

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 Valueadded courses offered



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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 identifylanguage structures for correct English usage. **Prerequisites:** NIL

						its / Syllabus:		
•		Module I I		of En	glish Gra	mmar		30% Weightage
			on Errors					
			f Speech	ativa	Dronoun			
			ations, Rela					
		 Subjec Article 	t-Verb Agr	eeme	III			
		 Article Punctu 						
			ce Structur	e- 'W	/h' Ouesti	ons		
		Module II V	and the second se					30% Weightage
		Paragraph						
		Essay Wr	iting		-			
5.		Module III			Commu	nication		30% Weightage
	•	Introduction t						
	•	Syllable-Cons		Vowe	el Sounds			
	•	Stress and Inte		V				100/ Wainhton
I.	66 D 1	, Romans, Cou	Module I			"? Speech by	Marc	10% Weightage
	Friends,		Antony in J			rs speech by	Viarc	
	 Cor 	mprehension Q	2			End-Semester	Exam	
			lent Learn					
		The	students sh	ould l	be able to			
5.	• Identify Co							
	• Develop a							
	Activities							
		p Coherence, (lligible Pronun			ompetence		urse	
5.	through the		gogy for C	ours	e Deliver	v:		
	• Wo	orkshop	8-6,					
		oup Discussions	5					
	• Pre							
	• Lec							
	• Ext	empore						
			ment/ Exai				1	
The		Lab/Practic	cal/Studio	(%)	End	Term amination		
	(%)				EXE			
	100%		NA			70%		
		Th	eory Asses	smen	t (L&T):			
	Compone		N.C.I			End	Term	
	(Drop dow	vn) CIE	Mid	At	tendance	Examinat	tion	
			Sem					
	Weightage 10% 15% 5% 70%							

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

Bloomsbury PublicationVerma, 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.

Amity University Merchya Pradesh



Behavioural Science - I

Benaviouritiser		
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 Meaning and nature of attitude 	(2 Hours)	
Components and Types of attitude		
Importance and relevance of attitude		
Module V: Building Emotional Competence	(2 Hours)	
• Emotional Intelligence – Meaning, components, Importance		
• 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 n	notivation	
• Student will develop thorough understanding of persona		onsibility
• Student will able to analyse the emotions of others for b		

• 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	Tota I
Weightage (%)	5	10	15	70	100

• 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

Amity University Machya Pradesh Cuverior



Français-I

CourseCode: FLU144

Creditunits: 02

Course Outcome:

Tofamiliarize students with the Frenchlanguage, with its phonetic system and its accents. To enable students

- togreet someone inFrench
- topresent and describe
- oneselfandpeople
 toenterincontact.a
 - toenterincontact, and begin a conversation
 - totalkaboutone'sfamily,tas
 - tes and preferences

CourseContents:

Dossiers1,2-pg5-24Dossier1:Toi,moi,nousActesdeCommunication:

S'adresserpolimentàquelqu'un, entrerencontact, seprésenter, présenterquelqu'un, salu er, poserdesquestions

simplespourconnaître quelqu'un, épeleret compter

Dossier2:EnfamilleActesdeCommunication:

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, masculinet féminindes nomset

desadjectifs, pluriel desnomset desadjectifs

2. pronomssujetsettoniques,on,c'es

t/il est+ profession,3.masculinet

féminindesadjectifsdenationalité

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

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

- où,comment,quand;quel
- 6. la négation
- 7. adjectifspossessifs

ExaminationScheme:

		INTE	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. <u>A proposA1Livre</u>

del'élève.Grenoble:PressesuniversitairesdeGrenoble,2010.

Andant, Christineet al. A

proposA1Cahierd'exercices.Grenoble:PressesuniversitairesdeGrenoble,2010.

Références:

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

whity University Marthya Pradach Gwatton



COMMUNICATION SKILL-II

Course Code: BCU 241 Course Outcome:

Credit Units: 1

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

1.			Course Co Module I Comm	ntents / Sylla	bus:				
1.			Module I Com	nunication			35% Weightage		
		ess and Imp							
	• Mod	els of Com	munication (Line	ar & Shannon	Weav	/er)			
	Role	and Purpo	se						
		es & Chann							
	• Com	munication	Networks						
	Prine	ciples & Ba	rriers						
2.		Мос	lule II Verbal C	ommunicatio	on		25% Weightage		
	Oral Comm	unication: I	Forms, Advantage	es & Disadvar	ntages				
	Written Com	nunication	: Forms, Advanta	ges & Disadv	antage	S			
	Introduct					ng, Reading, Writing)			
3.			e III Non-Verba				30% Weightage		
	Prince	ciples & Sig	gnificance of Non	verbal Comm	unicat	tion			
						anguage, Artifacts,			
	Chro	nemics, Ta	ctilics)						
	Visit	ole Code							
4.			Module IV :				10% Weightage		
	TEXT: APJ Abdul Kalan	n and Arun T		e: An Autobiog	graphy.	Universities	0 0		
	Com		Press, 2011						
5.	Con		Questions will be s		emester	r Exam			
5.		3	tudent Learning The students s	bould be able	to :				
	Apply Verbal	and Non-V	erbal Communic			the Professional			
	Environment		erear commune	anon rooming	des m	the rioressional			
6.			Pedagogy	for Course D	alivar	x/*			
	• Extempore		Tedagogy	Ior Course D	enver	y:			
	Presentations								
	Lectures								
+	- Deetares	A. 60	essment/ Examin	- Alex Calina					
7. H	T	and the second se	ry L/T (%)	nation Schem		L /D			
		THEO	ry L/I (70)		La	b/Practical/Studio (%)			
		100%	0			NA			
-									
-	Components		Theory Assessm	ent (L&I):		Fud Trans F. 1. d			
	(Drop down)	CIE	Mid Sem	Attenda	ince	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

Amily University Maskya Pradath



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 Nationodule 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 etc. Student learning outcomes

• Student will be able to identify, understand, and apply contemporary theories of leadership to a wide rangeof situations and interactions

• Student will be able to understand and respect individual difference, so to enhance therelationship . 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	Atten dance	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 SocialBehaviour

Amity University Matthya Prade-th

Quettor

(2 Hours)

(2 Hours)



FRENCH - II

Course Code:BSB 244

Credit Units: 02Course Outcome:

Enabled the students to overcome the fear of speaking a foreign language and take position as a foreigner speakingFrench. 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
- 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
- Conjugaison pronominale négative, interrogative construction à l'infinitif
- 4. Impératif/exprimer l'obligation/l'interdiction à l'aide de « ilfaut.... »/ «il ne faut pas... »
- 5. passé composé
- 6. Questions directes/indirectes

1

Examination Scheme:

Components	CT1	CT2	С	Ι	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

Amity University Madhya Pradech



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

			and the second se	ontents / Sy	llab	us:	
1	Module I		oles of Effectiv	<u> </u>			35%Weightage
•			0 Most Misspe	lled Words	in E	nglish	
		Veb Based V					
			: Process & Te				
2	Module II	the second se	mal Letter W	riting			35% Weightage
•	• Block Fo						
	• Types of	Letters					
	• E-mail						
2	Netiquet		III D				
3	- Essered (Modul		iness Mem	08		20% Weightage
• 4	• Format 2 Module IV	& Characteri					100/332 - 1 -
4		f IZ	Short Stories				10%Weightage
			Amrita Pritam				
		of the Magi	.K. Ramanujar	1			
-	• Ally III		James Baldwir				
5	The stuc		ent Learning		lv a	nd properly with	
•	The Stat						
6			cial reference t gogy for Cours				
	Worksho			,			
		iscussions					
	Presentat	tions					
	• Lectures						
		Assessn	nent/ Examina	tion Schem	ie:		
_	Theory L/T	(%) La	ub/Practical/St	tudio (%)		EndTerm amination	
7	100%						
		The	ory Assessme	nt (L&T):			
	Components (Drop down)	ClE	Mid Sem	Attendar	ice	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.

University Madhya Pradeth Owation Amity



Behavioural Science – III

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

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:
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Evaluation Components	Attenda nce	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:

Aathya Pradooh Amity University Noite

1



Course Code: FLU344

Credit units:02

Course Outcome:

Toenablethe students

tōtalkaboutthe qualitiesanddefectsofpeople. tōask/give directions,toenquireabouta lodging. tōaskandgive informationsaboutacertainplace. tōdescribe events inpast tense.

CourseContents:

Dossiers5,6-pg45-64Dossier5:1ci etlàActesdeCommunication:

Exprimer l'obligationetl'interdiction, parler desqualitéset des défauts dequelqu'un, demander son chemin,

indiquerunitinéraire, se situerdansl'espace, serenseigner sur unlogement.

Dossier6: Ailleurs Actes de Communication:

S'exprimeraupassécomposé, raconterunvoyage,

sesituerdanslemonde, exprimerletemps (avecindicateursde

temps-ilya,depuis),serenseignersurunhébergement,exprimerla satisfactionet l'insatisfaction.

- 1. lesadjectifsdémonstratifs
- 2. lesverbes: 'irgroupe' devoir, falloir
- 3. lesprépositions delieu, depays
- 4. l'impératif, le passé composé, forme et accordduparticipe passé, lanégation au passé composé
- 5. les indicateursdetemps(il ya,depuis)

ExaminationScheme:

		INTE	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. <u>A proposAlLivre del'élève</u>. Grenoble: Presses universitaires de Grenoble, 2010.

Andant, Christineet al. <u>A proposA1Cahierd'exercices</u>. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

Girardeau, Brunoet NellyMous. Réussirle DELFA1.

for Carina Pradesh Amily University N



COMMUNICATION SKILL -IV

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 Conte			
1.	Mod		nployment-Relate	ed Corre	spondence	35% Weightage
	Resume Write	0				
	 Covering Le 	etters				
	 Follow Up L 		(A			
2.		Aodule II	Dynamics of Gr	oup Disc	ussion	35% Weightage
	 Significance 					
	 Methodolog 	y & Guideli	nes			
3.		M	lodule III Interv	iews		20% Weightage
	 Types & Sty 					
	 Fundamenta 					
	Interview-Fi		ked Questions			
4.			odule IV Short St	ories		10% Weightage
	• Proof of the					
			nirley Jackson			
	 The Eyes Ha 					
	 Kallu- Ismat 					
			our stories will be d			
			uestion will be set in		n from the Text.	
5.	 Davidan a m 		ent Learning Out	comes:		
5.	 Develop a re Ability to ha 			C. J. and L.		
			erview process con s of an effective gr		ingion	
6.			ogy for Course I	-	1221011	
0.	Workshop	redag	gogy for Course L	envery:		
	Group Disci	incianc				
	 Oroup Discu Presentation 					
	 Fresentation Lectures 	5				
7.	Deetares	Assessm	ent/ Examinatio	Schem	۰ .	
	Theory L/T (%		b/Practical/Studi		End Terr	n
		ŕ		. ,	Examination	
	100%	100% NA 70				
		The	ory Assessment (L&T):		
	Components (Drop down)	CIE	Attendance	End	Ferm 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.

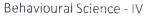
Reference: Brusaw, Charles T., Gerald J. Alred & Walter E. Oliu. The Business Writer's Companion, Bedford: St. Martin's Press, 2010.

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

Additional Reading: Newspapers and Journals.

Registrat Machya Pradach Amily University alior

Credit Units: 1



June		•
Course Code: BSU-443 Total Hours: 10		Course Credit: 01
Course Outcome: This course aims at imparting an und balanced choice between personal & Course Contents:	derstanding of Values, Ethics & Morality amo 2 professional development.	ong students for making a
Module 1: Introduction to Values	& Ethics	(2 Hours)
Meaning & its type Relationship between Values and Ethics Its implication in		
one's life Module II: Values Clarification & Core Values-Respect, Responsibility Harmony Its process-Self Exploratio	, Integrity, Resilience, Care, &	(2Hours)
Nurturing Good values Module III: Morality Difference between morality, ethics		(2 Hours)
values Module IV: Ethical Practice Ethical Decision making Challenges in its implementation		(2 Hours)
Prevention of Corruption &Crime Module V: Personal & Professional Personal values-Empathy, honesty, c commitment Professional Values-Wo respect for others	courage,	(2 Hours)
Its role in personality development C Student learning outcomes • Able to answer the question:	Character building-"New Self awareness. : What do I stand for? et of moral principles within profession	nal and

• Willing to make unpopular but right decision

• Committed to working for justice and peace locally and globally.

Examination Scheme:

Evaluation Components	Attend ance	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. NeedhamHeights, 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.

