

REVISED FIRST YEAR SYLLABUS 2020-21

KNC-101	SOFT SKILLS-I	2L:0T:0P
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SOFT SKILLS-I

UNIT I- Basics of Applied Grammar and usage

Tenses: Part of Speech, Active & Passive Voice, Articles, Subject-verb agreement, Antonyms, Synonyms, Prefix and Suffix, Narration, Conditional sentences, Concord, Tag questions, punctuation marks.

UNIT II- Presentation and Interaction Skills

Speech Delivery, Interjecting: Objectives & Methodology; Group Discussion: Objectives & Methods; Theme Presentation: Methods; Argumentative skills: Pattern and Ingredients; Debate & Discussion: Unity, Coherence & Emphasis. Public Speaking: Audience Analysis: Approach and Style. Interviews: Types; Focus & Objectives.

UNIT III- Interpersonal Communication Skills

Features: Methods; Principles; Requisites; Team- work; Skills: Empathy, Emotional Intelligence, empathy and listening skills. Time Management; Attitude; Responsibility. Leadership qualities: Integrity; Values; Trust; Self-Confidence & Courage; Communication and Networking; Speed reading; Problem Solving & Trouble- Shooting

UNIT IV- Persuasion and Negotiation Skills

Definition; Understanding Attitude, Beliefs, Values and Behavior; The process of Persuasion: Analysis of Audience; Classification of Audience; Egoistic and Non-Egoistic; Specific Techniques for Specific Audience; Skills of Persuasion, Steps to Persuasion/Influence, Negotiation: Definition; Process of Negotiation: Characteristics; Qualities of good negotiator; Approaches to Negotiation.

UNIT V- Communication Skills

Introduction to oral communication, Nuances & Modes of Speech Delivery, Public speaking: confidence, clarity, and fluency, Non verbal Communication: Kinesics, Paralinguistic features of Voice-Dynamics, Proxemics, Chronemics, and Presentation Strategies: planning, preparation, organization, delivery.

Course Outcome:

Unit 1- Students will be enabled to **understand** the correct usage of grammar.

Unit 2- Students will **apply** the fundamental inputs of communication skills in making speech delivery, individual conference, and group communication.

Unit 3- Students will **evaluate** the impact of interpersonal communication on their performance as a professional and in obtaining professional excellence at the workplace.

Unit 4- Skills and techniques of persuasion and negotiation would **enhance** the level of students at multifarious administrative and managerial platforms.

Unit 5- Student will be able to **equip** with basics of communication skills and will **apply** it for practical and oral purposes by being honed up in presentation skills and voice-dynamics.

Prescribed Books:

1. **Technical Communication, (Second Ed.); O.U.P.,** Meenakshi Raman & S.Sharma New Delhi, 2011
2. **Business Communication for Managers,** Payal Mehra, Pearson, Delhi, 2012.
3. **Personality Development,** Harold R. Wallace et. al, Cengage Learning India Pvt. Ltd; New Delhi 2006
4. **Practical Communication** by L.U.B. Pandey; A.I.T.B.S. Publications India Ltd.; Krishan Nagar, 2013, Delhi.
5. **Personality Development & Soft Skills,** Barun K.Mitra, Oxford University Press, New Delhi, 2012.
6. **Public Speaking,** William S. Pfeiffer, Pearson, Delhi, 2012.
7. **Human Values,** A.N. Tripathi, New Age International Pvt. Ltd. Publishers New Delhi ,2005

REVISED FIRST YEAR SYLLABUS 2020-21

KNC-201	SOFT SKILLS-II	2L:0T:0P
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SOFT SKILLS-II

UNIT I- LSRW Skills

Active Listening: Meaning and Art of Listening, Pronunciation, Tongue-Twisters, Stress in English Language, Reading style: Skimming; Scanning; Churning & Assimilation, Effective writing tools, Writing: Methods: Inductive; Deductive; Exposition; Linear; Interrupted; Spatial & Chronological etc

UNIT II- Conversational& Social Skills

Definition of Conversation; Speech and Conversation: Distinction; Listening and Conversation; Sustaining Interest; Rules of Conversation; Conversation and Personality; Importance of Conversation: Competence Relationships; Social Skills: Role of Communication; Purposeful Socializing; Attributes: Effective Communication; Conflict Resolution;; Relationship Management; Respect; Improvement Techniques: Feedback; Goal Setting; Affording Resources; Adopting Interpersonal Skills; Importance.

