 1998.



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Course Title: Value & Ethics For Personal & Professional Development Subject Name: Behavioural Science - IV

Course Level: Undergraduate

Semester-IV

Course Code: BSU-443

Course Credit: 01

Total Hours: 10

Course Outcomes:

This course aims at imparting an understanding of Values, Ethics & Morality among students for making a balanced choice between personal & professional development.

Course Contents:

Module I: Introduction to Values & Ethics

(2 Hours)

Meaning & its type
Relationship between Values and Ethics
Its implication in one's life

Module II: Values Clarification & Acceptance

(2 Hours)

Core Values-Respect, Responsibility, Integrity, Resilience, Care, & Harmony
Its process-Self Exploration
Nurturing Good values

Module III: Morality

(2 Hours)

Difference between morality, ethics & values
Significance of moral values

Module IV: Ethical Practice

(2 Hours)

Ethical Decision making



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- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- Robbins O.B.Stephen;. Organizational Behaviour

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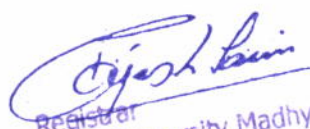
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- Phil Lowe Koge Page: Creativity and Problem Solving, New Delhi, 1996
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 3, Management (1996); Pfeiffer & Company
- Bensley, Alan D.: Critical Thinking in Psychology – A Unified Skills Approach, (1998), Brooks/Cole Publishing Company.

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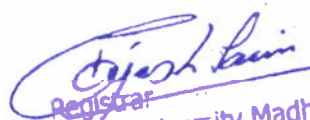
Challenges in its
implementation Prevention of
Corruption & Crime

Module V: Personal & Professional Values

(2 Hours)

Personal values-Empathy, honesty, courage,
commitment Professional Values-Work ethics,
respect for others
Its role in personality development
Character building-"New Self
awareness"

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Student learning outcomes

- Able to answer the question: What do I stand for?
- Ability to apply a coherent set of moral principles within professional and specialized contexts
- Willing to make unpopular but right decision
- Committed to working for justice and peace locally and globally

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Text & References:

Cassuto Rothman, J. (1998). From the Front Lines, Student Cases in Social Work Ethics. Needham Heights, MA: Allyn and Bacon.

Gambrill, E. & Pruger, R. (Eds). (1996). Controversial Issues in Social Work Ethics, Values, & Obligations. Needham Heights, MA: Allyn and Bacon, Inc.


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Course Title: Group Dynamics And Team Building **Subject Name: Behavioural Science - V**

Course Level: Undergraduate

Semester-V

Course Code: BSU-543

Course Credit: 01

Total Hours: 10

Course Outcomes:

- To inculcate in the students an elementary level of understanding of group/team functions
- To develop team spirit and to know the importance of working in teams

Course Contents:

Module I: Group formation

(2 Hours)

- Definition and Characteristics
- Importance of groups
- Classification of groups
- Stages of group formation
- Benefits of group formation

Module II: Group Functions

(2 Hours)

- External Conditions affecting group functioning: Authority, Structure, Org. Resources, Organizational policies etc.
- Internal conditions affecting group functioning: Roles, Norms, Conformity, Status, Cohesiveness, Size, Inter group conflict.
- Group Cohesiveness and Group Conflict
- Adjustment in Groups

Module III: Teams

(2 Hours)

- Meaning and nature of teams
- External and internal factors effecting team
- Building Effective Teams


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Student learning outcomes

- Students will Develop critical and reflective thinking abilities
- Students will Demonstrate an understanding of group dynamics and effective teamwork
- Student will develop a range of leadership skills and abilities such as effectively leading change, resolving conflict, and motivating others
- Student will Gain knowledge and understanding of organization resources, policies, and involvement opportunities.
- Student will Develop strategies to recruit, retain, and continually motivate contributing members to the organization

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressers, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
- Smith Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers


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Course Title: Stress & Coping

Strategies Subject Name:

Behavioural Science - VI

Course Level: Undergraduate

Semester-VI

Course Code: BSU-643

Course Credit: 01

Total Hours: 10

Course Outcomes:

- To develop an understanding the concept of stress its causes, symptoms and consequences.
- To develop an understanding the consequences of the stress on one's wellness, health, and work performance.

Course Contents:

Module I: Stress

(2 Hours)

- Meaning & Nature
- Characteristics
- Types of stress

Module II: Stages and Models of Stress

(2 Hours)

- Stages of stress
- The physiology of stress
- Stimulus-oriented approach.
- Response-oriented approach.
- The transactional and interact ional model.
- Pressure – environment fit model of stress.

Module III: Causes and symptoms of stress

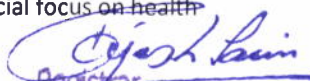
(2Hours)

- Personal
- Organizational
- Environmental

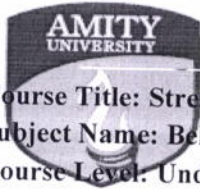
Module IV: Consequences of stress

(2 Hours)

- Effect on behavior and personality
- Effect of stress on performance
- Individual and Organizational consequences with special focus on health


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Course Title: Stress & Coping Strategies

Subject Name: Behavioural Science - V MADHYA PRADESH

Course Level: Undergraduate

Semester-VI

(2 Hours) Course Credit: 01

Module V: Strategies for stress management

- Importance of stress management
- Healthy and Unhealthy strategies
- Peer group and social support

Course Objective:

- Happiness and well-being
- To develop an understanding the concept of stress its causes, symptoms and consequences.
- To develop an understanding the consequences of the stress on one's wellness, health, and work performance.

Course Contents:

Student learning outcomes

Module I: Stress

(2 Hours)

- Student will be able to demonstrate thorough understanding of stress and its effects
- Student will be able to learn various coping strategies to deal stress effectively so to overcome the consequences and impact of stress on their health and wellbeing, ultimately it will enhance their performance.

Module II: Stages and Models of Stress

(2 Hours)

- Stages of stress
- The physiology of stress
- Stimulus-oriented approach.
- Response-oriented approach.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Module III: Causes and symptoms of stress

(2 Hours)

- Effect on behavior and personality
- Effect on social performance
- Individual and Organizational consequences with special focus on health

Module IV: Consequences of stress

(2 Hours)

- Importance of stress management
- Healthy and Unhealthy strategies
- Peer group and social support
- Happiness and well-being

Suggested Readings:

- Blonna, Richard; Coping with Stress in a Changing World: Second edition
- Pestonjee, D.M, Pareek, Udai, Agarwal Rita, Studies in Stress And its Management
- Pestonjee, D.M., Stress and Coping: The Indian Experience

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- Consensus Building
- Collaboration

Module IV: Leadership

(2 Hours)

- Meaning, Nature and Functions
- Self leadership
- Leadership styles in organization
- Leadership in Teams

Module V: Power to empower: Individual and Teams

(2 Hours)

- Meaning and Nature
- Types of power
- Relevance in organization and Society

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ENVIRONMENTAL STUDIES-I

Course Code: EVS – 142

Credit Units: 02

Course Outcomes

- Role of an individual in conservation of natural resources.
- Equitable use of resources for sustainable lifestyles.

Course Contents:

Module I: The Multidisciplinary Nature of Environmental studies and Environment

Environmental Education: Definition, scope and importance, Need for public awareness, Environmental Agencies, Organisation and NGOs, Environment: Definition, importance, Segments. Case Studies related to environmental protection and role of teachers and students.

Module II: Natural Resources

Renewable and non-renewable resources:

Natural resources and associated problems

Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.

Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.

Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.

Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.

Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, case studies.

Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.

Role of an individual in conservation of natural resources.

Equitable use of resources for sustainable lifestyles.