Amily University Marchy's Pradesh



Français-IV

CourseCode: FLU 444	Creditunits:02
Course Outcome:	
Tostrengthenthe language of the student's inbot	horal andwritten
Torevise the grammarinapplication and the com	municationtasksrelatedtotopicscoveredalready
	socialcommunicationskills,oral(dialogue,telephone
conversations, etc.) and written and perform simple	le communicationtaskssuchas
talkingaboutpersonalhabits	
harratingevents in the past, marking the stages	s, using appropriate connectors
holdingconversationsontelephone	
askingfor/givingadvices	
CourseContents:	
$D_{1} = -(5.74) D_{1} = -(1.2) D_{$	Design and the standard sector sector stress

Dossier7-pg65-74, Dossiers1,2and3(révision) Dossier7:auboulotActesdeCommunication:

Parlerdeshabitudesetdécrireunesituationàl'imparfait,comparer(nometverbe),qualifier(qui,que)s' exprimer

autéléphone, demanderet donnerunavis.

Dossiers1,2,3–Révision

Exercicesd'écoute, productionorale et écrite.

Grammaire :

- 1. l'imparfait,
- 2. lacomparaisonduverbe/dunom ; mieux/meilleur
- 3. lespronomsrelatifs

ExaminationScheme:

	INTE	EXTERNAL	GRAND TOTAL		
MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
15	10	5	30	70	
		MID-SEM VIVA-VOCE		MID-SEM VIVA-VOCE ATTENDANCE TOTAL	MID-SEM VIVA-VOCE ATTENDANCE TOTAL END SEMESTER

Text & References:

Text:

Le livre àsuivre:

Andant, Christineet al.<u>A proposA1Livre del'élève</u>.Grenoble:Pressesuniversitairesde Grenoble, 2010.

Andant, Christineet al.<u>A proposA1Cahierd'exercices</u>.Grenoble:Pressesuniversitairesde Grenoble, 2010.

Référence:

· Girardeau, Brunoet NellyMous. Réussirle DELFA1

nity University Machya Pradesh



COMMUNICATION SKILL-V

Course Code: BCU 541

Course Outcome:

Credit Units: 1

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 todeliver professional presentations. Prerequisites: NIL

1.			Course Cont Module 1 Vocabul	ents / Syllabus		350/ Waights			
1.	D.C.			агу		35% Weightage			
		ie Vocabula ficance of V							
			itution, Synonyms &	Antonyme an	d Idioms &				
	Phras		nution, synonyms o	e Autonyms an	a futorits &				
	• Defi Hom	ie and ographs	Differentiate I	Homonyms,	Homophones and				
		bulary Drill	S						
		gn Words							
2.		Modu	le II Comprehensi	ion Skills		25% Weightage			
	Reading Comp	prehension-S	SQ3R Reading Tech	iniques					
	 Summarising : 	and Paraphra	asing						
	 Précis Writing 								
	 Listening Com 	prehension							
3.			ule III Presentatio			30% Weightage			
	 Discussing the PresentationSk 		e of Audio-visual Aid	ds, Audience ar	nd Feedback in				
	• Analyzing the	Significance	e of Non-Verbal Cor	nmunication					
4.		10% Weightage							
	• How Far is the								
		My Wood-E.M.ForsterI have a Dream-Martin Luther King							
			*						
5.	Spoken English		n English-G.B. Shav	and the second se					
5.	Communicate 1		dent Learning Out		4. J. J				
			sustain comprehens						
			rpret texts and obser		-				
	 Prepare and pre 		ve presentations aide		n				
6.			for Course Deliver	'y: Workshop					
0.	Group Discussi	ons							
	Presentations								
	Lectures								
7.		Assessi	ment/ Examination						
	Theory L/T (%)			La	b/Practical/Studio (
	100%				NA				
	L	Th	eory Assessment (I	L&T):⊥					
	Components			End Terr	n Examination				
	(Drop down)	CIE	Attendance						
	Weightage (%)	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 AdditionalReading:NewspapersandJournals

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BEHAVIOURAL SCIENCE-V

Course Credit: 01

Course Code: BSU-543

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	
 Definition and 	(2 Hours)
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 	
 Internal conditions affecting group functioning: Roles, Norms, Co group conflict. 	onformity, Status, Cohesiveness, Size, Inter
 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 e Student will devolve a student will be also be a student will be also be	
 Student will develop a range of leadership skills and abilities su conflict, and motivating others 	
 Student will Gain knowledge and understanding of engeningtion and 	energy and the second transfer to the second

• 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, 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 •Dressers, David and Cans, Donald: The Study of Human Interaction

• Lapiere, Richard, T - Social Change

. Lindzey, G and Borgatta, E: Socioinetric 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,

University Marthya Pradeet



Français-V

CourseCode: FLU544

CourseOutcome:

Credit units: 02

Enabled the students to overcome the fear of speaking a foreign language and take position as a foreigner speakingFrench. 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, la conséquence, décrireles étapes d'une action, s'exprimer sur l'enviro nnement,

l'écologie, identifieret décrireles différences de comportement, décrire le fonctionnement d'une association, faire la biographie d'une personne.

Dossiers4, 5,6–Révision

Exercicesd'écoute, productionorale et écrite.

Grammaire :

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

ExaminationScheme:

		INTE	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.<u>A proposA1Livre del'élève</u>.Grenoble:Pressesuniversitairesde Grenoble, 2010.

Andant, Christineet al.<u>A proposA1Cahierd'exercices</u>.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

1.		Module I Soci	Course Co ial Communica			30% Weightage
	Small talk					core treightage
	 Building rap 					
		al and Corporate A				
	Informal Co	mmunication: Gra				
2.	Understandi	Module II W	orkplace Inter	personal S	Skills	25% Weightage
	Employee fe	ng Social Commur edback: Assess en	lication in Work	cplace envi	ronment.	
	Simulation	Autorete, Assess en	pioyee perioriti	lance and s	austaction,	
	> Humour in	Communication-	Use of 'Puns'			
		ent and Commun		inment)		
		t and Social Media				
	Entertainme Social Netw	nt in Journalism				
3.		fodule III Visual	Code / Social E	Etiquette		370/35/ 1.
	Power Dress		Couc / Social L	Liquette		35% Weightage
	Fine Dining					
	Office Party	Etiquette				
		wel Etiquette				
		and Business Etic	quette			
	Proper Greet	-				
	Thank You Market You Ma		14 mm 1			
		Manners/ Voice Ma	ul Etiquette			
	Guest Etique	utation Etiquette				
	Cubicle Etiq					
	Business Car					
		ultural Etiquette &	& Protocol			
4.	0		e IV Prose			10% Weightage
	 Secret of Soc My Financia 	crates - Dale Carne I Career-Stephen L	egie			
	The Luncheo	on - W. Somerset N	laugham			
	The National	l Flag - Jawahar La				
	All the four stories will One Lor					
	One Eor	ng Question will be Student Lear	ning Outcome			
	To communi	cate contextually in	n specific perso	nal and pr	ofessional	
5.	situations wit					
	 To inject hun To strengther 	nour in their regula n their creative lea	land data of an and a second second			
	and collabora	ividual expression				
			Course Deliver	ry:		
	Workshop					
6.	Group Discus					
	 Presentations 					
	Lectures	Access would E-				
7.	Theory L/T (%)	Assessment/ Ex Lab/Practica		End	Term	
					xamination	
	100%	NA			70%	
			ssment (L&T):			
	Continuous A	Assessment/Intern	al Assessment		End Term	
	Components				Examination	
	(Drop down)	CIE	Attn			
	Weightage (%)	25%				

Chier Bradoen



BEHAVIOURAL SCIENCE -VI

Course Credit: 01

Course Code: BSU-643 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	(2 110015)
Characteristics	
• Types of stress	
Module II: Stages and Models of Stress	(2 Hours)
• Stages of stress	(2 110013)
 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	
Module V: Strategies for stress management	(2 Hours)
Importance of stress management	(= 110413)
Healthy and Unhealthy strategies	
 Peer group and social support 	
 Happiness and well-being. 	
Student learning outcomes	

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	1 0	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.

mity University Madhya Prade-h



FRENCH - VI

Course Code: FLU 644

Course Outcome:

Enabled the students to overcome the fear of speaking a foreign language and take position as a foreigner speakingFrench. 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
- préparer et organiser un voyage
 exprimer des sentiments et des opinions
 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	С	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

cmity University Madhya Pradesh

Credit Units: 02



COMMUNICATION SKILLS-VII

Credit Units: 1

Course Outcome:

Course Code: BCU 741

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: 30% Weightage 1. **Module I Meetings** Notices . Circulars Agenda Minutes 2. odule II Report Writing & Telephony Skills 25% Weightage 2 **Report Writing** Purpose/Significance Types Format **Telephony Skills** Call Receiving/ Handling/ Concluding Etiquette Voice Modulation Effective Listening Dos and Don'ts of Telephony Skills **Negotiation Skills** 35% Weightage 3. Definition/Concept . Purpose/ Significance Checklist- Good & Bad Practices • **Module IV Prose** 10% Weightage 4. 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. . Pedagogy for Course Delivery: 6. Workshop Group Discussions Presentations Lectures

	- Lootaros										
7.	Assessment/ Examination Scheme:										
	Theory L/T (%)	Lab/Practic	al/Studio (%)	End Exami	Term nation						
	100%	N	IA	70	%						
		Theory A	ssessment (L&T)	:							
	Components (Drop down)	CIE	Attendance	End Exam	Term iination						
	Weightage (%)	25%	5%	7	0%						

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. AdditionalReading:NewspapersandJour

Constraint Registrat University Machya Pradach



Behavioural Science - VII

Course Outcome This course will help the students to: Explore interest and attitude Explore career oportunities Set career goals Developing attributes that employers value Course Contents: Module 1: Career Planning (2 Hours) 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 II: Explore Career for Growth Values Selecting from available resources Career selection (Jobs) Career selection (Jobs) Selecting from available resources Action planning, Networking, Negotiation Political 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	Course Code: BSU-743	Course Credit: 01
 Explore interest and attitude Explore career opportunities Set career goals Developing attributes that employers value 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 Selecting from available resources 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 solf Management Module V: Impression Management Module V: Impression Management 		
 Explore career opportunities Set career goals Developing attributes that employers value 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 II: Explore Career for Growth Selecting from available resources 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, Coing with uncertainty, Developing positive attributes at work place (personal and professional) Time Management sor Career Enhancement (2 Hours) 	This course will help the students to:	
 Set career goals Developing attributes that employers value Course Contents: Module 1: Career Planning & Development Career Development Plan Assessment of Career Development Module 11: Career Success: Interest, Aptitude & Attitude (Personality) Interest, Aptitude & Attitude Knowing and assessing one's Interest Knowing and assessing one's Aptitude Module 11: Explore Career for Growth Selecting from available resources Career planning and development Module 11: Explore care and Employability skills 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 Module V: Impression Management 	• Explore interest and attitude	
 Developing attributes that employers value Course Contents: Module 1: Career Planning Importance of Career Planning & Development Career Development Plan Assessment of Career Development Module 1I: Career Success: Interest, Aptitude & Attitude (Personality) Interest, Aptitude & Attitude Knowing and assessing one's Interest Knowing and assessing one's Interest Knowing and assessing one's Aptitude Module III: Explore Career for Growth Career selection (Jobs) Selecting from available resources Career planning and development Module IV: Self Reliance and Employability skills Self awareness, Coping with uncertainty, Developing positive attributes at work place (personal and professional) Time Management as Self Management Module V: Impression Management Module V: Impression Management 	Explore career opportunities	
Course Contents:(2 Hours)Module I: Career Planning(2 Hours)Importance of Career Planning & Development(2 Hours)Career Development PlanAssessment of Career DevelopmentModule II: Career Success: Interest, Aptitude & Attitude (Personality)(2 Hours)Interest, Aptitude & Attitude(2 Hours)Interest, Aptitude & Attitude(2 Hours)Knowing and assessing one's Interest(2 Hours)Knowing and assessing one's Aptitude(2 Hours)Selecting from available resources(2 Hours)Career selection (Jobs)(2 Hours)Career planning and development(2 Hours)Module IV: Self Reliance and Employability skills(2 Hours)Self awareness, Self promotion and Presentation, Self confidence(2 Hours)Action planning, Networking, NegotiationPolitical awareness, Coping with uncertainty,Developing positive attributes at work place (personal and professional)Time Management for Career EnhancementModule V: Impression Management(2 Hours)	• Set career goals	
Module I: Career Planning(2 Hours)• Importance of Career Planning & Development	 Developing attributes that employers value 	
 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 selection (Jobs) Self avareness, 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 	Course Contents:	
 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 (2 Hours) Selecting from available resources Career selection (Jobs) Career selection (Jobs) Career selection (Jobs) Career planning and development Module IV: Self Reliance and Employability skills (2 Hours) Self awareness, Coping with uncertainty, Developing positive attributes at work place (personal and professional) Time Management as Self Management Module V: Impression Management (2 Hours) Meaning & Components of Impression Management (2 Hours) Action plannes of Impression Management Module V: Impression Management (2 Hours) Action plannes of Impression Management (2 Hours) Action plannes of Impression Management (2 Hours) Action plannes of Impression Management Module V: Impression Management for Career Enhancement (2 Hours) Action plannes of Impression Management (2 Hours) Action plannes of Impression Management (2 Hours) Action plannes of Impression Management Action plannes of Impression Management	Module I: Career Planning	(2 Hours)
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Module II: Career Success: Interest, Aptitude & Attitude (Personality)(2 Hours)• Interest, Aptitude & Attitude(2 Hours)• Interest, Aptitude & Attitude(2 Hours)• Knowing and assessing one's Interest(2 Hours)• Knowing and assessing one's Aptitude(2 Hours)• Selecting from available resources(2 Hours)• Career selection (Jobs)(2 Hours)• Career planning and development(2 Hours)• Module IV: Self Reliance and Employability skills(2 Hours)• Self awareness, Self promotion and Presentation, Self confidence(2 Hours)• Action planning, Networking, NegotiationPolitical awareness, Coping with uncertainty,• Developing positive attributes at work place (personal and professional)Time Management as Self Management• Meaning & Components of Impression Management(2 Hours)		
 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 	Assessment of Career Development	
 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 Meaning & Components of Impression Management 	Module II: Career Success: Interest, Aptitude & Attitude (Personality)	(2 Hours)
 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 	Interest, Aptitude & Attitude	
Module III: Explore Career for Growth(2 Hours)• Selecting from available resources• Career selection (Jobs)• Career planning and development(2 Hours)• Module IV: Self Reliance and Employability skills(2 Hours)• Self awareness, Self promotion and Presentation, Self confidence(2 Hours)• Action planning, Networking, NegotiationPolitical 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)	Knowing and assessing one's Interest	
 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 	 Knowing and assessing one's Aptitude 	
 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 (2 Hours)	Module III: Explore Career for Growth	(2 Hours)
 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 	Selecting from available resources	
Module IV: Self Reliance and Employability skills (2 Hours) • Self awareness, Self promotion and Presentation, Self confidence (2 Hours) • 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 (2 Hours)	• Career selection (Jobs)	
 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 		
 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 		(2 Hours)
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 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 		
 Time Management as Self Management Module V: Impression Management for Career Enhancement Meaning & Components of Impression Management 		
Module V: Impression Management for Career Enhancement (2 Hours) • Meaning & Components of Impression Management	 Developing positive attributes at work place (personal and professional) 	
Meaning & Components of Impression Management	Time Management as Self Management	
Meaning & Components of Impression Management	Module V: Impression Management for Career Enhancement	(2 Hours)
		22 V.
• Impression Management Techniques(Influencing Tactics)	 Impression Management Techniques(Influencing Tactics) 	
Impact of Impression Management on Career Planning and Development		