UNIT III- Motivation Skills

Motivation: Definition; Sources of Motivation: Initiative; Willingness To Work; Eagerness to take on Work; Initiative; Learning Ability; Going Extra Miles; Learning And Analysis; Motivating Others: Techniques; One To One Correspondence; Understanding; Individual Motivation; Mobilizing Optimal Performance; Praise and Compliment; Goal Setting for Individual Employee; Individual Cultivation of Skills; Facilitating Active Involvement; Trust in the Working Hands.

UNIT IV- Work-Place Skills

Managing Stress; Techniques: Application of 4 A's; Avoid; Alter; Access; Adapt; Resilience: Flexibility in Thought and Behavior; Tolerance and Self-Belief; Team-Work and Communication; Compassion in Leadership; Communication Skills; Listening and Responding; Speaking Skills; Positive Thinking: Controlling Mind.

UNIT V- Creativity and Critical Thinking

Creativity: Definition; Characteristics of Creative Person: Fluency; Originality; Curiosity; Critical Thinking: Definition; Abilities: Discerning Facts and Claims; Credibility Analysis; Identifying Valid Reasons; Distinguishing Relevant from Irrelevant Fact/Claims; Detecting Bias; Knowing the Hidden Motives; Creative Methods; Features.

Course Outcome:

Unit 1- Students will be able to **converse** well with effective LSRW skills in English.

Unit 2- Students will **evaluate** the importance of conversation in their personal and professional domain and **apply** it for extending their professional frontiers.

Unit 3- Students will learn to **apply** motivation skills for their individual and professional excellence.

Unit 4- Students will **utilize** their teamwork and their interpersonal communication skills to survive and excel at their work-place.

Unit 5- Students will learn to **evaluate** creativity for their professional innovation and critical thinking for their competence.

Prescribed Books:

1. **Technical Communication, (Second Ed.); O.U.P.,** Meenakshi Raman &S.Sharma New Delhi, 2011
2. **Personality Development,** Harold R. Wallace et. al, Cengage Learning India Pvt. Ltd; New Delhi 2006
3. **Personality Development & Soft Skills,** Barun K. Mitra, Oxford University Press, New Delhi, 2012.
4. **Practical Communication** by L.U.B. Pandey; A.I.T.B.S. Publications India Ltd.; Krishan Nagar, 2013, Delhi.
5. **Developing Communication Skills:** by Krishna Mohan, Meera Banerji; McMillan India Ltd, Delhi,1990.
6. **Communication Skills for Engineers and Scientists:** Sangeeta Sharma et. al., THI Learning Pvt Ltd, New Delhi, 2011.
7. **Public Speaking,** William S. Pfeiffer, Pearson, Delhi, 2012.
8. **Human Values,** A.N. Tripathi, New Age International Pvt. Ltd. Publishers New Delhi ,2005.

**A Foundation course
In
Universal Human Values and Professional Ethics**

Universal Human Values and Professional Ethics

[L-T-P: 3-0-0]

Course Objectives

This introductory course input is intended

1. To help the students appreciate the essential complementarity between 'VALUES' and 'SKILLS' to ensure sustained happiness and prosperity, which are the core aspirations of all human beings
2. To facilitate the development of a Holistic perspective among students towards life and profession as well as towards happiness and prosperity based on a correct understanding of the Human reality and the rest of Existence. Such a holistic perspective forms the basis of Universal Human Values and movement towards value-based living in a natural way
3. To highlight plausible implications of such a Holistic understanding in terms of ethical human conduct, trustful and mutually fulfilling human behavior and mutually enriching interaction with Nature

Thus, this course is intended to provide a much needed orientational input in value education to the young enquiring minds.