Module III: Ecosystems

Concept of an ecosystem, Structure and function of an ecosystem, Producers, consumers and decomposers, Energy flow in the ecosystem, Ecological succession

Food chains, food webs and ecological pyramids

Introduction, types, characteristic features, structure and function of the following ecosystem:

- Forest ecosystem
- Grassland ecosystem
- Desert ecosystem
- Aquatic ecosystems (ponds, streams, lakes, rivers, ocean estuaries)

Module IV: Biodiversity and its conservation

Introduction – Definition: genetic, species and ecosystem diversity

Biogeographical classification of India

Value of biodiversity: consumptive use, productive use, social, ethical aesthetic and option values Biodiversity at global, national and local levels

India as a mega-diversity nation, Hot-spots of biodiversity

Threats to biodiversity: habitat loss, poaching of wildlife, man wildlife conflicts, Endangered and endemic species of India

Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity

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Text & References:

- Chauhan B. S. 2009: Environmental Studies, University Science Press New Delhi.
- Dhameja S.K., 2010; Environmental Studies, Katson Publisher, New Delhi.
- Smriti Srivastava, 2011: Energy Environment Ecology and Society, Katson Publisher, New Delhi.
- Agarwal, K.C. 2001 Environmental Biology, Nidi Publ. Ltd. Bikaner.
- Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt. Ltd., Ahmedabad 380 013, India, Email:mapin@icenet.net (R)
- Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p Clark R.S., Marine Pollution, Clanderson Press Oxford (TB)
- Cunningham, W.P. Cooper, T.H. Gorhani, E & Hepworth, M.T. 2001, Environmental Encyclopedia, Jaico Publ. House, Mumabai, 1196p
- De A.K., Environmental Chemistry, Wiley Eastern Ltd. Down to Earth, Centre for Science and Environment (R)
- Gleick, H.P. 1993. Water in Crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute Oxford Univ. Press. 473p
- Hawkins R.E., Encyclopedia of Indian Natural History, Bombay Natural History Society, Bombay (R) Heywood, V.H & Waston, R.T. 1995. Global Biodiversity Assessment. Cambridge Univ. Press 1140p.
- Jadhav, H & Bhosale, V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284 p. Mckinney, M.L. & School, R.M. 1996. Environmental Science Systems & Solutions, Web enhanced edition. 639p.
- Mhaskar A.K., Matter Hazardous, Techno-Science Publication (TB) Miller T.G. Jr. Environmental Science, Wadsworth Publishing Co. (TB)
- Odum, E.P. 1971. Fundamentals of Ecology. W.B. Saunders Co. USA, 574p
- Rao M N. & Datta, A.K. 1987. Waste Water treatment. Oxford & IBH Publ. Co. Pvt. Ltd. 345p. Sharma B.K., 2001. Environmental Chemistry. Geol Publ. House, Meerut
- Survey of the Environment, The Hindu (M)
- Townsend C., Harper J, and Michael Begon, Essentials of Ecology, Blackwell Science
- Trivedi R.K., Handbook of Environmental Laws, Rules Guidelines, Compliances and Standards, Vol I and II, Enviro Media (R)
- Trivedi R. K. and P.K. Goel, Introduction to air pollution, Techno-Science Publication (TB) Wanger K.D., 1998 Environnemental Management. W.B. Saunders Co. Philadelphia, USA 499p

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ENVIRONMENTAL STUDIES-II

Course Code: EVS- 242

Credit Units: 02

Course Outcomes

It helps the students in knowing the waste management its Causes, effects and control measures of urban and industrial wastes. Role of an individual in Solid prevention of pollution. Issues involved in enforcement of environmental legislation Public awareness

Course Contents:

Module I: Environmental Pollution

Definition, causes, effects and control measures of:

- Air pollution
- Water pollution
- Soil pollution
- Marine pollution
- Noise pollution
- Thermal pollution
- Nuclear pollution

waste management: Causes, effects and control measures of urban and industrial wastes. Role of an individual in Solid prevention of pollution. Pollution case studies. Disaster management: floods, earthquake, cyclone and landslides.

Module II: Social Issues and the Environment

From unsustainable to sustainable development, Urban problems and related to energy, Water conservation, rain water harvesting, watershed management

Resettlement and rehabilitation of people; its problems and concerns Case studies.

Environmental ethics: Issues and possible solutions

Climate change, Global warming, Acid rain, Ozone layer depletion, Nuclear Accidents and Holocaust case studies.

Fireworks/Crackers – Introduction, ill effects on environment and humans.

Wasteland reclamation, Consumerism and waste products, Environmental Protection Act, Air (Prevention and Control of Pollution) Act, Water (Prevention and control of Pollution) Act, Wildlife Protection Act, Forest Conservation Act

Issues involved in enforcement of environmental legislation Public awareness

Module III: Human Population and the Environment

Population growth, variation among nations

Population explosion – Family Welfare Programmes

Environment and human health

Human Rights

Value Education

HIV / AIDS

Women and Child Welfare

Role of Information Technology in Environment and Human Health

Case Studies

Module IV: Field Work

Visit to a local area to document environmental assets-river / forest/ grassland/ hill/ mountain. Visit to a local polluted site – Urban / Rural / Industrial / Agricultural. Study of common plants, insects, birds. Study of simple ecosystems-pond, river, hill slopes, etc (Field work equal to 5 lecture hours)

Examination Scheme:

Components	CT	HA	S/V/Q	A	ESE
Weightage (%)	15	5	5	5	70

Text & References:

- Agarwal, K.C. 2001 Environmental Biology, Nidi Publ. Ltd. Bikaner.
- Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt. Ltd., Ahmedabad 380 013, India, Email:mapin@icenet.net (R)
- Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p Clark R.S., Marine Pollution, Clanderson Press Oxford (TB)
- Cunningham, W.P. Cooper, T.H. Gorhani, E & Hepworth, M.T. 2001, Environmental Encyclopedia, Jaico Publ. House, Mumabai, 1196p
- De A.K., Environmental Chemistry, Wiley Eastern Ltd. Down to Earth, Centre for Science and Environment (R)
- Gleick, H.P. 1993. Water in Crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute Oxford Univ. Press. 473p
- Hawkins R.E., Encyclopedia of Indian Natural History, Bombay Natural History Society, Bombay (R) Heywood, V.H & Waston, R.T. 1995. Global Biodiversity Assessment. Cambridge Univ. Press 1140p.
- Jadhav, H & Bhosale, V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284 p. McKinney, M.L. & School, R.M. 1996. Environmental Science Systems & Solutions, Web enhanced edition. 639p.
- Mhaskar A.K., Matter Hazardous, Techno-Science Publication (TB) Miller T.G. Jr. Environmental Science, Wadsworth Publishing Co. (TB)
- Odum, E.P. 1971. Fundamentals of Ecology. W.B. Saunders Co. USA, 574p
- Rao M N. & Datta, A.K. 1987. Waste Water treatment. Oxford & IBH Publ. Co. Pvt. Ltd. 345p. Sharma B.K., 2001. Environmental Chemistry. Geol Publ. House, Meerut
- Survey of the Environment, The Hindu (M)
- Townsend C., Harper J, and Michael Begon, Essentials of Ecology, Blackwell Science
- Trivedi R.K., Handbook of Environmental Laws, Rules Guidelines, Compliances and Standards, Vol I and II, Enviro Media (R)
- Trivedi R. K. and P.K. Goel, Introduction to air pollution, Techno-Science Publication (TB) Wanger K.D., 1998 Environmental Management. W.B. Saunders Co. Philadelphia, USA 499p



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Course structure: Stress & Coping Strategies - Course Code: BSU-643

Course Title: Stress & Coping Strategies

Credit Units: 1

Course Level: UG Level

Course Code: BSU-643

Course Outcome

- To develop an understanding the concept of stress its causes, symptoms and consequences.
- To develop an understanding the consequences of the stress on one's wellness, health, and work performance.

Course Contents:

Module I: Stress

(2 Hours)

- Meaning & Nature
- Characteristics
- Types of stress

Module II: Stages and Models of Stress

(2 Hours)

- Stages of stress
- The physiology of stress
- Stimulus-oriented approach.
- Response-oriented approach.
- The transactional and interactional model.
- Pressure – environment fit model of stress.

Module III: Causes and symptoms of stress

(2Hours)

- Personal
- Organizational
- Environmental

Module IV: Consequences of stress

(2 Hours)

- Effect on behavior and personality
- Effect of stress on performance
- Individual and Organizational consequences with special focus on health

Module V: Strategies for stress management

(2 Hours)

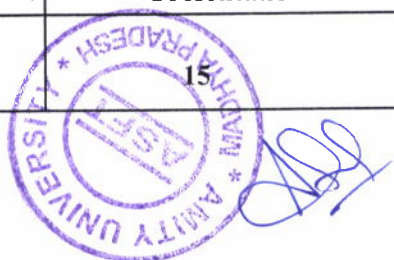
- Importance of stress management
- Healthy and Unhealthy strategies
- Peer group and social support
- Happiness and well-being

Student learning outcomes

- Student will able demonstrate thorough understanding of stress and its effects
- Student will able to learn various coping strategies to deal stress effectively so to overcome the consequences and impact of stress on their health and wellbeing, ultimately it will enhance their performance.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100



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	• Lectures			
7.	Assessment/ Examination Scheme:			
	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	
	100%	NA	70%	
	Theory Assessment (L&T):			
	Components (Drop down)	CIE	Mid Sem	End Term Examination
	Weightage (%)	10%	15%	70%

Text: Krizan, Merrier, Logan & Williams. Effective Business Communication, New Delhi: Cengage, 2011

- Communication and Organizational Culture. Keyton. Joann. Sage Publications

- Social Communication (Frontiers of Social Psychology). Fiedler, Klaus. Psychology Press

Reference: Cypherpunks: Freedom and the Future of the Internet. Assange, Julian Assange. OR Books.