Student learning outcomes:

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- 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, 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
- 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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Français-VII

CourseCode:FLU744

Creditunits:02

CourseOutcome:

Toprovide the students with the linguistic tools to enhance social communications kills and beable

- Todescribe anobject, compare objects and evaluate
- Toaskforinformation, precision
- □Tomake claims

CourseContents:

Dossier2-pg17-28, Dossier2:64 millions de consommateurs Actes de Communication:

Décrireunobjet(unbijouunique,unvoyageextraordinaire,unnouvelappareil photo)

Évaluerune chose (acheteruncadeau,discuterleprix)Ouvriruncompteà la banque (demanderdesrenseignementsaubanquierafind'ouvriruncompte) Demanderdes

informations/précisions(précisionssurunproblème danslerelevéde compte)

Faire uneréclamation(s'adresserauservice après-vente pouréchangerunproduit défectueux) Thèmesabordés:

S'habillerbonmarché (commentvoushabillez-vousbonmarché ?)

Le e-commerce (le portrait del'e-

acheteurde votre pays)

Lesproduitscontrefaits(parlerdesproduit

scontrefaits)

Laprofession:Lesmaraîchers(débats:commentéviterlegaspillage?lamodedeviedesdécroissa nts,privilégie-t- onla qualité oule prixlorsd'unachat?)

Grammaire :

- 1. Le pronom " en "
- 2. Laplace de l'adjectif
- 3. Le présent progressif
- 4. Le passé récent
- 5. Le futurproche(révision)
- 6. Le comparatifet le superlatif

ExaminationScheme:

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

Text & References:

Text:					
Le livre àsuivre:					
Carenzi-Vialaneix, Christelle	et	al.	<u>A</u>	proposA2Livre	de
l'élève.Grenoble:Pressesuniversitai	iresde				
Grenoble,2010.					12
Carenzi-Vialaneix, Christelle		et		al.	A
proposA2Cahierd'exercices.Greno	ble:Pres	sesuniversi	tairesde		
Grenoble,2010.					
Références:			,		

Girardeau, Brunoet Mous, Nelly. Réussir le DELFA1. Paris: Les Éditions Didier, 2010



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

				Contents / Syl	labus:		
1.				aking in Public			45%
	• Esser	Weightage					
	• Parar	neters of P	ublic Speaking				
2.		Mo	odule II Cross Cu	ltural Communi	cation		45%
	Culture and Co						Weightage
			e of Understanding (
	Ethnocentrism,Cultural Shock		ing and Cultural Rela	ativism			
3.	• Cultural Shock	and Social	c	III Prose			10% Weightage
t	India Cinema:	Tradition &	& Change-Chidanand	da Das Gupta			0 0
	 Kabuliwala-Ra 						
4.			elller -Virginia Woo	lf			
	The Park- Jame						
			the four stories will l				
-		One Lon		et in the Exam fro			
-	• Stude		Stude	nt Learning O	utcomes:	economy	
		ents will be	Stude able to navigate cro	nt Learning O oss cultural encou	utcomes: nters in a global		he appropriate use of
-	• Facil	ents will be itate studen	Stude able to navigate cro nts to develop learning	nt Learning O oss cultural encou ng to construct an	utcomes: nters in a global id deliver messag	ges that incorporate t	he appropriate use of
-	• Facil	ents will be itate studen	Stude able to navigate cro nts to develop learning	nt Learning O oss cultural encou ng to construct an	utcomes: nters in a global id deliver messag		
5.	• Facil orgar	ents will be itate studen	Stude able to navigate cro nts to develop learning	nt Learning O oss cultural encou ng to construct an oulary, kinesics, e	utcomes: nters in a global d deliver messag ye contact, appea	ges that incorporate t	
5.	Facil orgar Workshop	ents will be itate studen nizing conte	Stude able to navigate cro nts to develop learnin ent, language, vocab	nt Learning O oss cultural encou ng to construct an oulary, kinesics, e	utcomes: nters in a global d deliver messag ye contact, appea	ges that incorporate t	
5.	Facil orgar Workshop Group Discus	ents will be itate studen nizing conte	Stude able to navigate cro nts to develop learnin ent, language, vocab	nt Learning O oss cultural encou ng to construct an oulary, kinesics, e	utcomes: nters in a global d deliver messag ye contact, appea	ges that incorporate t	
5.	 Facil. orgar Workshop Group Discus Presentations 	ents will be itate studen nizing conte	Stude able to navigate cro nts to develop learnin ent, language, vocab	nt Learning O oss cultural encou ng to construct an oulary, kinesics, e	utcomes: nters in a global d deliver messag ye contact, appea	ges that incorporate t	
5.	Facil orgar Workshop Group Discus	ents will be itate studen nizing conte ssions	Stude able to navigate cro nts to develop learnin ent, language, vocab Pedagogy for C	nt Learning O oss cultural encou ng to construct an oulary, kinesics, e Course Delivery	utcomes: nters in a global Id deliver messag ye contact, appea	ges that incorporate t	
5.	 Facilorgar Workshop Group Discus Presentations Lectures 	ents will be itate studen nizing conte sions	Stude able to navigate cro nts to develop learnin ent, language, vocab Pedagogy for C Assessment/ Exar	nt Learning O oss cultural encou ng to construct an oulary, kinesics, e course Delivery nination Schen	utcomes: nters in a global d deliver messag ye contact, appea ': ne:	ges that incorporate t arance, visual aids, a	
5.	 Facil. orgar Workshop Group Discus Presentations 	ents will be itate studen nizing conte sions	Stude able to navigate cro nts to develop learnin ent, language, vocab Pedagogy for C	nt Learning O oss cultural encou ng to construct an oulary, kinesics, e course Delivery nination Schen	utcomes: nters in a global d deliver messag ye contact, appea ': ne:	ges that incorporate t	
5.	 Faciliorgar Workshop Group Discus Presentations Lectures 	ents will be itate studen nizing conte sions	Stude able to navigate cro nts to develop learnin ent, language, vocab Pedagogy for C Assessment/ Exar Lab/Practical/S	nt Learning O oss cultural encou ng to construct an oulary, kinesics, e course Delivery nination Schen	utcomes: nters in a global d deliver messag ye contact, appea ': ': ne: End Tern	ges that incorporate t arance, visual aids, a n Examination	
5.	 Facilorgar Workshop Group Discus Presentations Lectures 	ents will be itate studen nizing conte sions	Stude able to navigate cro nts to develop learnin ent, language, vocab Pedagogy for C Assessment/ Exar Lab/Practical/S NA	nt Learning O oss cultural encou ng to construct an oulary, kinesics, e course Delivery nination Schen	utcomes: nters in a global d deliver messag ye contact, appea ': ': ne: End Tern	ges that incorporate t arance, visual aids, a	
5.	Facily organ Workshop Group Discus Presentations Lectures Theory L/T (%) 100%	ents will be itate studen nizing conte sions	Stude able to navigate cro nts to develop learnin ent, language, vocab Pedagogy for C Assessment/ Exar Lab/Practical/S NA	nt Learning O oss cultural encou ng to construct an oulary, kinesics, e course Delivery nination Schen tudio (%) sment (L&T):	utcomes: nters in a global id deliver messag ye contact, appea : : ne: End Tern	ges that incorporate t arance, visual aids, a n Examination	
5.	Facilyorgar Workshop Group Discus Presentations Lectures Theory L/T (%) 100% Components (Drop down)	ents will be itate studen nizing conte sions	Stude able to navigate cro nts to develop learnin ent, language, vocab Pedagogy for C Assessment/ Exar Lab/Practical/S NA	nt Learning O oss cultural encou ng to construct an oulary, kinesics, e course Delivery nination Schen tudio (%) sment (L&T):	utcomes: nters in a global d deliver messag ye contact, appea : : : End Tern	ges that incorporate t arance, visual aids, a n Examination	
6.	Facily organ Workshop Group Discus Presentations Lectures Theory L/T (%) 100% Components	ents will be itate studen nizing conte ssions	Stude able to navigate cro nts to develop learnin ent, language, vocab Pedagogy for C Assessment/ Exar Lab/Practical/S NA Theory Assess	nt Learning O oss cultural encou ng to construct an oulary, kinesics, e course Delivery nination Schen tudio (%) sment (L&T): End Term I	utcomes: nters in a global id deliver messag ye contact, appea : : ne: End Tern	ges that incorporate t arance, visual aids, a n Examination	

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.

Registrar Amity University Madhya Pradesh Gwation



Behavioural Science - VIII

Course Code: BSU-843

Course Credit:01

Total Hours: 10

		rotal from of Do
Co • •	urse 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.	
Co	urse Contents:	
Mo • •	Description Importance of Positivity in personality Positivity Vs. Negativity Introspection and personal growth	(2 Hours)
M(• •	odule II: Positive Emotions Understanding positive emotions Importance of Positive emotion Types and identification of positive emotions (Love, happiness, Contentment, Resili	(2 Hours) ence, etc.)
M • •	odule III: Hope, Optimism and Resilience Positive approach towards future Benefits of Positive approach Resilience during challenge and loss	(2 Hours)
M • •	odule IV: Application of Positive Emotions Application of positive emotions in relationships, and organizations Creating healthy organizational climate Positive emotions enhances performance.	(2 Hours)
• • •	odule V: Happiness and Well Being Concept of Happiness & Well-Being Secret of happy mind and healthy life Work life balance.	(2 Hours)
St	 udent learning outcomes: udents develop the ability to identify and regulate positive emotions for personal and p cellence. Students will know how to develop resilience. 	professional

- 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 ManagementMacmillan India Ltd. Delhi.

Representation And Anton Anton



Français-VIII

Course Code:FLU844

Course Outcome:

Toprovide the students with the linguistic tools to enhance social communications kills and beable

- Toexpressanintention, announce a news, ?
- enquireaboutaneventTo speakaboutthe future
- [~~~~ Todiscussthemedia

Course Contents:

Dossier3-pg29-40, Dossiers1&2(révision).