Course Methodology

1. The methodology of this course is explorational and thus universally adaptable. It involves a systematic and rational study of the human being vis-à-vis the rest of existence.
2. It is free from any dogma or value prescriptions.
3. It is a process of self-investigation and self-exploration, and not of giving sermons. Whatever is found as truth or reality is stated as a proposal and the students are facilitated to verify it in their own right, based on their Natural Acceptance and subsequent Experiential Validation.
4. This process of self-exploration takes the form of a dialogue between the teacher and the students to begin with, and then to continue within the student leading to continuous self-evolution.
5. This self-exploration also enables them to critically evaluate their pre-conditionings and present beliefs.

Course Syllabus: Universal Human Values and Professional Ethics [L-T-P: 3-0-0]

The whole course is divided into 5 modules.

After every two lectures of one hour each, there is a 2 hour practice session.

The teachers are oriented to the inputs through an eight to ten day workshop (Teachers' Orientation Program).

The Teacher's Manual provides them the lecture outline. The outline has also been elaborated into presentations and provided in a DVD with this book to facilitate sharing.

The teacher is expected to present the issues to be discussed as propositions and encourage the students to have a dialogue. The process of dialogue is enriching for both, the teacher as well as the students.

The syllabus for the lectures is given below:

UNIT 1: Course Introduction - Need, Basic Guidelines, Content and Process for Value Education

1. Understanding the need, basic guidelines, content and process for Value Education
2. Self Exploration—what is it? - its content and process; 'Natural Acceptance' and Experiential Validation- as the mechanism for self exploration
3. Continuous Happiness and Prosperity- A look at basic Human Aspirations
4. Right understanding, Relationship and Physical Facilities- the basic requirements for fulfillment of aspirations of every human being with their correct priority
5. Understanding Happiness and Prosperity correctly- A critical appraisal of the current scenario
6. Method to fulfill the above human aspirations: understanding and living in **harmony** at various levels

UNIT 2: Understanding Harmony in the Human Being - Harmony in Myself!

7. Understanding human being as a co-existence of the sentient 'I' and the material 'Body'
8. Understanding the needs of Self ('I') and 'Body' - *Sukh* and *Suvidha*
9. Understanding the Body as an instrument of 'I' (I being the doer, seer and enjoyer)
10. Understanding the characteristics and activities of 'I' and harmony in 'I'
11. Understanding the harmony of I with the Body: *Sanyam* and *Swasthya*; correct appraisal of Physical needs, meaning of Prosperity in detail
12. Programs to ensure *Sanyam* and *Swasthya*
 - Practice Exercises and Case Studies will be taken up in Practice Sessions.

UNIT 3: Understanding Harmony in the Family and Society- Harmony in Human-Human Relationship

13. *Understanding Harmony in the family – the basic unit of human interaction*
14. Understanding values in human-human relationship; meaning of *Nyaya* and program for its fulfillment to ensure *Ubhay-tripti*;
Trust (*Vishwas*) and Respect (*Samman*) as the foundational values of relationship
15. Understanding the meaning of *Vishwas*; Difference between intention and competence
16. Understanding the meaning of *Samman*, Difference between respect and differentiation; the other salient values in relationship
17. Understanding the harmony in the society (society being an extension of family): *Samadhan*, *Samridhi*, *Abhay*, *Sah-astitva* as comprehensive Human Goals
18. Visualizing a universal harmonious order in society- Undivided Society (*Akhand Samaj*), Universal Order (*Sarvabhaum Vyawastha*)- from family to world family!
 - Practice Exercises and Case Studies will be taken up in Practice Sessions.

UNIT 4: Understanding Harmony in the Nature and Existence - Whole existence as Co-existence

19. Understanding the harmony in the Nature
20. Interconnectedness and mutual fulfillment among the four orders of nature- recyclability and self-regulation in nature
21. Understanding Existence as Co-existence (*Sah-astitva*) of mutually interacting units in all-pervasive space
22. Holistic perception of harmony at all levels of existence
 - Practice Exercises and Case Studies will be taken up in Practice Sessions.