Additional Reading: Newspapers and Journals



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French syllabus - Programme d'études pour le français

All U.G. Programmes – Foreign Language

Français - VI

Course Code:FLU644

Credit units: 02

Course Outcome :

To provide the students with the linguistic tools to enhance social communication skills and be able

- To approve or disapprove a behavior
- To congratulate somebody
- To express possession

Course Contents:

Dossier 1 – pg 7-16,

Dossier 1 : Au fil du temps

Actes de Communication :

Approuver ou désapprouver l'attitude de quelqu'un (désapprouver le comportement des parents)

Féliciter quelqu'un (féliciter un participant dans le courrier des

lecteurs) Parler de sa santé (exprimer les problèmes de santé chez le

médecin) Accueillir/Interpeller (conversation entre l'invité et l'hôte)

Thèmes abordés :

Les trentenaires (dire si l'on partage les valeurs et les attentes des trentenaires)

Le sport (sport et famille, du sport pour tous les goûts)

La profession : Les psychologues (débat - pour ou contre le besoin d'un psy, la télé-confession)

Grammaire :

1. Le présent (révision)
2. Les prépositions et les verbes
3. Les pronoms possessifs
4. Les verbes réciproques

Examination Scheme:

Com	INTERNAL				EXTER	GRAN
	MI	VI	ATTE	T	END	
Weight	15	10	5	3	70	100

Text & References:

Text:

Le livre à suivre:

- Carenzi-Vialaneix, Christelle et al. A propos A2 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Carenzi-Vialaneix, Christelle et al. A propos A2 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Mous, Nelly. Réussir le DELF A1. Paris: Les Éditions Didier, 2010.



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Suggested Readings:

- Blonna, Richard; Coping with Stress in a Changing World: Second edition
- Pestonjee, D.M, Pareek, Udai, Agarwal Rita; Studies in Stress And its Management
- Pestonjee, D.M.; Stress and Coping: The Indian Experience




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	• Presentations • Lectures		
7.	Assessment/ Examination Scheme:		
	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
	100%	NA	70%
	Theory Assessment (L&T):		
	Components (Drop down)	CIE	Attendance
	Weightage (%)	25%	5%
			End Term Examination
			70%

Text: Penrose, Rasberry & Myers. Business Communication for Managers: An Advanced Approach, New Delhi: Cengage, 2012.

T.N Chabbra , Business Communication , Sun India Publication.

Sanjay Kumar & Pushplata , Communication skills , Oxford University Press.

Reference: Jones, Working in English, First Edition, Cambridge, CUP, 2001.

Additional Reading: Newspapers and Journals




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COURSE CURRICULUM

UG : Semester VII

Course Title: Communication Skills-VII

Credit Units: 1

Course Code: BCU 741

L	T	P/ S	SW/ FW	TOTAL CREDIT UNITS
1	0	0	0	1

Course Outcome :

The course is designed to empower students to carry out day to day communication at the work place by adequate understanding of various types of communication to facilitate efficient interpersonal communication.

Prerequisites: NIL

Course Outcome / Syllabus:		
1.	Module I Meetings • Notices • Circulars • Agenda • Minutes	30% Weightage
2.	Module II Principles of Effective Writing & Telephony Skills • Spellings-100 Most Misspelled Words in English • Web Based Writing • Note Taking: Process & Techniques ➤ Telephony Skills • Call Receiving/ Handling/ Concluding Etiquette • Voice Modulation • Effective Listening • Dos and Don'ts of Telephony Skills	25% Weightage
3.	III Negotiation Skills • Definition/Concept • Purpose/ Significance • Checklist- Good & Bad Practices	35% Weightage
4.	Module IV Prose • The Great Trial-Robert Payne • The Home Coming - Rabindra Nath Tagore • How Much Land does a Man Need? - Leo Tolstoy • Valiant Vicky, The Brave Weaver - Flora Anne Steel All the four stories will be discussed in one class One Long Question will be set in the Exam from the Text	10% Weightage
5.	Student Learning Outcomes: • Conduct all business activities related to the workplace with technical efficiency. • Contribute positively to the overall growth of the organization.	
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions	



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Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressers, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
- Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers




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Course structure: Career Planning & Development - Course Code: BSU-743

Course Title: Career Planning & Development

Credit Units: 1

Course Level: UG Level

Course Code: BSU-743

Course Outcome:

This course will help the students to:

- Explore interest and attitude
- Explore career opportunities
- Set career goals
- Developing attributes that employers value

Course Contents:

Module I: Career Planning

(2 Hours)

- Importance of Career Planning & Development
- Career Development Plan
- Assessment of Career Development

Module II: Career Success: Interest, Aptitude & Attitude (Personality)

(2 Hours)

- Interest, Aptitude & Attitude
- Knowing and assessing one's Interest
- Knowing and assessing one's Aptitude

Module III: Explore Career for Growth

(2 Hours)

- Selecting from available resources
- Career selection (Jobs)
- Career planning and development

Module IV: Self Reliance and Employability skills

(2 Hours)

- Self awareness, Self promotion and Presentation, Self confidence
- Action planning, Networking, Negotiation
- Political awareness, Coping with uncertainty,
- Developing positive attributes at work place (personal and professional)
- Time Management as Self Management

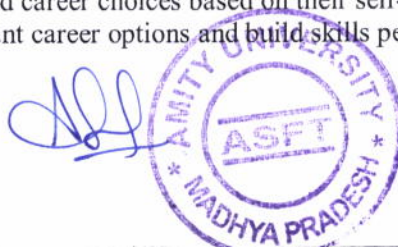
Module V: Impression Management for Career Enhancement

(2 Hours)

- Meaning & Components of Impression Management
- Impression Management Techniques(Influencing Tactics)
- Impact of Impression Management on Career Planning and Development

Student learning outcomes

- Students develop the ability to identify suitable career options and to create a suitable career plan based on the utilization of the counseling process, assessment tools, and other resources.
- Students will know how to assess their skills, interests and values.
- Students will know how to make informed career choices based on their self- assessment.
- Students will know how to explore relevant career options and build skills pertinent to those of greatest interest.



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COURSE CURRICULUM

UG: Semester VIII

Course Title: Communication Skills-VIII

Credit Units: 1

Course Code: BCU 841

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Outcome :

This course is designed to hone the creative minds of students to develop knowledge of diverse ethnic groups and cultures and to increase self-awareness for cultural competence and sensitivity.

Prerequisites: NIL

Prerequisites: N/A

Course Outcome / Syllabus:				
1.	Module I Speaking in Public - Essentials in Public Speaking - Parameters of Public Speaking			45% Weightage
2.	Module II Cross Cultural Communication - Culture and Context - Awareness & Significance of Understanding Culture - Ethnocentrism, Stereotyping and Cultural Relativism - Cultural Shock and Social Change			45% Weightage
3.	Module III Literature			10% Weightage
	Bishop's Candlesticks by Norman McKinnell			
4.	One Long Question will be set in the Exam from the Text			
	Student Learning Outcomes: - Students will be able to navigate cross cultural encounters in a global economy. - Facilitate students to develop learning to construct and deliver messages that incorporate the appropriate use of organizing content, language, vocabulary, kinesics, eye contact, appearance, visual aids, and time constraints.			
5.	Pedagogy for Course Delivery: - Workshop - Group Discussions - Presentations - Lectures			
	Assessment/ Examination Scheme:			
	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination	
	100%	NA	70%	
	Theory Assessment (L&T):			
	Components (Drop down)	CIE	Mid Sem	Attendance
				End Term Examination



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French syllabus - Programme d'études pour le français

All U.G. Programmes – Foreign Language

Français - VII

Course Code: FLU744

Credit units: 02

Course Outcome :

To provide the students with the linguistic tools to enhance social communication skills and be able

- To describe an object, compare objects and evaluate
- To ask for information, precision
- To make claims

Course Contents:

Dossier 2 – pg 17-28,

Dossier 2 : 64 millions de consommateurs

Actes de Communication :

Décrire un objet (un bijou unique, un voyage extraordinaire, un nouvel appareil photo)

Évaluer une chose (acheter un cadeau, discuter le prix)

Ouvrir un compte à la banque (demander des renseignements au banquier afin d'ouvrir un compte) Demander des informations/précisions (précisions sur un problème dans le relevé de compte)

Faire une réclamation (s'adresser au service après-vente pour échanger un produit défectueux)

Thèmes abordés :

S'habiller bon marché (comment vous habillez-vous bon marché ?)

Le e-commerce (le portrait de l'e-acheteur de votre pays)

Les produits contrefaits (parler des produits contrefaits)

La profession : Les maraîchers (débat: comment éviter le gaspillage ? la mode de vie des décroissants, privilégie-t-on la qualité ou le prix lors d'un achat?)