Dossier3:Médias.frActesdeCommunication:

Parlerdel'avenir(lesavantageset

lesinconvénientsdesréseauxsociaux)Exprimeruneintention(poserdesquestionssurunforum) Parlerdesmédias Engager/ terminerune conversation(demanderpourquoionn'a

pasréponduaumèl) Interrogersurunévénement (vol,accident) Annoncerunenouvelle (celle de démission)

Thèmesabordés:

LesFrançaiset la presse (débat: Croyez-vousauxlégendesurbaines?)

LesFrançaisetInternet(débat:lesinformationsdelapresseécritesontplusfiablesquelesinformati onss urInternet ?) LatélévisiondesFrançais

Laprofession: Lesanimateursradio(débat : pouroucontre le téléchargement illégal de la musiqueoudesfilms)

Grammaire :

- 1. Le futursimple
- 2. L'hypothèse surlefutur
- 3. Lesformesde la négation
- 4. Lespronomscomplémentsdirectset indirects (révision)

ExaminationScheme:

		INTE	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

proposA2Livre Carenzi-Vialaneix, Christelle et al Α del'élève Grenoble: Presses universitaires de

Grenoble,2010 Carenzi-Vialaneix, Christelle et al A

proposA2Cahierd'exercices.Grenoble:Pressesuniversitairesde

Grenoble,2010 Références:

Girardeau, BrunoetMous, Nelly. Reussir leDELFA1. Paris: LesÉditionsDidier, 2010.

Radistrat mity University Madinya Pradech

Creditunits:02



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 identifylanguage structures for correct English usage. **Prerequisites:** NIL

1.		Module I	Essentials			nts / Syllabus: ammar		30% Weightage
			non Errors	OF EI	ignan OF	ani 11141		Ju /o weightage
			of Speech					
			cations, Rel	ative	Pronoun			
			ct-Verb Ag					
		Articl	Ŷ					
		Punct	uation					
		Sente	nce Structur	re- 'V	vh' Quest	ions		
2.		Module II		nglish	Commu	nication		30% Weightage
			h Writing					
		• Essay W			-			
3.		Module III				inication		30% Weightage
	•	Introduction		-	10			
	•	Syllable-Con Stress and In		Vow	el Sounds			
4.	•	Stress and In	Module I	V · •	Proce			100/ Waishtana
Ŧ.	"Friende	Romans Cou				ars" Speech by	Marc	10% Weightage
	i i i i i i i i i i i i i i i i i i i		Antony in J			its speech by	whate	
	🔅 Con					End-Semester	Exam	
			dent Learn					
			students sh			e:		
5.		mmon Errors						
		nd Expand V	Vriting Skil	lls Th	rough C	ontrolled and	Guided	
	Activities	Coherence	Cohorion o	nd Ca	mnotono	e in Oral Disco	11700	
		ligible Pronur			mpetence		uise	
6.	un ough miter		gogy for C	Cours	e Deliver	v:		
	• Wor	kshop	8-87					
		up Discussion	S					
		entations						
	Lect	ures						
	• Exte	empore						
			ment/ Exar					
The	ory L/T Lab/Practical/Studio (%) End Term							
12	(%)				Exa	amination		
	100% NA 70%							
	Theory Assessment (L&T):							
	Componen	ts				End	Term	
	(Drop dow	n) CIE	Mid	At	tendance	Examinat	tion	
			Sem					
	Weightage	10%	15%		5%	70%		
	(%)	1070	1570		070	/070		

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

Bloomsbury PublicationVerma, 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.

Amity University Madhya Pradech



Behavioural Science - I

Denavior	ural science - i	
Course Code: BSU-143	Course Credit: (01
Course Outcome:		51
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 	ty	
 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 real		
Module III: Self Esteem & Effectiveness	(2 Hours)	
• Meaning		
Importance Components of colf actions		
Components of self esteemHigh and low self esteem		
Measuring your self esteem		
Module IV: Building Positive Attitude		
Meaning and nature of attitude	(2 Hours)	
• Components and Types of attitude		
Importance and relevance of attitude		
Module V: Building Emotional Competence	(2 Hours)	
• Emotional Intelligence - Meaning, components, Impo	ortance 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 per-	sonal motivation	
• Student will develop thorough understanding of	personal and professional responsibility	
• Student will able to analyse the emotions of othe	rs for better adjustment	

• 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	Tota I
Weightage (%)	5	10	15	70	100

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

nity University Marthya Pradeth

Creditunits: 02



Français-I

CourseCode: FLU144

Course Outcome:

Tofamiliarize students with the Frenchlanguage, with its phonetic system and its accents. To enable students

- togreet someone inFrench
- topresent and describe
- oneselfandpeople
 - toenterincontact, and begin
 - a conversation
 - totalkaboutone'sfamily,tas
 - tes andpreferences

CourseContents:

Dossiers1,2-pg5-24Dossier1:Toi,moi,nousActesdeCommunication:

S'adresserpolimentàquelqu'un,entrerencontact,seprésenter,présenterquelqu'un,salu er,poserdesquestions

simplespourconnaître quelqu'un, épeleret compter

Dossier2:EnfamilleActesdeCommunication:

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, masculinet féminindes nomset

desadjectifs, pluriel desnomset desadjectifs

2. pronomssujetsettoniques,on,c'es

t/il est+ profession,3.masculinet

féminindesadjectifsdenationalité

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

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

- où,comment,quand;quel
- 6. la négation
- 7. adjectifspossessifs

ExaminationScheme:

		INTE	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.<u>A proposA1Livre</u>

del'élève.Grenoble:PressesuniversitairesdeGrenoble,2010.

Andant, Christineet al. A

proposA1Cahierd'exercices.Grenoble:PressesuniversitairesdeGrenoble,2010. *Références:*

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

Machya Prade



COMMUNICATION SKILL-II

10 11

Course Code: BCU 241 Course Outcome: Credit Units: 1

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

Prerequisites: NIL

				ntents / Sylla	abus:				
1.			Module I Comn	nunication			35% Weightage		
Ī	• Proc	ess and Imp	oortance						
	• Moo	lels of Com	munication (Line	ar & Shanno	n Weav	/er)			
	• Role	e and Purpor	se						
	• Тур	es & Chann	els						
	Con	munication	Networks						
	• Prin	ciples & Ba	rriers						
2.		Мос	lule II Verbal C	ommunicati	ion		25% Weightage		
	Written Com	munication	Forms, Advantage Forms, Advanta munication Skills	ges & Disady	vantage	s ng, Reading, Writing)			
3.			e III Non-Verba				30% Weightage		
	• Prin	ciples & Sig	gnificance of Non	verbal Comr	nunicat	tion			
	Chro	PPACT (Kin onemics, Ta ble Code		Proxemics,	Para-La	anguage, Artifacts,			
4.	• VISI	ble Code	Module IV :	Droso			100/		
4.						Universities	10% Weightage		
	TEXT: APJ Abdul Kalar								
	Cor	Press, 2011 Comprehension Questions will be set in the End-Semester Exam							
5.	0.01		tudent Learning		Semester	EXam			
		5	The students s		e to :				
	 Apply Verbal and Non-Verbal Communication Techniques in the Professional Environment 								
6.			Pedagogy	for Course l	Deliver	y:			
	 Extempore Presentations Lectures 					•			
		Ass	essment/ Exami	nation Scher	ne:				
7.		Theo	ry L/T (%)		La	b/Practical/Studio (%)			
	100% NA						-		
T			Theory Assessm	ent (L&T):					
	Components (Drop down)	CIE	Mid Sem	Attenc	lance	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

ty University Macihya Prade-h. Gwettor



Behavioral Science - II

	Course	Code:	BSU-243
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Course Outcome:

Course Credit: 01 **Total Hours: 10**

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 Nationodule 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 rangeof situations and interactions

• Student will be able to understand and respect individual difference, so to enhance therelationship . 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	Atten dance	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 SocialBehaviour

y University Madhya Pradeet Guenor



FRENCH - II

Course Code:BSB 244

Credit Units: 02Course 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
- 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
 Adjectifs possessifs/exprimer la possession à l'aide de :
 - i. « de » ii. A+nom/pronom disjoint
- 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	С	Ι	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

University Machya Praile*



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

-				ontents / Sy	llab	ous:	
1	Module I		oles of Effectiv				35%Weightage
•	• S	pellings-10	0 Most Misspe	lled Words	in E	nglish	
. 1		eb Based					
			: Process & Te				
2	Module II		mal Letter W	riting			35% Weightage
•	Block Fo						
	• Types of	Letters					
	• E-mail						
-	Netiquett						
3		Modul		siness Mem	os		20% Weightage
•	and the second se	Character					
4	Module IV	17	Short Stories				10%Weightage
•			Amrita Pritam				
			.K. Ramanujar	1			
			- O. Henry				
	• A Fly in l		James Baldwin				
5	The stud		ent Learning		1	nd properly with	
	The stude						
6							
	Workshop		gogy for Cours	se Denvery	•		
	Group Di						
	 Presentati 						
	• Lectures						
		Assessn	nent/ Examina	tion Schem	ie:		
	Theory L/T (%) La	b/Practical/St	tudio (%)	Ex	IndTerm amination	
7	100%						
		The	ory Assessme	nt (L&T):			
	Components (Drop down)	Components (Drop down)ClEMid SemAttendanceEndTerm 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.

Ichya Pradhet -mily University OWENOT



Behavioural Science -- III

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

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.

Evaluation Components	Attenda nce	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:

stittya Prad nity University

Course Credit: 01



Course Code: FLU344

Credit units:02

Course Outcome:

Toenablethe students

tōtalkaboutthe qualitiesanddefectsofpeople. tōask/give directions,toenquireabouta lodging. tōaskandgive informationsaboutacertainplace. tōdescribe events inpast tense.

CourseContents:

Dossiers5,6-pg45-64Dossier5:Ici etlàActesdeCommunication:

Exprimer l'obligationetl'interdiction, parler desqualitéset des défauts dequelqu'un, demander son chemin,

indiquerunitinéraire, se situerdansl'espace, serenseigner sur unlogement.

Dossier6:AilleursActesdeCommunication:

S'exprimeraupassécomposé, raconter unvoyage,

sesituerdanslemonde, exprimerletemps (avec indicateurs de

temps-ilya, depuis), serenseignersurun hébergement, exprimer la satisfaction et l'insatisfaction.

Grammaire :

- 1. lesadjectifsdémonstratifs
- 2. lesverbes: 'irgroupe' devoir, falloir
- 3. lesprépositionsdelieu, depays
- 4. l'impératif, le passé composé, forme et accordduparticipe passé, la négation au passé composé
- 5. les indicateurs detemps (il ya, depuis)

ExaminationScheme:

		ERNAL		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. <u>A proposA1Livre del'élève</u>. Grenoble: Presses universitaires de Grenoble, 2010.

Andant, Christineet al. <u>A proposA1Cahierd'exercices</u>. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

Girardeau, Brunoet Nelly Mous. <u>Réussirle DELFA1.</u>

with University Machya Prade-h



COMMUNICATION SKILL -IV

Course Code: BCU 441

Course Outcome:

Credit Units: 1

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 Cont			
1.	Modu		nployment-Relat	ed Corre	espondence	35% Weightage
	 Resume Writ 	•				
	 Covering Let 					
	Follow Up L					
2.		lodule II	Dynamics of Gr	oup Disc	ussion	35% Weightage
	Significance					
	Methodology	& Guideli	nes			
3.			lodule III Interv	iews		20% Weightage
	 Types & Styl 					
	 Fundamental 					
	 Interview-Free 		sked Questions			
4.			odule IV Short St	ories		10% Weightage
	• Proof of the H					
			nirley Jackson			
	 The Eyes Har 	ve it- Rusk	in Bond			
	 Kallu- Ismat 					
		All the f	our stories will be d	iscussed in	n one class.	
			uestion will be set ir ent Learning Out		n from the Text.	
5.	 Davidan a sur- 					
5.	Develop a res					
			erview process cor			
6	• Learn the suc		s of an effective gr		ussion	
6.	• Workshop	Pedag	gogy for Course E	elivery:		
	Workshop					
	 Group Discus Presentations 					
	 Presentations Lectures 					
7.	• Lectures	Accore	nent/ Examination	. Calar		
· ·	Theory L/T (%		b/Practical/Studi		End Tern	
			b/1 factical/Stuu	0(70)	Examination	
	100%		NA 70%			
	Components (Drop down)			Ferm 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.

Anity University Machya Pradech



Behavioural Science - IV

Course Code: BSU-443 Total Hours: 10	Course Credit: 01
Course Outcome: This course aims at imparting an understanding of Values, Ethics & Morality ambalanced choice between personal & professional development.	ong students for making a
Course Contents: Module I: Introduction to Values & Ethics Meaning & its type Relationship between Values	(2 Hours)
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	(2Hours)
Nurturing Good values Module III: Morality Difference between morality, ethics &values Significance of moral values	(2 Hours)
Module IV: Ethical Practice Ethical Decision making Challenges in its implementation Prevention of Corruption	(2 Hours)
&Crime Module V: Personal & Professional Values Personal values-Empathy, honesty, courage, commitment Professional Values-Work ethics, respect for others	(2 Hours)
 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 profession specialized contexts 	onal and
• Willing to make uppopular but right decision	

• Willing to make unpopular but right decision

• Committed to working for justice and peace locally and globally.