Grammaire :

1. Le pronom " en "
2. La place de l'adjectif
3. Le présent progressif
4. Le passé récent
5. Le futur proche (révision)
6. Le comparatif et le superlatif

Examination Scheme:

	INTERNAL				EXTER	GRAN
	Com	MI	VI	ATTE	T	
	Weig	15	10	5	3	70
						100

Text & References:

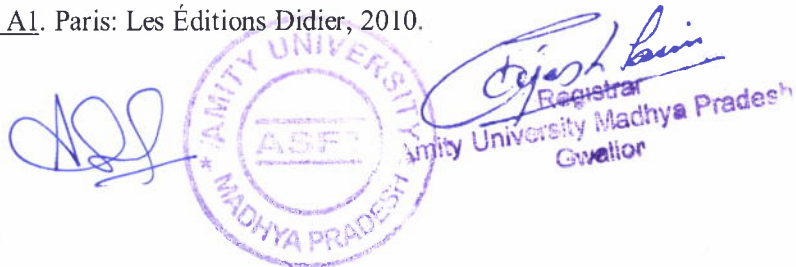
Text:

Le livre à suivre:

- Carenzi-Vialaneix, Christelle et al. A propos A2 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Carenzi-Vialaneix, Christelle et al. A propos A2 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Mous, Nelly. Réussir le DELF A1. Paris: Les Éditions Didier, 2010.





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Course structure: Positive Personal Growth - Course Code: BSU-843

Course Title: Positive Personal Growth

Credit Units: 1

Course Level: UG Level

Course Code: BSU-843

Course Outcome

- To have a great deal of insight into one's character.
- Understanding of positive emotions
- To explore the dimensions of happiness, well-being, Optimism and hope
- Quick understanding of different situations and grasp new concepts.

Course Contents:

Module I: Positivity in personality

(2 Hours)

- Importance of Positivity in personality
- Positivity Vs. Negativity
- Introspection and personal growth

Module II: Positive Emotions

(2 Hours)

- Understanding positive emotions
- Importance of Positive emotion
- Types and identification of positive emotions (Love, happiness, Contentment, Resilience, etc.)

Module III: Hope, Optimism and Resilience

(2 Hours)

- Positive approach towards future
- Benefits of Positive approach
- Resilience during challenge and loss

Module IV: Application of Positive Emotions

(2 Hours)

- Application of positive emotions in relationships, and organizations
- Creating healthy organizational climate
- Positive emotions enhances performance

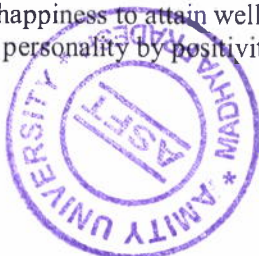
Module V: Happiness and Well Being

(2 Hours)

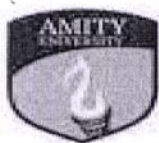
- Concept of Happiness & Well-Being
- Secret of happy mind and healthy life
- Work life balance

Student learning outcomes:

- Students develop the ability to identify and regulate positive emotions for personal and professional excellence
- Students will know how to develop resilience.
- Students will know how to role of happiness to attain wellbeing.
- Students will know how to nurture personality by positivity.



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6.	Weightage (%)	10%	15%	5%	70%		
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Text: Penrose, Rasberry & Myers. *Business Communication for Managers: An Advanced Approach*, New Delhi: Cengage, 2012.

Raman, Meenakshi. *Business Communication*, Oxford

Krizan, Merrier, Logan & Williams. *Effective Business Communication*, New Delhi: Cengage, 2011

References:

Beamer, Linda. *Intercultural Communication in the Global Workplace*, Irwin/McGraw-Hill, 2005.

Reynolds, Sana & Deborah Valentine. *Guide to Cross-cultural Communication*, Prentice Hall, 2003.

Additional Reading: Newspapers and Journals



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French syllabus - Programme d'études pour le français

All U.G. Programmes – Foreign Language

Français - VIII

Course Code: FLU844

Credit units: 02

Course Outcome :

To provide the students with the linguistic tools to enhance social communication skills and be able

- To express an intention, announce a news, enquire about an event
- To speak about the future
- To discuss the media

Course Contents:

Dossier 3 – pg 29-40, Dossiers 1&2

(révision). Dossier 3 : Médias.fr

Actes de Communication :

Parler de l'avenir (les avantages et les inconvénients des réseaux sociaux)

Exprimer une intention (poser des questions sur

un forum) Parler des médias

Engager/ terminer une conversation (demander pourquoi on n'a pas répondu au mël)

Interroger sur un événement (vol,

accident) Annoncer une nouvelle

(celle de démission)

Thèmes abordés :

Les Français et la presse (débat : Croyez-vous aux légendes urbaines?)

Les Français et Internet (débat: les informations de la presse écrite sont plus fiables que les informations sur

Internet ?)

La télévision des Français

La profession : Les animateurs radio (débat : pour ou contre le téléchargement illégal de la musique ou des films)

Grammaire :

1. Le futur simple
2. L'hypothèse sur le futur
3. Les formes de la négation
4. Les pronoms compléments directs et indirects (révision)

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND
	MID-SEM	VIVA-	ATTENDANC	TOTAL	END	
Weightage	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

- Carenzi-Vialaneix, Christelle et al. A propos A2 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Carenzi-Vialaneix, Christelle et al. A propos A2 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Mous, Nelly. Réussir le DELF A1. Paris: Les Éditions Didier, 2010.



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French syllabus - Programme d'études pour le français

All U.G. Programmes – Foreign Language

Français - VIII

Course Code: FLU844

Credit units: 02

Course Outcome :

To provide the students with the linguistic tools to enhance social communication skills and be able

- To express an intention, announce a news, enquire about an event
- To speak about the future
- To discuss the media

Course Contents:

Dossier 3 – pg 29-40, Dossiers 1&2

(révision). Dossier 3 : Médias.fr

Actes de Communication :

Parler de l'avenir (les avantages et les inconvénients des réseaux sociaux)

Exprimer une intention (poser des questions sur un forum) Parler des médias

Engager/ terminer une conversation (demander pourquoi on n'a pas répondu au mël)

Interroger sur un événement (vol, accident) Annoncer une nouvelle (celle de démission)

Thèmes abordés :

Les Français et la presse (débat : Croyez-vous aux légendes urbaines?)

Les Français et Internet (débat: les informations de la presse écrite sont plus fiables que les informations sur Internet ?)

La télévision des Français

La profession : Les animateurs radio (débat : pour ou contre le téléchargement illégal de la musique ou des films)

Grammaire :

1. Le futur simple
2. L'hypothèse sur le futur
3. Les formes de la négation
4. Les pronoms compléments directs et indirects (révision)

Examination Scheme:

Components	INTERNAL				EXTERNAL	GRAND
	MID-SEM	VIVA-	ATTENDANC	TOTAL	END	
Weightage	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

- Carenzi-Vialaneix, Christelle et al. A propos A2 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Carenzi-Vialaneix, Christelle et al. A propos A2 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Mous, Nelly. Réussir le DELF A1. Paris: Les Éditions Didier, 2010.



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COURSE CURRICULUM

UG: Semester VI

Course Title: Communication Skills- VI

Credit Units: 1

Course Code: BCU 641

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Outcome : The main emphasis of this course is to enable students to learn the dynamics of social communication and to demonstrate the ability to learn the nuances of informal communication.

Prerequisites: NIL

Course Outcome / Syllabus:		
1.	Module I Social Communication Essentials	30% Weightage
	• Small talk/Building rapport • Expand social and Corporate Associations • Informal Communication: Grapevine, Chat	
2.	Module II Workplace Interpersonal Skills	25% Weightage
	• Understanding Social Communication in Workplace environment. • Employee feedback: Assess employee performance and satisfaction. • Simulation ➤ Humour in Communication-Use of 'Puns' ➤ Entertainment and Communication (Infotainment) • Infotainment and Social Media • Entertainment in Journalism ➤ Social Networking	
3.	Module III Verbal Ability	35% Weightage
	• Comprehension • Analogy • Sentence Order • Active and Passive Voice • Error Sorting	
4.	Module IV Prose	10% Weightage
	• Secret of Socrates - Dale Carnegie • My Financial Career-Stephen Leacock • The Luncheon - W. Somerset Maugham • The National Flag - Jawahar Lal Nehru All the four stories will be discussed in one class One Long Question will be set in the Exam from the Text	
5.	Student Learning Outcomes:	
	• To communicate contextually in specific personal and professional situations with courtesy. • To inject humour in their regular interactions. • To strengthen their creative learning process through individual expression and collaborative peer activities.	
6.	Pedagogy for Course Delivery:	
	• Workshop • Group Discussions • Presentations	



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Coordinator



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French syllabus - Programme d'études pour le français

All U.G. Programmes – Foreign Language

Français - V

Course Code: FLU544

Credit units: 02

Course Outcome :

To strengthen the language of the students in both oral and written

To revise the grammar in application and the communication tasks related to topics covered already

To get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks such as

- narrating events in the past, marking the stages, using appropriate connectors
- expressing causes and consequences, using appropriate logical connectors
- presenting a biography

Course Contents:

Dossier 8 – Pg 75-84 Dossiers 4, 5 and 6

(révision) Dossier 8 : Vivre ensemble

Actes de Communication :

Exprimer la cause, l'opposition, la conséquence, décrire les étapes d'une action, s'exprimer sur l'environnement, l'écologie, identifier et décrire les différences de comportement, décrire le fonctionnement d'une association, faire la biographie d'une personne.