Examination Scheme:

Evaluation Components	Attend ance	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. NeedhamHeights, 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.

Chief Contraction Pradach



Français-IV

CourseCode: FLU 444 Creditunits:02 **Course Outcome:** Tostrengthenthe language of the student's inbothoral andwritten Torevise the grammarinapplication and the communication tasks related to topics covered already Toget acquaintedwiththe current socialcommunicationskills,oral(dialogue,telephone conversations, etc.) and written and perform simple communication tasks such as talkingaboutpersonalhabits farratingevents in the past, marking the stages, using appropriate connectors holdingconversationsontelephone askingfor/givingadvices CourseContents: Dossier7-pg65-74, Dossiers1,2and3(révision) Dossier7:auboulotActesdeCommunication: Parlerdeshabitudesetdécrireunesituationàl'imparfait,comparer(nometverbe),qualifier(qui,que)s' exprimer autéléphone, demanderet donnerunavis. Dossiers1,2,3-Révision Exercicesd'écoute, productionorale et écrite. Grammaire 1. l'imparfait, 2. lacomparaisonduverbe/dunom ; mieux/meilleur

3. lespronomsrelatifs

ExaminationScheme:

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

Text & References:

Text:

Le livre àsuivre:

Andant, Christineet al.<u>A proposA1Livre del'élève</u>.Grenoble:Pressesuniversitairesde Grenoble, 2010.

Andant, Christineet al.<u>A proposA1Cahierd'exercices</u>.Grenoble:Pressesuniversitairesde Grenoble, 2010.

Référence:

· Girardeau, Brunoet NellyMous. Réussirle DELFA1

mity University Madhya Pradech



COMMUNICATION SKILL-V

Course Code: BCU 541

Course Outcome:

Credit Units: 1

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 todeliver professional presentations. **Prerequisites:** NIL

1.			Module I Vocabul	ents / Syllabus arv	·	35% Weightage
ŀ	• Def	ine Vocabula				covo rreigittage
		nificance of V				
			itution, Synonyms &	Antonyms and	t Idioms &	
	Phra					
	• Def	ine and	Differentiate H	łomonyms,	Homophones and	
	Hon	nographs				
		abulary Drill	S			
	• Fore	eign Words				
2.		Modu	le II Comprehensi	on Skills		25% Weightage
			SQ3R Reading Tech	niques		
	 Summarising 		asing			
	 Précis Writin 					
_	Listening Cor					
3.			ule III Presentatio			30% Weightage
			of Audio-visual Aid	s, Audience an	d Feedback in	
	PresentationS					
	• Analyzing the	Significance	of Non-Verbal Con	imunication		
4.		10% Weightage				
	 How Far is the 		in Bond			
	 My Wood-E.N 					
	I have a Dream		÷			
_	Spoken Englis		ı English-G.B. Shav			
5.			lent Learning Outo			
			sustain comprehensi			
			pret texts and obser		ç (
	 Prepare and pr 	esent effectiv	e presentations aide	d by ICT tools.		
		Pedagogy	for Course Deliver	y: Workshop		
5.	 Group Discuss 	sions				
	• Presentations					
	• Lectures					
7.		Assessi	ment/ Examination	Scheme:		
	Theory L/T (%)			La	b/Practical/Studio (
	100%				NA	
		The	eory Assessment (L	&T):		
	Components			End Tern	1 Examination	
	(Drop down)	CIE	Attendance		- Baummatton	
	Weightage (%)					
		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

 $\label{eq:constraint} Additional Reading: Newspapers and Journals$

Amity University Madhya Pradeeth



BEHAVIOURAL SCIENCE-V

Course Credit: 01

Course Code: BSU-543

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

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, Structu 	re, Org. Resources, Organizational policies etc.
 Internal conditions affecting group functioning: Roles, Norms, Co 	
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 example. 	ffective teamwork
 Student will develop a range of leadership skills and abilities such that and mativation others. 	ch as effectively leading change, resolving
conflict, and motivating others	

Student will Gain knowledge and understanding of organization resources, policies, and involvement æ 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, Judhith D. Effective Small Group and Team Communication, 2002, Harcourt College Publishers •Dick, Mc Cann & Margerison,

•Hoover, Judinin D. Encence Smart Group and Theme Phane 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.

Amily University Madhya Pratech



Français-V

CourseCode: FLU544

CourseOutcome:

Enabled the students to overcome the fear of speaking a foreign language and take position as a foreigner speakingFrench. 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, la conséquence, décrireles étapes d'une action, s'exprimer sur l'enviro nnement,

l'écologie, identifieret décrireles différences de comportement, décrire le fonctionnement d'une association, faire la biographie d'une personne.

Dossiers4, 5,6–Révision

Exercicesd'écoute, productionorale et écrite.

Grammaire :

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

ExaminationScheme:

		INTE	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.<u>A proposA1Livre del'élève</u>.Grenoble:Pressesuniversitairesde Grenoble, 2010.

Andant, Christineet al.<u>A proposA1Cahierd'exercices</u>.Grenoble:Pressesuniversitairesde Grenoble, 2010.

Référence:

Girardeau, Brunoet NellyMous. <u>Réussirle DELFA1</u>. Paris: Didier, 2010.

Chief Bartanin mily University Madnya Pradowh

Credit units: 02



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

1.		Module I Socia	Course Con Il Communicat			30% Weightage
	Small talk					
	Building ray					
		ial and Corporate As mmunication: Grap				
-	Informal Co					
2.	Understand	Module II Wo ing Social Communi				25% Weightage
	Employee f					
	Simulation					
		Communication-U	se of 'Puns'			
		ent and Communio	cation (Infotair	iment)		
	Infotainmer					
		ent in Journalism				
3.		Module III Visual (Code / Social E	tiquette	2	35% Weightage
	Power Dres	-				
	Fine Dining					
	Office Party Business Tr					
		avel Etiquette e and Business Etiq	uetto			
	Proper Gree		actic			
	 Thank You 	•				
	Telephonic	Manners/ Voice Mai	il Etiquette			
	Business Sa					
	Guest Etiqu					
	Cubicle Etic					
	Business Ca					
	Different C					
4.	Secret of So	10% Weightage				
		crates - Dale Carne al Career-Stephen Le				
	The Lunche					
	The Nationa					
	All the four stories will					
	One La	ong Question will be Student Lear	ning Outcomes			
	To commun	icate contextually in			professional	
5.	situations w	ith courtesy.				
		mour in their regula				
	To strengthe and collabor	rative peer activities	ming process th	rough n	ndividual expression	
	und condoor	Pedagogy for		v		
	Workshop	1 COMPORT 101 .	Course Denver	1.		
6.	Group Disci	ussions				
	Presentation	IS				
	Lectures					
7.	Theory L/T (%)	Lab/Practical	/Studio (%)	End	Term	
	100%	Examination 100% NA 70%				
			ssment (L&T):		1070	
	Continuous	Assessment/Intern				-
	Continuous	Assessment/ Intern	ai Assessment		End Term	
	Components				Examination	
	(Drop down)	CIE	Attn			
	Weightage (%)	25%	5%		70%	

Text: Krizan, Merrier, Lagan & Williams. Effective Business Communication, New Dethi: Conguge, 2011 • Communication and Organizational Culture. Keyton. Joaan. Sage Publications • Social Communication (Frontiers of Social Psychology).Fiedler, Klaus. Psychology Press

Social Communication (Frontiers of Social Psychology), Fiedler, Klaus, Psyc Reference:
 Cypherpinks: Freedom and the Future of the Internet. <u>Assange</u>, Julian Assange. OR Books.
 Additional Reading: Newspapers and Journals

Antily University Madhya Pradeets Gwellon



BEHAVIOURAL SCIENCE - VI

Course Code: BSU-643

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.

C	Course Contents:	
N	lodule I: Stress	(2 Hours)
	Meaning & Nature	(= 110(115))
	Characteristics	
	• Types of stress	
N	Iodule 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.	
٠	Pressure – environment fit model of stress.	
Μ	lodule III: Causes and symptoms of stress	(2Hours)
•	Personal	()
٠	Organizational	
•	Environmental	
Μ	lodule IV: Consequences of stress	(2 Hours)
٠	Effect on behavior and personality	()
• ;	Effect of stress on performance	
٠	Individual and Organizational consequences with special focus on health	
M	odule V: Strategies for stress management	(2 Hours)
٠	Importance of stress management	(
•	Healthy and Unhealthy strategies	
٠	Peer group and social support	
٠	Happiness and well-being.	
	Student learning outcomes	
	 Student will able demonstrate thorough understanding of stress and its effort 	-tc

- 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	1 0	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.

University Madriya Predent

Course Credit: 01



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 speakingFrench. 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	С	I	V	Α
Weightage (%)	20	20	20	20	15	5

C – Project + Presentation

I – Interaction/Conversation Practice

Text & References:

• le livre à suivre : Campus: Tome 1

Amity University Meditya Prad-of



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 identifylanguage structures for correct English usage. **Prerequisites:** NIL

		Modula				ts / Syllabus:		30% Weightage
			Essentials of	n en	giisii Gra	mmat		5070 Weightage
			non Errors					
			of Speech		Duanaum			
			cations, Rela					
		 Subje Articl 	ct-Verb Agr	eeme	nt			
		 Artici Punct 						
			nce Structur	• • W	h' Questi	ons		
2.		Module II						30% Weightage
			h Writing	611511	commu	il cutton		
		 Essay W 	+					
3.		Module III		glish	Commu	nication		30% Weightage
	•	Introduction						<u> </u>
	•	Syllable-Con			l Sounds			
	•	Stress and In						
4.			Module I					10% Weightage
	"Friends,					rs" Speech by	Marc	
			Antony in J					
	🏾 🎸 Cor					End-Semester	Exam	
			dent Learn students sh	Q				
_								
5.	Identify Co	Guided						
	• Develop a Activities							
	To Develo	urse						
	through Inte	urbe						
6.	diredgir inte		agogy for C	ourse	e Delivery	/:		
	• Wo	rkshop	6 60					
		up Discussion	S					
		sentations						
		tures						
		empore						
			ment/ Exa	minat	tion Schei	me:		
The	ory L/T	Lab/Pract	cal/Studio	(%)	End	Term		
	(%)				Exa	mination		
			NA					
	100%				70%			
			eory Asses	smen	t (L&T):		TC	
	Compone		Mid		tendance	End Examinat	Term	
	(Drop dow	vn) CIE	Sem	At	lendance	Examinat		
	Weightage	e 10%	15%		5%	70%		
	(%)							

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

Bloomsbury PublicationVerma, 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.

Amily University Nedhya Predest



Behavioural Science - I

Schartourdiou		
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	L	
• 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 Unhapthy averaging of 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 r	notivation	· · · · · ·
 Student will develop thorough understanding of person Student will able to analyze the emotions of others for 		nsıbility

• 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	Tota I
	Weightage (%)	5	10	15	70	100
 Hoover, J Dick, Mc Bates, A. Dressler, F Lapiere, F Lindzey, of Social Ps Rose, G.: 	tional Behaviour, Davis, K. udhith D. Effective Small Group and Cann & Margerison, Charles: Team I P. and Julian, J.: Sociology - Underst David and Cans, Donald: The Study of Richard. T – Social Change G. and Borgatta, E: Sociometric Mea sychology, Addison – Welsley, US. Oxford Textbook of Public Health, V nd Larson: When Teams Work Best,	Management, 1992 Edith tanding Social Behaviour of Human Interaction surement in the Handboo Vol.4, 1985.	ion, viva books r ok	ge Publishers	tiesh	acini andre

Amity University Madhya Pradoeth



Français-l

CourseCode: FLU144

Course Outcome:

Creditunits: 02

Tofamiliarize students with the Frenchlanguage, with its phonetic system and its accents. To enable students

- togreet someone inFrench
- topresent and describe
- oneselfandpeople
 - toenterincontact, and begin a conversation totalkaboutone's family, tas tes and preferences

CourseContents:

Dossiers1,2-pg5-24Dossier1:Toi,moi,nousActesdeCommunication:

S'adresserpolimentàquelqu'un,entrerencontact,seprésenter,présenterquelqu'un,salu er,poserdesquestions

simplespourconnaître quelqu'un, épeleret compter

Dossier2:EnfamilleActesdeCommunication:

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, masculinet féminindes nomset

desadjectifs, pluriel desnomsetdesadjectifs

2. pronomssujetsettoniques,on,c'es

t/il est+ profession,3.masculinet

féminindesadjectifsdenationalité

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

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

- où,comment,quand;quel
- 6. la négation

7. adjectifspossessifs

ExaminationScheme:

		INTERNAL EXTERNAL					
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. <u>A proposA1Livre</u>

del'élève. Grenoble: Presses universitaires de Grenoble, 2010.

Andant, Christineet al. A

proposA1Cahierd'exercices.Grenoble:PressesuniversitairesdeGrenoble,2010.

Références:

Girardeau, Brunoet NellyMous. <u>Réussirle DELFA1.</u> 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

1.		1	Module I Comm	ntents / Sylla unication			35% Weightage	
_	 Mode Role Typ Con 	cess and Imp dels of Comn e and Purpos es & Channe nmunication ciples & Bar	nunication (Linea e els Networks	ar & Shannor	ı Weav	er)	weigintage	
2.			ule II Verbal C	ommunicati	on		25% Weightage	
	Written Com	munication: tion of Comm		ges & Disady (Listening, S	antages Speakin	s g, Reading, Writing)		
3.		Module	III Non-Verbal	Communic	ation		30% Weightage	
	 Prin KO Chr Visi 	ion nguage, Artifacts,						
4.	Module IV : Prose						10% Weightage	
	TEXT: APJ Abdul Kala		iwari. <i>Wings of Fir</i> Press, 2011 Questions will be so			Universities Exam		
5.		St Il and Non-V	udent Learning The students s erbal Communic	Outcomes: hould be able	e to :			
6.	ExtemporePresentationsLectures	S	Pedagogy	for Course l	Deliver	y:		
7.	Assessment/ Examination Scheme: Theory L/T (%) Lab/Practical/Studio (%)							
	100% NA							
			Theory Assessm	ent (L&T):			_	
	Components (Drop down)	CIE	Mid Sem	Attend	lance	End Term Examinatio	r 	
	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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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 1: 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 Nationodule 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 etc. Student learning outcomes

• Student will be able to identify, understand, and apply contemporary theories of leadership to a wide rangeof situations and interactions

• Student will be able to understand and respect individual difference, so to enhance therelationship . 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	Atten dance	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 S

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(2 Hours)

(2 Hours)



FRENCH - II

Course Code:BSB 244

Credit Units: 02Course 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
- rédiger un message/ une lettre pour ... 2.
 - 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
- s'orienter, s'informer sur un itinéraire.
 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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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

1	Module I	Princip	les of Effective	ontents / Sy e Writing			35%Weightage		
·) Most Misspel		in Er	nglish			
-									
		eb Based V ote Taking:	Process & Tec	chniques					
2	Module II								
•	Block Fo								
	• Types of	Letters							
	• E-mail								
	Netiquett	e							
3		Modul		iness Mem	05		20% Weightage		
•		Characteri							
4	Module IV		Short Stories				10%Weightage		
•			Amrita Pritam						
	A Flower								
	• The Gift								
	• A Fly in 2								
5	The stored								
	The stud								
6			cial reference to to gogy for Cours						
	Worksho	-	ogy for Cours	se Denvery					
		scussions							
	 Presentat 								
	Lectures								
		Assessn	nent/ Examina	tion Schen	ie:				
	Theory L/T ((%) La	Lab/Practical/Studio (%)			ndTerm amination			
7	100%		NA			70%			
•									
	Components (Drop down)	CIE	TE Mid Sem Attendar		nce	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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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 able to create and explore risky or controversial ideas, and synthesize ideas/expertise to

generate innovations.

|--|

Evaluation Components	Attenda nce	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:



Course Code: FLU344

Credit units:02

Course Outcome:

Toenablethe students

tōtalkaboutthe qualitiesanddefectsofpeople. tōask/give directions,toenquireabouta lodging. tōaskandgive informationsaboutacertainplace. tōdescribe events inpast tense.

CourseContents:

Dossiers5,6-pg45-64Dossier5:Ici etlàActesdeCommunication:

Exprimer l'obligationetl'interdiction, parler desqualitéset des défauts dequelqu'un, demander son chemin,

indiquerunitinéraire, se situerdansl'espace, serenseigner sur unlogement.

Dossier6:AilleursActesdeCommunication:

S'exprimeraupassécomposé, raconterunvoyage,

sesituerdanslemonde, exprimerletemps (avec indicateurs de

temps-ilya, depuis), serenseignersurunhébergement, exprimerla satisfactionet l'insatisfaction.

Grammaire :

- 1. lesadjectifsdémonstratifs
- 2. lesverbes: 'irgroupe' devoir, falloir
- 3. lesprépositionsdelieu, depays
- 4. l'impératif, le passé composé, forme et accordduparticipe passé, lanégation au passé composé
- 5. les indicateurs detemps (il ya, depuis)

ExaminationScheme:

		INTE	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. <u>A proposA1Livre del'élève</u>. Grenoble: Presses universitaires de Grenoble, 2010.

Andant, Christineet al. <u>A proposA1Cahierd'exercices</u>. Grenoble: Presses universitaires de Grenoble, 2010.

Références:

Girardeau, Brunoet NellyMous. Réussirle DELFA1.

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COMMUNICATION SKILL-IV

Course Code: BCU 441

Course Outcome:

Credit Units: 1

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 Conte				
1.	Modu		nployment-Relate	d Corres	pondence	35% Weightage	
	Resume Write						
	 Covering Le 						
	 Follow Up L 						
2.		Iodule II	Dynamics of Gro	oup Disci	ission	35% Weightage	
	 Significance 						
	 Methodology 	y & Guideli	nes				
3.	1997 - 1997 -	M	lodule III Intervi	ews		20% Weightage	
	 Types & Sty 	les of Interv	iews				
	 Fundamenta 						
	 Interview-Fr 		sked Questions odule IV Short St				
4.		10% Weightage					
	• Proof of the	Pudding - C). Henry				
	 "The Lottery 	" 1948 – Sł	nirley Jackson				
1	• The Eyes Ha						
	 Kallu- Ismat 						
			ent Learning Out	comes:			
5.	 Develop a re 						
		Ability to handle the interview process confidently					
	• Learn the su						
6.		Pedag	gogy for Course E	elivery:			
	 Workshop 						
	Group Discu						
	 Presentation 						
	 Lectures 		nent/ Examination				
7.							
	Theory L/T (%	End Teri	n				
					Examination		
	100%		NA 70%			1	
		The	eory Assessment (L&T):		T	
	Components (Drop down)	CIE	Attendance	End	Ferm 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 Co Total Hours: 10	ourse Credit: 01
Course Outcome: This course aims at imparting an understanding of Values, Ethics & Morality among student balanced choice between personal & professional development.	s for making a
Course Contents: Module 1: Introduction to Values & Ethics Meaning & its type Relationship between Values and Ethics Its implication in	(2 Hours)
one's life Module II: Values Clarification & Acceptance Core Values-Respect, Responsibility, Integrity, Resilience, Care, & Harmony Its process-Self Exploration	(2Hours)
Nurturing Good values Module III: Morality Difference between morality, ethics &values Significance of moral	(2 Hours)
values Module IV: Ethical Practice Ethical Decision making Challenges in its implementation Prevention of Corruption	(2 Hours)
&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.	(2 Hours)
 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	Attend ance	Journal of Success (JOS)		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. NeedhamHeights, MA: Allyn and Bacon.

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

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Français-IV

CourseCode: FLU 444

Creditunits:02

Course Outcome:

Tostrengthenthe language of the student's inbothoral and written

Torevise the grammarinapplication and the communication tasks related to topics covered already Toget acquainted with the current social communication skills, oral (dialogue, telephone conversations, etc.) and written and perform simple communication tasks such as

talkingaboutpersonalhabits

narratingevents in the past, marking the stages, using appropriate connectors holding conversations on telephone

askingfor/givingadvices

CourseContents:

Dossier7–pg65-74, Dossiers1,2and3(révision) Dossier7:auboulotActesdeCommunication: Parlerdeshabitudesetdécrireunesituationàl'imparfait,comparer(nometverbe),qualifier(qui,que)s'

exprimer autélénhone demanderet donnerunavis

autéléphone, demanderet donnerunavis.

Dossiers1,2,3–Révision

Exercicesd'écoute, productionorale et écrite.

Grammaire :

1. l'imparfait,

2. lacomparaisonduverbe/dunom ; mieux/meilleur

3. lespronomsrelatifs

ExaminationScheme:

		INTE	CRNAL		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.<u>A proposA1Livre del'élève</u>.Grenoble:Pressesuniversitairesde Grenoble, 2010.

Andant, Christineet al.<u>A proposA1Cahierd'exercices</u>.Grenoble:Pressesuniversitairesde Grenoble, 2010.

Référence:

· Girardeau, Brunoet NellyMous.Réussirle DELFA1

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COMMUNICATION SKILL-I

Credit Units: 1

Course Outcome:

Course Code: BCU 141

The course is intended to familiarize students with the basics of English language and help them to learn to identifylanguage structures for correct English usage. **Prerequisites:** NIL

	M	the state of the s			nts / Syllabus:		300/ Waightaga	
			ot En	glish Gra	mmar		30% Weightage	
			reeme	ent				
			ro (1)	/h' Questi	ons			
							30% Weightage	
			Ensi	commu	incution		boys weightings	
	÷							
			nglish	Commu	nication		30% Weightage	
•	the second s		-				<u>_</u>	
•				el Sounds				
•								
			V: F	Prose			10% Weightage	
"Friends,	Romans, C				rs" Speech by	Marc		
🌣 Con						Exam		
	n Coherence							
				p				
• Wo	rkshop							
• Gro	up Discussio	ons						
Pre:	sentations							
Lect	ures							
• Exte	empore							
						-		
	Lab/Prac	tical/Studio	(%)					
(%)				EXa	amination			
100%	0% NA			70%				
	-	Theory Asses	smen	t (L&T):		1		
		Components End Term						
	nts							
Componer (Drop dow	nts		At	tendance	Examinat			
	nts	E Mid Sem	At	tendance				
	nts (n) CII	Sem	At	tendance		tion		
	 "Friends, Con Identify Co Develop a Activities To Develop through Intel Won Gro Pressible Lect Exter 	 Com Part. Coll Subj Arti Pume Sent Module I Paragra Essay ' Module I Introduction Syllable-Coll Stress and I "Friends, Romans, Coll Comprehension St Stress and I "Friends, Romans, Coll Comprehension St The Identify Common Error Develop and Expand Activities To Develop Coherence through Intelligible Pron Pea Workshop Group Discussion Presentations Lectures Extempore Asse Ory L/T Lab/Prace 	Module I EssentialsCommon ErrorsParts of SpeechCollocations, RelSubject-Verb AgArticlesPunctuationSentence StructurModule II Written EndParagraph WritingEssay WritingModule III Spoken EndIntroduction to PhoneticSyllable-Consonant andStress and IntonationModule I* Friends, Romans, Countrymen, Ia Antony in J* Comprehension Questions w Student Learn The students shIdentify Common Errors and RectifyDevelop and Expand Writing Ski ActivitiesTo Develop Coherence, Cohesion a through Intelligible Pronunciation.Pedagogy for CWorkshopGroup DiscussionsPresentationsLecturesExtemporeAssessment/ Exa (%)	Module I Essentials of EnCommon ErrorsParts of SpeechCollocations, RelativeSubject-Verb AgreemedArticlesPunctuationSentence Structure- 'WModule II Written EnglishParagraph WritingEssay WritingModule III Spoken EnglishIntroduction to PhoneticsSyllable-Consonant and VoweStress and IntonationModule IV : I"Friends, Romans, Countrymen, lend m Antony in JuliusComprehension Questions will beStudent Learning O The students shouldIdentify Common Errors and Rectify ThereDevelop and Expand Writing Skills Th ActivitiesTo Develop Coherence, Cohesion and Co through Intelligible Pronunciation.Pedagogy for CoursWorkshopGroup DiscussionsPresentationsLecturesExtemporeAssessment/ ExaminaoryL/TLab/Practical/Studio (%)	Module I Essentials of English Gra Common Errors Parts of Speech Collocations, Relative Pronoun Subject-Verb Agreement Articles Punctuation Sentence Structure- 'Wh' Questi Module II Written English Commu Paragraph Writing Paragraph Writing Module III Spoken English Commu Introduction to Phonetics Syllable-Consonant and Vowel Sounds Stress and Intonation Module IV : Prose "Friends, Romans, Countrymen, lend me your ea Antony in Julius Caesar Comprehension Questions will be set in the Student Learning Outcomes The students should be able to Identify Common Errors and Rectify Them Develop and Expand Writing Skills Through C Activities To Develop Coherence, Cohesion and Competence through Intelligible Pronunciation. Pedagogy for Course Deliver Workshop	Module 1 Essentials of English Grammar Common Errors Parts of Speech Collocations, Relative Pronoun Subject-Verb Agreement Articles Punctuation Sentence Structure- 'Wh' Questions Module II Written English Communication Paragraph Writing Essay Writing Essay Writing Module III Spoken English Communication Introduction to Phonetics Syllable-Consonant and Vowel Sounds Stress and Intonation Introduction to Phonetics Syllable-Consonant and Vowel Sounds Stress and Intonation Module IV : Prose "Friends, Romans, Countrymen, lend me your ears" Speech by Antony in Julius Caesar Comprehension Questions will be set in the End-Semester Student Learning Outcomes: Identify Common Errors and Rectify Them Develop and Expand Writing Skills Through Controlled and Activities To Develop Coherence, Cohesion and Competence in Oral Disco through Intelligible Pronunciation. Pedagogy for Course Delivery: Workshop Group Discussions Presentations Lectures Extempore Assessment/Examination Scheme: Ory L/T Lab/Practical/Studio (%) End Term Examination 	Module I Essentials of English Grammar Common Errors Parts of Speech Collocations, 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 : 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 Student Learning Outcomes: The student 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. Pedagogy for Course Delivery: Workshop Group Discussions Presentations Lectures Extempore	