Dossiers 4, 5, 6 – Révision

Exercices d'écoute, production orale et écrite.

Grammaire :

1. le présent (révision), le passé composé (révision)
2. les pronoms compléments directs, les pronoms compléments indirects
3. les marqueurs chronologiques
4. les articulateurs logiques

Examination Scheme:

	INTERNAL				EXTERNAL	GRAND
Components	MID-SEM	VIVA-	ATTENDANC	TOTAL	END	100
Weightage	15	10	5	30	70	

Text & References:

Text:

Le livre à suivre:

Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.

Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.



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Course structure: Group Dynamics and Team Building - Course Code: BSU-543

Course Title: Group Dynamics and Team Building

Credit Units: 1

Course Level: UG Level

Course Code: BSU-543

Course Outcome:

- To inculcate in the students an elementary level of understanding of group/team functions
- To develop team spirit and to know the importance of working in teams

Course Contents:

Module I: Group formation

(2 Hours)

- Definition and Characteristics
- Importance of groups
- Classification of groups
- Stages of group formation
- Benefits of group formation

Module II: Group Functions

(2 Hours)

- External Conditions affecting group functioning: Authority, Structure, Org. Resources, Organizational policies etc.
- Internal conditions affecting group functioning: Roles, Norms, Conformity, Status, Cohesiveness, Size, Inter group conflict.
- Group Cohesiveness and Group Conflict
- Adjustment in Groups

Module III: Teams

(2 Hours)

- Meaning and nature of teams
- External and internal factors effecting team
- Building Effective Teams
- Consensus Building
- Collaboration

Module IV: Leadership

(2 Hours)

- Meaning, Nature and Functions
- Self leadership
- Leadership styles in organization
- Leadership in Teams

Module V: Power to empower: Individual and Teams

(2 Hours)

- Meaning and Nature
- Types of power
- Relevance in organization and Society

Student learning outcomes



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- Students will Develop critical and reflective thinking abilities
- Students will Demonstrate an understanding of group dynamics and effective teamwork
- Student will develop a range of leadership skills and abilities such as effectively leading change, resolving conflict, and motivating others
- Student will Gain knowledge and understanding of organization resources, policies, and involvement opportunities.
- Student will Develop strategies to recruit, retain, and continually motivate contributing members to the organization

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressers, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
- Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers



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COURSE CURRICULUM

UG : Semester V

Course Title : Communication Skills-V

Credit Units: 1

Course Code: BCU 541

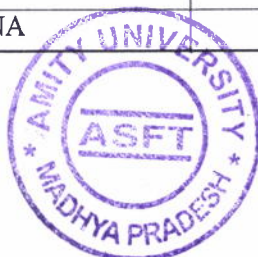
Course Outcome :

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

- To enable the students to adopt strategies for effective reading and writing skills.
- The course would enhance student's vocabulary, language and fluency. It would also teach the students to deliver professional presentations.

Prerequisites: NIL

Course Outcome / Syllabus:			
1.	Module I Report Writing		35% Weightage
	➤ Report Writing - Purpose/Significance - Types - Format		
2.	Module II Comprehension Skills		25% Weightage
	- Reading Comprehension-SQ3R Reading Techniques - Summarising and Paraphrasing - Précis Writing - Listening Comprehension		
3.	Module III Presentation Skills		30% Weightage
	- Discussing the Significance of Audio-visual Aids, Audience and Feedback in Presentation Skills - Analyzing the Significance of Non-Verbal Communication		
4.	Module IV Literature		10% Weightage
	- Success is Counted Sweetest – Emily Dickinson (Poem) - My Wood - E.M.Forster (Prose) - I have a Dream-Martin Luther King (Prose) - Spoken English and Broken English-G.B. Shaw (Prose)		
5.	Student Learning Outcomes:		
	- Communicate fluently and sustain comprehension of an extended discourse. - Demonstrate ability to interpret texts and observe the rules of good writing. - Prepare and present effective presentations aided by ICT tools.		
6.	Pedagogy for Course Delivery: Workshop		
	- Group Discussions - Presentations - Lectures		
7.	Assessment/ Examination Scheme:		
	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
	100%	NA	70%



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Theory Assessment (L&T):			
Components (Drop down)	CIE	Attendance	End Term Examination
Weightage (%)	25%	5%	70%

Text: Jaffe, C.I. Public Speaking: Concepts and Skills for a Diverse Society, 4th ed. Belmont, CA: Wadsworth, 2004.

Effective English for Engineering Students, B Cauveri, Macmillan India

Creative English for Communication, Krishnaswamy N, Macmillan

Reference: A Textbook of English Phonetics, Balasubramanian T, Macmillan

Additional Reading: Newspapers and Journals



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French syllabus - Programme d'études pour le français All U.G. Programmes – Foreign Language

Français - IV

Course Code: FLU444

Credit units: 02

Course Outcome :

To strengthen the language of the students in both oral and written

To revise the grammar in application and the communication tasks related to topics covered already

To get acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks such as

- talking about personal habits
- narrating events in the past, marking the stages, using appropriate connectors
- holding conversations on telephone
- asking for /giving advices

Course Contents:

Dossier 7 – pg 65-74, Dossiers 1, 2 and 3 (révision)

Dossier 7 : au boulot

Actes de Communication :

Parler des habitudes et décrire une situation à l'imparfait, comparer (nom et verbe), qualifier (qui, que) s'exprimer au téléphone, demander et donner un avis.

Dossiers 1, 2, 3 – Révision

Exercices d'écoute, production orale et écrite.

Grammaire :

1. l'imparfait,
2. la comparaison du verbe/du nom ; mieux/meilleur
3. les pronoms relatifs

Examination Scheme:

	INTERNAL				EXTER NAL END	GRAN D
	MI	VI	ATTE	T		
Com						
Weig	15	10	5	3	70	100

Text & References:

Text:

Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.



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Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Text & References:

Cassuto Rothman, J. (1998). From the Front Lines, Student Cases in Social Work Ethics. Needham Heights, MA: Allyn and Bacon.

Gambrill, E. & Pruger, R. (Eds). (1996). Controversial Issues in Social Work Ethics, Values, & Obligations. Needham Heights, MA: Allyn and Bacon, Inc.



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Course structure: Value & Ethics for Personal & Professional Development – CourseCode: BSU-443

Course Title: Value & Ethics For Personal & Professional Development

Credit Units: 1

Course Level: UG Level

Course Outcome:

This course aims at imparting an understanding of Values, Ethics & Morality among students for making a balanced choice between personal & professional development.

Course Contents:

Module I: Introduction to Values & Ethics

(2 Hours)

Meaning & its type
Relationship between Values and Ethics
Its implication in one's life

Module II: Values Clarification & Acceptance

(2Hours)

Core Values-Respect, Responsibility, Integrity, Resilience, Care, & Harmony
Its process-Self Exploration
Nurturing Good values

Module III: Morality

(2 Hours)

Difference between morality, ethics & values
Significance of moral values

Module IV: Ethical Practice

(2 Hours)

Ethical Decision making
Challenges in its implementation
Prevention of Corruption & Crime

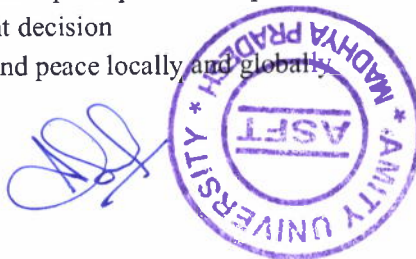
Module V: Personal & Professional Values

(2 Hours)

Personal values-Empathy, honesty, courage, commitment
Professional Values-Work ethics, respect for others
Its role in personality development
Character building-“New Self awareness”

Student learning outcomes

- Able to answer the question: What do I stand for?
- Ability to apply a coherent set of moral principles within professional and specialized contexts
- Willing to make unpopular but right decision
- Committed to working for justice and peace locally and globally




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Theory L/T (%)				Lab/Practical/Studio (%)	
100%				NA	
Theory Assessment (L&T):					
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	
Weightage (%)	10%	15%	5%	70%	

Text: Sharma, R.C. & Krishna Mohan. Business Correspondence and Report Writing: A Practical approach to Business & Technical Communication, New Delhi: Tata McGraw Hill & Co. Ltd., 2002.

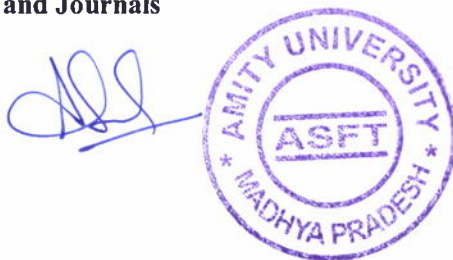
Rai, Urmila & S.M. Rai. Business Communication, Mumbai: Himalaya Publishing House, 2002.

Rizvi, M.Ashraf. Effective Technical Communication, New Delhi: Tata McGraw Hill, 2007.

Reference: Brusaw, Charles T., Gerald J. Alred & Walter E. Oliu. The Business Writer's Companion, Bedford: St. Martin's Press, 2010.

Lewis, Norman. How to Read Better and Faster. New Delhi: Binny Publishing House.

Additional Reading: Newspapers and Journals



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COURSE CURRICUMUM

UG: Semester IV

Course Title: Communication Skills-IV

Credit Units: 1

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Code: BCU 441

Course Outcome :

This course is designed to develop the skills of the students in preparing job search artifacts and negotiating their use in GDs and interviews.

Prerequisites: NIL

Course Outcome / Syllabus:		
1.	Module I Employment-Related Correspondence	35% Weightage
	- Resume Writing - Covering Letters - Follow Up Letters	
2.	Module II Dynamics of Group Discussion	35% Weightage
	- Significance of GD - Methodology & Guidelines	
3.	Module III Interviews	20% Weightage
	- Types & Styles of Interviews - Fundamentals of facing Interviews - Interview-Frequently Asked Questions	
4.	Module IV Literature	10% Weightage
	- Pippa Passes by Robert Browning (Poem) "The Lottery" 1948 – Shirley Jackson (Short Story) - The Eyes Have it- Ruskin Bond (Short Story) - Kallu- Ismat Chughtai (Short Story) One Long Question will be set in the Exam from the Text.	
5.	Student Learning Outcomes:	
	- Develop a resume for oneself - Ability to handle the interview process confidently - Learn the subtle nuances of an effective group discussion	
6.	Pedagogy for Course Delivery:	
	- Workshop - Group Discussions - Presentations - Lectures	
7.	Assessment/ Examination Scheme:	

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French syllabus - Programme d'études pour le français All U.G. Programmes – Foreign Language

Français - III

Credit units: 02

Course Code: FLU344

Course Outcome :

To enable the students

- to talk about the qualities and defects of people.
- to ask/give directions, to enquire about a lodging.
- to ask and give informations about a certain place.
- to describe events in past tense.

Course Contents:

Dossiers 5,6 – pg 45-64

Dossier 5 : Ici et là

Actes de Communication :

Exprimer l'obligation et l'interdiction, parler des qualités et des défauts de quelqu'un, demander son chemin, indiquer un itinéraire, se situer dans l'espace, se renseigner sur un logement.

Dossier 6 : Ailleurs

Actes de Communication :

S'exprimer au passé composé, raconter un voyage, se situer dans le monde, exprimer le temps (avec indicateurs de temps – il y a, depuis), se renseigner sur un hébergement, exprimer la satisfaction et l'insatisfaction.

Grammaire :

1. les adjectifs démonstratifs
2. les verbes : 'ir groupe' devoir, falloir
3. les prépositions de lieu, de pays
4. l'impératif, le passé composé, forme et accord du participe passé, la négation au passé composé
5. les indicateurs de temps (il y a, depuis)

Examination Scheme:

	INTERNAL				EXTER	GRAND
	MID	VIV	ATTE	T	END	
Comp						
Weig	15	10	5	30	70	100

Text & References:

Text:

Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.

[Signature]



[Signature]
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Established vide Government of Madhya Pradesh Act No. 27 of 2010

Course structure: Problem Solving and Creative Thinking- Course Code: BSU-343

Course Title: Problem Solving and Creative Thinking

Credit Units: 1

Course Level: UG Level

Course Code: BSU-343

Course Outcome:

To enable the students:

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

Course Contents:

Module I: Thinking as a tool for Problem Solving

(2 Hours)

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

Module II: Hindrances to Problem Solving Process

(2 Hours)

- Perception
- Expression
- Emotion
- Intellect
- Work environment

Module III: Problem Solving

(2 Hours)

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



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Module IV: Plan of Action

(2 Hour)

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

Module V: Creative Thinking

(2 Hours)

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

Student learning outcomes

- Student will be able to understand and solve the problems effectively in their personal and professional life.
- Students will outline multiple divergent solutions to a problem,
- Student will able to create and explore risky or controversial ideas, and synthesize ideas/expertise to generate innovations.

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program(SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

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

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Coordinator



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COURSE CURRICULUM

UG: Semester III

Course Title: Communication Skills-III

Credit Units: 1

Course Code: BCU 341

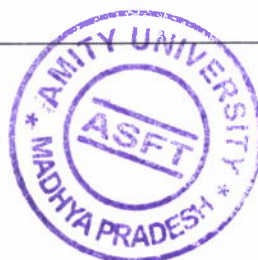
Course Outcome :

To emphasize the essential aspects of effective written communication necessary for professional success.

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Prerequisites: NIL

Course Outcome / Syllabus:		
1.	Module I Vocabulary	35% Weightage
	• Spellings • Define Vocabulary • Significance of Vocabulary • One Word Substitution, Synonyms & Antonyms and Idioms & Phrases • Define and Differentiate Homonyms, Homophones and Homographs • Vocabulary Drills • Foreign Words	
2.	Module II Formal Letter Writing	35% Weightage
	• Block Format • Types of Letters • E-mail • Netiquette	
3.	Module III Business Memos	20% Weightage
	• Format & Characteristics	
4.	Module IV Literature	10% Weightage
	• Stench of Kerosene-Amrita Pritam (Short Story) • A Flowering Tree-A.K. Ramanujan (Short Story) • The Gift of the Magi- O. Henry (Short Story) • Indian Weavers – Sarojini Naidu (Poem)	
5.	Student Learning Outcomes: The students should be able to write correctly and properly with special reference to Letter writing.	
6.	Pedagogy for Course Delivery: • Workshop • Group Discussions • Presentations • Lectures	



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7.	Assessment/ Examination Scheme:				
	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination		
	100%	NA	70%		
	Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance	End Term
	Weightage (%)	10%	15%	5%	70%

Text: Rai, Urmila & S.M. Rai. Business Communication, Mumbai: Himalaya Publishing House, 2002.

K.K.Sinha, Business Communication, Galgotia Publishing Company.

Reference: Sanjay Kumar & Pushp Lata, Communication Skills, Oxford University Press.

Additional Reading: Newspapers and Journals

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French syllabus - Programme d'études pour le français

All U.G. Programmes – Foreign Language

Français - II

Course Code: FLU244

Credit units: 02

Course Outcome :

To furnish the linguistic tools

- to talk about daily activities and sports, to express necessities
- to talk about activities in recent future,
- to have conversations and perform day to day life tasks like enquiring about time, take an appointment
- to enquire about products and place orders in a shop/ restaurant

Course Contents:

Dossiers 3,4 – pg 25-44

Dossier 3 : Quelle journée !

Actes de Communication :

Parler de ses activités quotidiennes, se situer dans le temps, demander l'heure et la date, parler des sports et des loisirs, exprimer la fréquence

Dossier 4 : Vous désirez ?

Actes de Communication :

Exprimer la quantité, demander et donner le prix, exprimer la nécessité, la volonté et la capacité, comparer et exprimer ses préférences, s'exprimer au futur proche, prendre rendez-vous, s'exprimer au restaurant/dans les magasins

Grammaire :

1. l'expression du temps
2. les articles contractés, les quantités indéterminées et déterminées
3. les adverbes de fréquences
4. verbes- faire, prendre, venir, pouvoir, vouloir, les verbes pronominaux
5. la comparaison de l'adjectif
6. la négation (suite)
7. le futur proche

Examination Scheme:

	INTERNAL				EXTER	GRAN
	MI	VI	ATTE	T	END	
Com						
Weig	15	10	5	3	70	100

Text & References:

Text:

Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.