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

Bloomsbury PublicationVerma, 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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Behavioural Science - 1

Bellavioararoe		
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	1	
 Importance of attitudes and its effective on personality 		
 Building Emotional Competency 		
Course Contents:		
Module 1: 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	e and Relevance	
Positive and negative emotions		
Healthy and Unhealthy expression of emotions		
Student learning outcomes		
• Student will Develop accurate sense of self	۰	
• Student will nurture a deep understanding of personal		
• Student will develop thorough understanding of perso		onsibility
• 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	Tota I
Weightage (%)	5	10	15	70	100

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

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Creditunits: 02



Français-I

CourseCode: FLU144

Course Outcome:

Tofamiliarize students with the Frenchlanguage, with its phonetic system and its accents. To enable students

- togreet someone inFrench
- topresent and describe
- oneselfandpeople
 toenterincontact.a
 - toenterincontact, and begin
 - a conversation
 - totalkaboutone'sfamily,tas
 - tes andpreferences

CourseContents:

Dossiers1,2-pg5-24Dossier1:Toi,moi,nousActesdeCommunication:

S'adresserpolimentàquelqu'un,entrerencontact,seprésenter,présenterquelqu'un,salu er,poserdesquestions

simplespourconnaître quelqu'un, épeleret compter

Dossier2:EnfamilleActesdeCommunication:

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, masculinet féminindes nomset

desadjectifs, pluriel desnomset desadjectifs

- 2. pronomssujetsettoniques,on,c'es
- t/il est+ profession,3.masculinet

féminindesadjectifsdenationalité

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

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

- où,comment,quand;quel
- 6. la négation
- 7. adjectifspossessifs

ExaminationScheme:

		INTE	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. <u>A proposA1Livre</u>

del'élève.Grenoble:PressesuniversitairesdeGrenoble,2010.

Andant, Christineet al. A

proposA1Cahierd'exercices.Grenoble:PressesuniversitairesdeGrenoble,2010.

Références:

Girardeau, Brunoet NellyMous. <u>Réussirle DELFA1</u>. Paris: Didier, 2010.

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COMMUNICATION SKILL-II

Course Code: BCU 241 Course Outcome: Credit Units: 1

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

1.			Course Cor Module I Comm		ibus:		35%	
1.				unication			Weightage	
	• Proc	ess and Imp	ortance					
	 Models of Communication (Linear & Shannon Weaver) 							
	Role	and Purpos	se					
	• Type	es & Channe	els					
	• •	munication						
	Prince	ciples & Ba	rriers					
2.			ule II Verbal C	ommunicati	on		25% Weightage	
			Forms, Advantage					
			Forms, Advantag					
	Introduct					g, Reading, Writing)		
3.		Module	e III Non-Verba	Communic	ation		30% Weightage	
	Prine	ciples & Sig	nificance of Non	verbal Comr	nunicat	ion		
	 KOF 	PACT (Kir	nesics, Oculesics,	Proxemics,	Para-La	inguage, Artifacts,		
	Chro	onemics, Ta	ctilics)					
	Visi	ole Code					10%	
4.	Module IV : Prose							
	TEXT: APJ Abdul Kalar	n and Arun T		e: An Autobio	graphy,	Universities		
	0		Press, 2011	Alinaha Paul G		- Friend		
5.	Con		Questions will be so		semester	Exam		
ο.		3	tudent Learning The students s	hould be able	≥ to ·			
	Apply Verbal	and Non-V	erbal Communic			the Professional		
	Environment				1			
6.			Pedagogy	for Course	Deliver	v:		
	• Extempore		r cuugogy		Denver	J *		
	 Presentations 							
	 Lectures 							
-	2000000	Ass	essment/ Exami	nation Scher	me:			
7.	1		ry L/T (%)	intion Sener		b/Practical/Studio (%)	-	
			.,					
		1000	,			214	-	
		100%	0			NA		
-			Theory Assessm	ent (L&T):			-	
	Components (Drop down)	CIE	Mid Sem	Attend	dance	End Term Examination	t i	
	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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Behavioral Science - II

Course Code: BSU-243

Course Credit: 01
Total Hours: 10

(2 Hours)

(2 Hours)

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 Nationodule 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 etc. Student learning outcomes

•Student will be able to identify, understand, and apply contemporary theories of leadership to a wide rangeof situations and interactions

• Student will be able to understand and respect individual difference, so to enhance therelationship •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	Atten dance	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

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FRENCH - II

Course Code:BSB 244

Credit Units: 02Course 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

- donner/demander des informations sur un emploi du temps, un horaire SNCF -1. 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
- s'orienter, s'informer sur un itinéraire.
 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'infe

Contenu grammatical: 1. Adjectifs dér

- 2. Adjectifs po:
- i. « de » ii. /
- 3. Conjugaison
- construction 4. Impératif/ex
- faut.... »/ «il
- 5. passé compo
- 6. Questions di

Examination Scheme:

Components	CT1
Weightage (%)	20

C – Project + Presentation

I - Interaction/Conversation Practice

Text & References:

le livre à suivre : Campus: Tome 1 .



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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:

N	Iodule I l	Fundame	entals of Com	munication.		30%	Weightage
Role and	Purpose	of Comm	unication,7 C	s of Communicat	ion		
			unication				
Forms of				formal and Form	al		
			ral Communi			20%	Weightage
			les and Barrie				
			ciation and Ac				
	the second se		ng Advanced	the second se		20%	Weightage
			Antonyms; Epc	nyms; Homonyms,			
	nes & Hor		-1 X-1 - T-1				
	ords in Ei		al verbs, Idiom	atic Expressions &	Proverbs		
• Toreight w		•	Verbal Comm	unication		200/	Waiahtan
Principles			verbai Comm	rumcation		30%	Weightage
			s Para-Lanous	ige, Artifacts, Chro	nemics		
Tactilics	oeurestes,	rioxenne	5,, I ala-Daligu	ige, Antilaets, Chio	nennes,		
	Stu	ident Le	arning Outco	mes			
The students				cills to communic	ate		
effectively in a p							
	Pe	dagogy fo	or Course Deliv	/ery			
Workshop							
Presentati							
 Group Dis Lectures 	cussion						
• Lectures	A 66056	mont/F	xamination S	a h a ma a t			
The			al/Studio (%)				
Theory L/T (%							
100%							
End Term							
Examination							
Components	CIE	Mid	Attendance	End Term			
(Drop down)		Sem		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	Course Credit: 01
Total Hours: 10	course credit. Of
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 	(2 110013)
Dimension of Self	
Components of self	
Self Competency	
Module II: Self-Esteem: Sense of Worth	(2 Hours)
 Meaning and Nature of Self Esteem 	(= 110413)
 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 bevelop deculate Selise of Seli	
• Student will nurture a deep understanding of personal motivation	

- 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

Course Objective:

Tofamiliarize the students with the Frenchlanguage

•with the phonetic system

• with the accents

withthemanners

• with the cultural aspects Toenable the students

•toestablishfirstcontacts

•toidentifythingsandtalkaboutthings

CourseContents:

Unité 1,2: pp.01to37

Introductionàlalangue:système phonétique, accents, genre etaccord, jours, mois, nombres Actes de communication:

Unité 1:Premierscontacts

1. nommerdesobjets,s'adresserpoliment à quelqu'un

- 2. se présenter, présenterquelqu'un
- 3. entrerencontact: dire tuouvous, épeler
- 4. dire oùontravaille, ce qu'onfait
- 5. communiquersescoordonnées

Unité 2:Objets

- 1. identifierdesobjets, expliquer leurus age
- 2. dire ce qu'onpossède, faireunachat, discuterle prix.
- 3. monteretsituerdesobjets
- 4. décrire desobjets
- 5. comparerdesobjets, expliquerses préférences

Grammaire: 1. articles indéfinis, masculinet féminindes noms, pluriel des noms

2.Je, il, ellesujets, verbesparler, habiter, s'appeler, être, avoir, masculinet

féminindesadjectifsde nationalité

3.tu,voussujets,verbesparler,aller,être,c'estmoi/c'esttoi

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

5.article défini, complément dunom avec de, quel interrogatif

6.adjectifspossessifs(1),pour+ infinitif

7. verbe avoir,ne...pas/pasde,questionavec est-ce que ?,questionnégative, réponse Si

8. Prépositionsdelieu, ilya/qu'est-ce qu'il va

9 .accordet place desadjectifsqualificatifs,il manque...

10.comparatifsetsuperlatifs, pronomstoniques, pronomon

ExaminationScheme

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

Text & References:

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

University Meditys Pradesh

CreditUnits:02



Advanced Communication-II

Credit Units: 1

Course Code: BCP 241

Course Outcome:

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

Prerequisites: NIL

		odule 1 Job (Correspondence		20% Weightage
 Job Applicat 					
Resume & P	rofile Writi	ing for Social	l Media		
Follow Up L					
		II Dynamics	s of Group Disc	ussion	30% Weightage
Methodology	/				
Guidelines					
			ng for Employn	ient	50% Weightage
 Types of Inte 	erview (Tec	chnical & HR	Rounds)		
Fundamental					
Question An	swer on Va	rious Dimen	sions		
Non-Verbal	Communic	ation Compo	nent		
Interview Eti					
	Pe	dagogy for C	Course Delivery		
 Workshop 					
• Presentation					
 Group Discus 	ssion				
 Lectures 					
ho student util t	Sti	udent Learn	ing Outcomes:		
ne student will be a	ble to write	an impressiv	ve resume and fa	ce the interview confidently	ý.
	and the local data was a second se	and a second secon	nination Schem		_
Theory L/T (%)	Lab/P	Practical/Stu	dio (%)	End Term Examination	
100`%					
	Т	heory Assess	sment (L&T):		
Components				End Term	
Drop down)	CIE	Mid Sem	Attendance	Examination	
the state of the s	10%	15%	5%	70%	
Weightage (%)	1070	1570	570	1070	
Weightage (%)	1070	1570	570	1010	2

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.

Registrar V University Madhya Prades





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 conseq 	uences.
• To develop an understanding the consequences of the stress on one's wellness, heal	th. and work
performance.	
 Enhancing personal effectiveness and performance through effective interpersonal of 	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 weaknesse 	es.
 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 CourseObjective:

CreditUnits:02

Tofurnishthelinguistictoolstoenable the students •totalkabouttime schedules

•totalkabouttravel

• toperform simple communicative tasks(fixappointments,makereservations,discusshabits,giveadvice, directions)

CourseContents: Unité 3, 4: pp. 42 to 72: Actes de communication:

Unité 3 : Emploi du temps.

- 1. demanderet donnerl'heure, deshoraires
- 2. racontersa journée
- 3. parlerde seshabitudesautravail, de sesloisirs
- 4. dire la date, parler dutemps qu'il fait
- 5. fixerrendez-vous (autéléphone pare-mail),réserverunetable aurestaurant

Unité 4:Voyage

- 1. réserverune chambre d'hôtel, demanderla note
- 2. expliquerunitinéraire
- 3. parlerde sesdéplacements, situers urune carte
- 4. exprimerunconseil, une interdiction, une obligation
- 5. acheterunbilletdetrain, consulteruntableaud'horaires

Grammaire: 1.questionavec à quelleheure? adjectifsdémonstratifs

- 2. verbes pronominaux auprésent, les préposi
- tionsà et de : alleràvenirde
- 3.adverbesde fréquence, pourquoi...?
- Parce que ...?
- 4. expressionindiquant la date, verbesimpersonnels
- 5. verbe pouvoir+ infinitif,lelundi,lundi prochain
- 6. adjectifspossessifs(2), adjectiftout
- 7. impératifprésent(1), nombresordinaux
- 8. questionsavec est-ce que ? àeten+
- moyendetransport,en/au+pays
- 9.verbesdevoir+infinitif,il faut+
- infinitif,ilest interdit de

10.verbes:aller,venir,partir,questionsa

vec d'où,où,paroù,à quel,de quel.

ExaminationScheme:

			NTE NAL	EXTERNA L	GRAN D TOTA L	
Component	MID-	VIV	ATTENDAN	TOTA	END	
s	SEM	A-	CE	L	SEMESTE	1
		VOC			R	0
		E				0
Weighta ge (%)	15	10	5	30	70	

Text&References:

Le livre àsuivre: Penfornis, Jean-Luc. <u>Français.Com</u>(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

			se Contents				
	Module I Written Communication						
Coheren		Structure	e				
Précis W	0						
Writing							
			ping Writin		30% Weightage		
			Corresponde	ence			
Social C							
Emails &							
M	odule II	I Busin	ess Presenta	ations	30% Weightage		
			ayout of Pres				
			Packaging &	Delivery			
Personal		<u> </u>			1		
			ing Outcom				
The student v	The student will be able to write impressive official						
correspondence							
presentati							
 Worksho Presentat Group D Lectures 	p tion		Course Deliv	ery			
As	sessmer	nt/ Exar	nination Scl	ieme:			
Theory L/T (%)	Theory L/T (%)Lab/Practical/Studio (%)End Term Examination						
100%	1010						
	Theory	y Assess	sment (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, 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.

Prof (Dr.) R.S. Tomar Director, Amity Institute of Biotechnology Amity University Madhya Pradesh Maharajaur, Gwalior 474005

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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:

		Journal of	Social Awareness Program (SAP)		
Evaluation Components	Attendance	Success (JOS)	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

Prof (Dr.) R. S. Tomar Director, Amity Institute of Biotechnology Amity University Madhya Pradesh Maharajpur, Gwalior 474005

University Madhya Predesh



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 to103 Unité 7

Contenu lexical: Unité 6

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: Cultiverses 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/ Jesais que

Examination Scheme:

Contenu grammatical:

Components	CT1	CT2	С	1	V	
Weightage (%)	20	20	20	20	15	A 5
(reightage (70)	20	20	20	20	15	4

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...
- expressions de la quantiténe...plus/toujour encore
- 7. pronoms compléments directs et indirects

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niversity Madive Pradeet



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:

Γ	Module I Fundamentals of Communication.					
Role and	1 Purpose	of Comn	nunication,7 C	's of Communication	1	
			nunication			
Forms o	f Commu	nication:	One-to-One, I	nformal and Formal		
	Moo	dule II O	ral Commun	ication	20% V	Veightage
			oles and Barrie			0 0
• Effective	e Speakin	g: Pronur	nciation and A	ccent		
	Module I	II Buildi	ng Advanced	Vocabulary	20% V	Veightage
Word For	rmation; S	ynonyms;	Antonyms; Epo	onyms; Homonyms,		
Homoph	ones & Ho	mographs				
• One Wor	d Substitu	tion; Phras	sal Verbs, Idiom	natic Expressions & Pro	overbs	
Foreign \	Nords in E					
			Verbal Comn	nunication	30% V	Veightage
	s & Signif					
• Kinesics,	Oculesics	, Proxemie	cs,, Para-Langu	age, Artifacts, Chroner	nics,	
Tactilics						
The students will be able to use the LSRW Skills to communicate effectively in a professional environment. Will be able to develop fluency.						
effectively in a p	profession	al enviro	nment.Will be	able to develop flue	ncy.	
Workshop		edagogy to	or Course Deliv	very		
 Presentation 						
Group Di						
Lectures	300331011					
	Asses	sment/ F	xamination S	cheme		
Theory L/T (%						
	o) La	D/P racin	al/Studio (%)	Examination		
100%	100% Theory Assessment (L&T): 70%					
End Term						
Examination						
Components	CIE	Mid	Attendance	End Term		
(Drop down)		Sem		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	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 1: 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)
Ð	
releption	
 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 	(2 Hours)

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, 1st
- Gegax Tom, Winning in the Game of Life: 1st Edition, Harmony Books

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Français-I

CourseCode:FLP144

Course Objective:

Tofamiliarize the students with the Frenchlanguage

• with the phonetic system

withtheaccents

• with the manners

• with the cultural aspects Toenablethe students

toestablishfirstcontacts

toidentifythingsandtalkaboutthings

CourseContents:

Unité 1,2: pp.01to37

Introductionàlalangue: système phonétique, accents, genre etaccord, jours, mois, nombres Actesde communication:

Unité 1:Premierscontacts

1. nommerdesobjets,s'adresserpoliment à quelqu'un

2. se présenter, présenterquelqu'un

3. entrerencontact: dire tuouvous, épeler

4. dire oùontravaille, ce qu'onfait

5. communiquersescoordonnées

Unité 2:Objets

1. identifierdesobjets, expliquer leurusage

2. dire ce qu'onpossède, faireunachat, discuterle prix.

3. monteretsituerdesobjets

4. décrire desobjets

5. comparerdesobjets, expliquerses préférences

Grammaire: 1. articles indéfinis, masculinet féminindes noms, pluriel des noms

2.Je, il, ellesujets, verbesparler, habiter, s'appeler, être, avoir, masculinet

féminindesadjectifsde nationalité

3.tu,voussujets,verbesparler,aller,être,c'estmoi/c'esttoi

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

5.article défini, complément dunom avec de, quel interrogatif

6.adjectifspossessifs(1),pour+ infinitif

7. verbe avoir, ne... pas/pasde, questionavec est-ce que ?, questionnégative, réponse Si

8. Prépositionsdelieu, ilya/qu'est-ce qu'il ya

9 .accordet place desadjectifsqualificatifs, il manque...

10.comparatifsetsuperlatifs, pronomstoniques, pronomon

ExaminationScheme

		ERNAL		EXTERNAL	GRAND TOTAL
MID-SEM	VIVA-VOCE	ATTENDANCE	TOTAL	END SEMESTER	100
15	10	5	30	70	

Text & References:

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

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iliy University Madaya Pradect CAMPANION

CreditUnits:02



Advanced Communication-II

Credit Units: 1

Course Code: BCP 241

Course Outcome:

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

Prerequisites: NIL

ns file Writing for Socia ter Module II Dynamic		ussion	20% Weightage	
ter		ussion		
	s of Group Discu	ussion		
viodule II Dynamic	es of Group Discu	ussion		
			30% Weightage	
Module III Speak	ing for E			
		ient	50% Weightage	
iew (Technical & HE	(Rounds)			
on racing interviews	4			
ettes	ment			
	Course Delivery			
	course benvery			
on				
Student Learn	ing Outcomes:			
e to write an impressi	ve resume and fac	ce the interview confidently		
Assessment/ Exa	mination Scheme	e:		
Lab/Practical/Stu	ıdio (%)	lio (%) End Term Examination		
NA		70%		
Theory Asses	sment (L&T):			
OIE		End Term		
Sem	Attendance	Examination		
10% 15%	5%	70%		
	of Facing Interviews er on Various Dimen mmunication Compo- ettes Pedagogy for 0 on Student Learn to write an impressi Assessment/ Exan Lab/Practical/Stu NA Theory Asses CIE Mid Sem	of Facing Interviews er on Various Dimensions mmunication Component ettes Pedagogy for Course Delivery on Student Learning Outcomes: to write an impressive resume and fac Assessment/ Examination Schem Lab/Practical/Studio (%) NA Theory Assessment (L&T): CIE Mid Attendance	of Facing Interviews er on Various Dimensions mmunication Component ettes Pedagogy for Course Delivery on Student Learning Outcomes: to write an impressive resume and face the interview confidently Assessment/ Examination Scheme: Lab/Practical/Studio (%) End Term Examination NA 70% Theory Assessment (L&T): CIE Mid Attendance End Term Examination	

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		Credit unit: 01
Total Hours: 1(
Course Objective:		
This course aims at	imparting an understanding of:	
• To develop an	understanding the concept of stress its causes, symptoms and con	sequences.
 To develop an performance. 	understanding the consequences of the stress on one's wellness, h	realth, and work
	sonal effectiveness and performance through effective interpersor	a la anno 1 a tha tha a
 Enhancing pers Enhancing their 	r conflict management and negotiation skills.	ial communication
Course Contents:	r connet management and negotiation skins.	
Module I: Conflict	Management	(2 Hour)
	ature of conflicts	(2 mour)
• Types of Confl		
	hniques of conflict management	
Conflict manag	gement and interpersonal communication	
Module II: Behavi	oral & Interpersonal Communication	(2 Hours)
Importance of I	Interpersonal Communication	
 Rapport Building 	ng – NLP, Communication mode	
	ve interpersonal communication	
	lature of Behavioural Communication	
	tehavioural Communication	
	onship Management for Personal and professional Developm	ent (2 Hours)
Importance of r		
	althy relationships	
Communication		
	personal Relationships	
 Module IV: Stress Understanding 		(2 Hours)
 Symptoms of S 	of Stress & GAS Model	
	Organizational consequences with special focus on health	
	healthy strategies for stress management	
	for stress management and well being	
	cessful and Happy Life	
	t Resolution & Management	(2 Hours)
Conflict Resolu		(2 110015)
	ging Conflict (Healthy & Unhealthy)	
	lict Resolution & Management.	
Student learning of		
0	udents develop the ability to identify their strengths and weakne	29229
• Sti	udents will know how to develop positive healthy relationship.	

- 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 CourseObjective:

CreditUnits:02

Tofurnishthelinguistictoolstoenable the students •totalkabouttime schedules

totalkabouttravel

•

toperform simple communicative tasks(fixappointments,makereservations,discusshabits,giveadvice, directions)

CourseContents: Unité 3, 4: pp. 42 to 72: Actes de communication:

Unité 3 : Emploi du temps.

- 1. demanderet donnerl'heure, deshoraires
- 2. racontersa journée
- 3. parlerde seshabitudesautravail, de sesloisirs
- 4. dire la date, parler dutemps qu'il fait
- 5. fixerrendez-vous (autéléphone pare-mail), réserverunetable aurestaurant

Unité 4:Voyage

- 1. réserverune chambre d'hôtel, demanderla note
- 2. expliquerunitinéraire
- 3. parlerde sesdéplacements, situers urune carte
- 4. exprimerunconseil, une interdiction, une obligation
- 5. acheterunbilletdetrain, consulteruntableaud'horaires

Grammaire: l.questionavec à quelleheure? adjectifsdémonstratifs

2. verbes pronominaux auprésent, les préposition

- sà et de : alleràvenirde
- 3.adverbesde fréquence, pourquoi...? Parce que ...?
- 4. expressionindiquant la date, verbesimpersonnels
- 5. verbe pouvoir+ infinitif, lelundi, lundi prochain
- 6. adjectifspossessifs(2), adjectiftout
- 7. impératifprésent(1), nombresordinaux
- 8. questionsavec est-ce que ? àeten+
- moyendetransport,en/au+pays
- 9.verbesdevoir+infinitif,il faut+
- infinitif,ilest interdit de
- 10.verbes:aller,venir,partir,questionsavec

d'où,où,paroù,à quel,de quel.

ExaminationScheme:

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

Text& References:

Le livre àsuivre: Penfornis, Jean-Luc. <u>Français.Com</u>(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

				s / Syllabus:	
			n Commun	ication	40% Weightage
 Coheren 		tructur	e		8
 Précis W 	<u> </u>				
Writing					
			ping Writi		30% Weightage
			Correspon	dence	
Social C					
• Emails &					
M	odule II	I Busin	ess Presen	tations	30% Weightage
 Planning 	, Desigr	and La	ayout of Pre	esentation	
 Contents 	: Inforn	nation I	Packaging &	& Delivery	
Personal				·	
	Studen	t Learr	ing Outco	mes	
The student w	vill be al	ole to w	rite impres	sive official	
correspondence	and also	learn t	o make and	give effective	
presentati	ons in a	profess	sional envir	onment.	
 Worksho Presentat Group D Lectures 	tion	n			
	sessmen	t/ Evar	nination Se	homo	
Theory L/T	Lab/Pra	ictical/	Studio	End Term	
(%)		(%)		Examination	
100%		NA		70%	
	Theory		sment (L&		
				,	
Components	CIE	Mid	Attendanc	e End Ter	
		Sem		Examinati	on
(Drop down)					
(Drop down) 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.

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BEHAVIOURAL SCIENCE – III

E	Course Code: BSP-343	George George Mite Off
	Total Hours: 1	Course Credit: 01
	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	(2 Hours)
	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 perceptivenes	s)
	 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:	

Examination Scheme:

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

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 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 to103 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: Cultiverses 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/ Jesais que

Examination Scheme:

20	20	15	5
	20	20 20	20 20 15

C – Project + Presentation I – Interaction/Conversation Practice

Text & References:

 le livre à suivre: Campus: Tome 1

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