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situations and interactions

- Student will be able to understand and respect individual difference, so to enhance the relationship
- Learn social responsibility and develop a sense of citizenship
- Student will be able to identify and understand the impact of culture on one's leadership style

Examination Scheme:

Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)	5	10	15	70	100

Suggested Readings:

- Davis, K. Organizational Behaviour,
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- Robbins O.B. Stephen;,. Organizational Behaviour



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Course structure: Individual, Society and Nation - Course Code: BSU-243

Course Title: Individual, Society and Nation

Credit Units: 1

Course Level: UG Level

Course Code: BSU-243

Course Outcome:

This course aims at enabling students towards:

- Understand the importance of individual differences
- Better understanding of self in relation to society and nation
- Facilitation for a meaningful existence and adjustment in society
- Inculcating patriotism and national pride

Course Contents:

Module I: Individual differences & Personality

(2 Hours)

- Personality: Definition & Relevance
- Importance of nature & nurture in Personality Development
- Importance and Recognition of Individual differences in Personality
- Accepting and Managing Individual differences
- Intuition, Judgment, Perception & Sensation (MBTI)
- BIG5 Factors

Module II: Managing Diversity

(2 Hours)

- Defining Diversity
- Affirmation Action and Managing Diversity
- Increasing Diversity in Work Force
- Barriers and Challenges in Managing Diversity

Module III: Socialization

(2 Hours)

- Nature of Socialization
- Social Interaction
- Interaction of Socialization Process
- Contributions to Society and Nation

Module IV: Patriotism and National Pride

(2 Hours)

- Sense of pride and patriotism
- Importance of discipline and hard work
- Integrity and accountability

Module V: Human Rights, Values and Ethics

(2 Hours)

- Meaning and Importance of human rights
- Human rights awareness
- Values and Ethics- Learning based on project work on Scriptures like- Ramayana, Mahabharata, Gita etc.

Student learning outcomes

- Student will be able to identify, understand, and apply contemporary theories of leadership to a wide range of

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Text & References:

- Agarwal, K.C. 2001 Environmental Biology, Nidi Publ. Ltd. Bikaner.
- Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt. Ltd., Ahmedabad 380 013, India
- Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p Clark R.S., Marine Pollution, Clanderson Press Oxford (TB)
- Cunningham, W.P. Cooper, T.H. Gorhani, E & Hepworth, M.T. 2001, Environmental Encyclopaedia, Jaico Publ. House, Mumbai, 1196p
- De A.K., Environmental Chemistry, Wiley Eastern Ltd. Down to Earth, Centre for Science and Environment (R)
- Gleick, H.P. 1993. Water in Crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute Oxford Univ. Press. 473p
- Hawkins R.E., Encyclopaedia of Indian Natural History, Bombay Natural History Society, Bombay (R) Heywood, V.H & Weston, R.T. 1995. Global Biodiversity Assessment. Cambridge Univ. Press 1140p.
- Jadhav, H & Bhosale, V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284 p.
- McKinney, M.L. & School, R.M. 1996. Environmental Science Systems & Solutions, Web enhanced edition. 639p.
- Mhaskar A.K., Matter Hazardous, Techno-Science Publication (TB) Miller T.G. Jr. Environmental Science, Wadsworth Publishing Co. (TB)
- Odum, E.P. 1971. Fundamentals of Ecology. W.B. Saunders Co. USA, 574p
- Rao M N. & Datta, A.K. 1987. Wastewater treatment. Oxford & IBH Publ. Co. Pvt. Ltd. 345p. Sharma B.K., 2001. Environmental Chemistry. Geol Publ. House, Meerut
- Survey of the Environment, The Hindu (M)
- Townsend C., Harper J, and Michael Begon, Essentials of Ecology, Blackwell Science
- Trivedi R.K., Handbook of Environmental Laws, Rules Guidelines, Compliances and Standards, Vol I and II, Enviro Media (R)
- Trivedi R. K. and P.K. Goel, Introduction to air pollution, Techno-Science Publication (TB) Wanger K.D., 1998 Environmental Management. W.B. Saunders Co. Philadelphia, USA 499p



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ENVIRONMENTAL STUDIES-II

Course Code: EVS- 242

Credit Units: 02

Course Outcome:

Module I: Environmental Pollution

Definition, causes, effects and control measures of:

- Air pollution
- Water pollution
- Soil pollution
- Marine pollution
- Noise pollution
- Thermal pollution
- Nuclear pollution

Solid waste management: Causes, effects, and control measures of urban and industrial wastes. Role of an individual in prevention of pollution. Pollution case studies. Disaster management: floods, earthquake, cyclone and landslides.

Module II: Social Issues and the Environment

From unsustainable to sustainable development, Urban problems and related to energy, Water conservation, rainwater harvesting, watershed management

Resettlement and rehabilitation of people; its problems and concerns Case studies.

Environmental ethics: Issues and possible solutions

Climate change, Global warming, Acid rain, Ozone layer depletion, Nuclear Accidents and Holocaust case studies.

Fireworks/Crackers – Introduction, ill effects on environment and humans.

Wasteland reclamation, Consumerism and waste products, Environmental Protection Act, Air (Prevention and Control of Pollution) Act, Water (Prevention and control of Pollution) Act, Wildlife Protection Act, Forest Conservation Act

Issues involved in enforcement of environmental legislation public awareness

Module III: Human Population and the Environment

Population growth, variation among nations

Population explosion – Family Welfare Programmes

Environment and human health

Human Rights

Value Education

HIV / AIDS

Women and Child Welfare

Role of Information Technology in Environment and Human Health

Case Studies

Module IV: Field Work

Visit to a local area to document environmental assets-river / forest/ grassland/ hill/ mountain. Visit to a local polluted site – Urban / Rural / Industrial / Agricultural. Study of common plants, insects, birds. Study of simple ecosystems-pond, river, hill slopes, etc (Field work equal to 5 lecture hours)

Examination Scheme:

Components	CT	HA	S/V/Q	A	ESE
Weightage (%)	15	5	5	5	70

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6.	Pedagogy for Course Delivery: • Extempore • Presentations • Lectures															
7.	Assessment/ Examination Scheme: <table><tr><td>Theory L/T (%)</td><td>Lab/Practical/Studio (%)</td></tr><tr><td>100%</td><td>NA</td></tr></table> Theory Assessment (L&T): <table><tr><td>Components (Drop down)</td><td>CIE</td><td>Mid Sem</td><td>Attendance</td><td>End Term Examination</td></tr><tr><td>Weightage (%)</td><td>30%</td><td>15%</td><td>5%</td><td>70%</td></tr></table>	Theory L/T (%)	Lab/Practical/Studio (%)	100%	NA	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination	Weightage (%)	30%	15%	5%	70%	
Theory L/T (%)	Lab/Practical/Studio (%)															
100%	NA															
Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination												
Weightage (%)	30%	15%	5%	70%												

Text: Rosenblum, M. How to Build Better Vocabulary, London: Bloomsbury Publication.

Verma, Shalini. Word Power made Handy, S. Chand Publications.

High School English Grammar & Composition by Wren & Martin

Reference: K.K.Sinha , Business Communication, Galgotia Publishing Company.

Alan Pease : Body Language

Additional Reading: Newspapers and Journals



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French syllabus - Programme d'études pour le français All U.G. Programmes – Foreign Language

Français - I

Course Code: FLU144

Credit units: 02

Course Outcome :

To familiarize students with the French language, with its phonetic system and its accents.

To enable students

- to greet someone in French
- to present and describe oneself and people
- to enter in contact, and begin a conversation
- to talk about one's family, tastes and preferences

Course Contents:

Dossiers 1, 2 – pg 5-24

Dossier 1 : Toi, moi, nous

Actes de Communication :

S'adresser poliment à quelqu'un, entrer en contact, se présenter, présenter quelqu'un, saluer, poser des questions simples pour connaître quelqu'un, épeler et compter

Dossier 2 : En famille

Actes de Communication :

Parler de sa famille, Décrire quelqu'un, exprimer ses goûts, écrire et comprendre un message court, inviter quelqu'un, exprimer la possession, la négation

Grammaire :

1. articles indéfinis, articles définis, masculin et féminin des noms et des adjectifs, pluriel des noms et des adjectifs
2. pronoms sujets et toniques, on, c'est/il est + profession,
3. masculin et féminin des adjectifs de nationalité
4. verbes- être, avoir, aller, 'er' groupe
5. l'interrogation – l'intonation, est-ce que, qui est-ce ? Qu'est-ce que? L'inversion ; où, comment, quand ; quel
6. la négation
7. adjectifs possessifs

Examination Scheme:

Component	INTERNAL				EXTERNAL	GRAND
	MID-SEN	VIVA-	ATTENDAI	TOTA	END	
Weightage	15	10	5	30	70	100

Text & References:

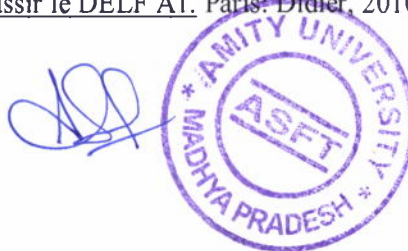
Text:

Le livre à suivre:

- Andant, Christine et al. A propos A1 Livre de l'élève. Grenoble: Presses universitaires de Grenoble, 2010.
- Andant, Christine et al. A propos A1 Cahier d'exercices. Grenoble: Presses universitaires de Grenoble, 2010.

Références :

- Girardeau, Bruno et Nelly Mous. Réussir le DELF A1. Paris: Didier, 2010.



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COURSE CURRICULUM

UG: Semester II

Course Title: Communication Skills II

Course Code: BCU241

Credit Units: 1

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Outcome:

To understand the different aspects of communication using the four macro skills – LSRW (Listening, Speaking, Reading, Writing)

Prerequisites: NIL

Course Outcome / Syllabus:			35% Weightage
1.	Module I Communication		
	- Process and Importance - Models of Communication (Linear & Shannon Weaver) - Role and Purpose - Types & Channels - Communication Networks - Principles & Barriers		
2.	Module II Verbal Communication		25% Weightage
	Oral Communication: Forms, Advantages & Disadvantages Written Communication: Forms, Advantages & Disadvantages Introduction of Communication Skills (Listening, Speaking, Reading, Writing)		
3.	Module III Non-Verbal Communication		30% Weightage
	- Principles & Significance of Nonverbal Communication - KOPPACT (Kinesics, Oculistics, Proxemics, Para-Language, Artifacts, Chronemics, Tactilics) - Visible Code		
4.	Module IV : Prose		10% Weightage
	TEXT: APJ Abdul Kalam and Arun Tiwari. Wings of Fire: An Autobiography, Universities Press, 2011 Comprehension Questions will be set in the End-Semester Exam		
5.	Student Learning Outcomes: The students should be able to : Apply Verbal and Non-Verbal Communication Techniques in the Professional Environment		



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Course structure: Understanding Self for Effectiveness –

Course Code: BSU-143

Course Title: Understanding Self for Effectiveness

Credit Units: 1

Course Level: UG Level

Course Code: BSU-143

Course Outcome:

This course aims at imparting an understanding of:

- Understanding self & process of self-exploration
- Learning strategies for development of a healthy self esteem
- Importance of attitudes and its effective on personality
- Building Emotional Competency

Course Contents:

Module I: Self: Core Competency

(2 Hours)

- Understanding of Self
- Components of Self – Self identity
- Self-concept
- Self confidence
- Self-image

Module II: Techniques of Self Awareness

(2 Hours)

- Exploration through Johari Window
- Mapping the key characteristics of self
- Framing a charter for self
- Stages – self-awareness, self-acceptance and self-realization

Module III: Self Esteem & Effectiveness

(2 Hours)

- Meaning
- Importance
- Components of self esteem
- High and low self esteem
- Measuring your self esteem

Module IV: Building Positive Attitude

(2 Hours)

- Meaning and nature of attitude
- Components and Types of attitude
- Importance and relevance of attitude

Module V: Building Emotional Competence

(2 Hours)

- Emotional Intelligence – Meaning, components, Importance and Relevance
- Positive and negative emotions
- Healthy and Unhealthy expression of emotions

Student learning outcomes

- Student will Develop accurate sense of self.
- Student will nurture a deep understanding of personal motivation
- Student will develop thorough understanding of personal and professional responsibility
- Student will able to analyse the emotions of others for better adjustment.

Examination Scheme:



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Evaluation Components	Attendance	Journal of Success (JOS)	Social Awareness Program (SAP) SAP Report/SAP Presentation	End Semester Exam	Total
Weightage (%)			15	70	100

Suggested Readings:

- Organizational Behaviour, Davis, K.
- Hoover, Judith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers
- Dick, Mc Cann & Margerison, Charles: Team Management, 1992 Edition, viva books
- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Lapiere, Richard. T – Social Change
- Lindzey, G. and Borgatta, E: Sociometric Measurement in the Handbook of Social Psychology, Addison – Welsley, US.
- Rose, G.: Oxford Textbook of Public Health, Vol.4, 1985.
- LaFasto and Larson: When Teams Work Best, 2001, Response Books (Sage), New Delhi
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 2, Group (1996); Pfeiffer & Company
- Smither Robert D.; The Psychology of Work and Human Performance, 1994, Harper Collins College Publishers

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ENVIRONMENTAL STUDIES-I

Course Code: EVS – 142

Credit Units: 02

Course Outcome:

Module I: The Multidisciplinary Nature of Environmental studies and Environment

Environmental Education: Definition, scope, and importance, Need for public awareness, Environmental Agencies, Organisation and NGOs, Environment: Definition, importance, Segments. Case Studies related to environmental protection and role of teachers and students.

Module II: Natural Resources

Renewable and non-renewable resources:

Natural resources and associated problems

Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.

Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.

Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.

Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.

Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, case studies.

Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.

Role of an individual in conservation of natural resources.

Equitable use of resources for sustainable lifestyles.

Module III: Ecosystems

Concept of an ecosystem, Structure and function of an ecosystem, Producers, consumers and decomposers, Energy flow in the ecosystem, Ecological succession

Food chains, food webs and ecological pyramids

Introduction, types, characteristic features, structure and function of the following ecosystem:

- Forest ecosystem
- Grassland ecosystem
- Desert ecosystem
- Aquatic ecosystems (ponds, streams, lakes, rivers, ocean estuaries)

Module IV: Biodiversity and its conservation

Introduction – Definition: genetic, species and ecosystem diversity

Biogeographical classification of India

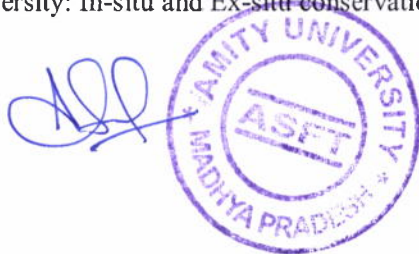
Value of biodiversity: consumptive use, productive use, social, ethical aesthetic and option values

Biodiversity at global, national and local levels

India as a mega-diversity nation, Hot spots of biodiversity

Threats to biodiversity: habitat loss, poaching of wildlife, man wildlife conflicts, Endangered and endemic species of India

Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity



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Examination Scheme:

Components	CT	HA	S/V/Q	A	ESE
Weightage (%)	15	5	5	5	70

Text & References:

- Chauhan B. S. 2009: Environmental Studies, University Science Press New Delhi.
- Dhameja S.K., 2010; Environmental Studies, Katson Publisher, New Delhi.
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AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

COURSE CURRICULUM

UG- I

Course Title: Communication Skills-I

Credit Units: 1

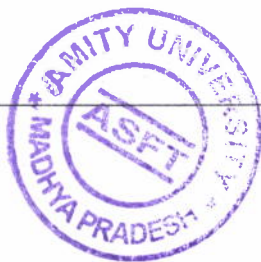
Course Code: BCU 141

L	T	P/ S	SW/F W	TOTAL CREDIT UNITS
1	0	0	0	1

Course Outcome The course is intended to familiarize students with the basics of English language and help them to learn to identify language structures for correct English usage.

Prerequisites: NIL

Course Outcome / Syllabus:		
1.	Module I Essentials of English Grammar	30% Weightage
	- Common Errors - Parts of Speech - Collocations, Relative Pronoun - Subject-Verb Agreement - Articles - Punctuation - Sentence Structure- 'Wh' Questions	
2.	Module II Written English Communication	30% Weightage
	- Paragraph Writing - Essay Writing	
3.	Module III Spoken English Communication	30% Weightage
	- Introduction to Phonetics - Syllable-Consonant and Vowel Sounds - Stress and Intonation	
4.	Module IV : Prose	10% Weightage
	"Friends, Romans, Countrymen, lend me your ears" Speech by Marc Antony in Julius Caesar ❖ Comprehension Questions will be set in the End-Semester Exam	
5.	Student Learning Outcomes: The students should be able to : - Identify Common Errors and Rectify Them - Develop and Expand Writing Skills Through Controlled and Guided Activities - To Develop Coherence, Cohesion and Competence in Oral Discourse through Intelligible Pronunciation.	
6.	Pedagogy for Course Delivery: - Workshop - Group Discussions	



Devesh Kumar
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	• Presentations • Lectures • Extempore				
	Assessment/ Examination Scheme:				
	Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination		
	100%	NA	70%		
	Theory Assessment (L&T):				
	Components (Drop down)	CIE	Mid Sem	Attendance	End Term Examination
	Weightage (%)	10%	15%	5%	70%

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Additional Reading: Newspapers and Journals

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