UNIT 5: Implications of the above Holistic Understanding of Harmony on Professional Ethics

23. Natural acceptance of human values
24. Definitiveness of Ethical Human Conduct
25. Basis for Humanistic Education, Humanistic Constitution and Humanistic Universal Order
26. Competence in professional ethics:
 - a) Ability to utilize the professional competence for augmenting universal human order
 - b) Ability to identify the scope and characteristics of people-friendly and eco-friendly production systems,
 - c) Ability to identify and develop appropriate technologies and management patterns for above production systems.
27. Case studies of typical holistic technologies, management models and production systems
28. Strategy for transition from the present state to Universal Human Order:
 - a) At the level of individual: as socially and ecologically responsible engineers, technologists and managers
 - b) At the level of society: as mutually enriching institutions and organizations

Guidelines and Content for Practice Sessions

UNIT 1: Course Introduction - Need, Basic Guidelines, Content and Process for Value Education

PS 1: Introduce yourself in detail. What are the goals in your life? How do you set your goals in your life? How do you differentiate between right and wrong? What have been your achievements and shortcomings in your life? Observe and analyze them.

Expected outcome: the students start exploring themselves; get comfortable to each other and to the teacher and start finding the need and relevance for the course.

PS 2: Now-a-days, there is a lot of voice about many techno-genic maladies such as energy and natural resource depletion, environmental pollution, global warming, ozone depletion, deforestation, soil degradation, etc. – all these seem to be man-made problems threatening the survival of life on Earth – What is the root cause of these maladies & what is the way out in your opinion?

On the other hand, there is rapidly growing danger because of nuclear proliferation, arms race, terrorism, criminalization of politics, large scale corruption, scams, breakdown of relationships, generation gap, depression & suicidal attempts, etc – what do you think, is the root cause of these threats to human happiness and peace – what could be the way out in your opinion?

Expected outcome: the students start finding that technical education without study of human values can generate more problems than solutions. They also start feeling that lack of understanding of human values is the root cause of all problems and the sustained

solution could emerge only through understanding of human values and value based living. Any solution brought out through fear, temptation or dogma will not be sustainable.

PS 3:

1. Observe that each one of us has Natural Acceptance, based on which one can verify right or not right for him. Verify this in case of

- i) What is Naturally Acceptable to you in relationship- Feeling of respect or disrespect?
- ii) What is Naturally Acceptable to you – to nurture or to exploit others?

Is your living the same as your natural acceptance or different?

2. Out of the three basic requirements for fulfillment of your aspirations- right understanding, relationship and physical facilities, observe how the problems in your family are related to each. Also observe how much time & effort you devote for each in your daily routine.

Expected outcome:

1. The students are able to see that verification on the basis of natural acceptance and experiential validation through living is the only way to verify right or wrong, and referring to any external source like text or instrument or any other person cannot enable them to verify with authenticity; it will only develop assumptions.
2. The students are able to see that their practice in living is not in harmony with their natural acceptance most of the time, and all they need to do is to refer to their natural acceptance to remove this disharmony.
3. The students are able to see that lack of right understanding leading to lack of relationship is the major cause of problems in their family and not the lack of physical facilities in most of the cases, while they have given higher priority to earning of physical facilities in their life ignoring relationships and not being aware that right understanding is the most important requirement for any human being.

UNIT 2: Understanding Harmony in the Human Being - Harmony in Myself!

PS 4: List down all your desires. Observe whether the desire is related to Self (I) or Body. If it appears to be related to both, see which part of it is related to Self (I) and which part is related to Body.

Expected outcome: the students are able to see that they can enlist their desires and the desires are not vague. Also they are able to relate their desires to 'I' and 'Body' distinctly. If any desire appears related to both, they are able to see that the feeling is related to I while the physical facility is related to the body. They are also able to see that 'I' and 'Body' are two realities, and most of their desires are related to 'I' and not body, while their efforts are mostly centered on the fulfillment of the needs of the body assuming that it will meet the needs of 'I' too.

PS 5:

1. a. Observe that any physical facility you use, follows the given sequence with time :
Necessary & tasteful → unnecessary & tasteful → unnecessary & tasteless → intolerable
- b. In contrast, observe that any feeling in you is either naturally acceptable or not acceptable at all. If naturally acceptable, you want it continuously and if not acceptable, you do not want it any moment!

2. List down all your activities. Observe whether the activity is of 'I' or of Body or with the participation of both 'I' and Body.
3. Observe the activities within 'I'. Identify the object of your attention for different moments (over a period of say 5 to 10 minutes) and draw a line diagram connecting these points. Try to observe the link between any two nodes.

Expected outcome:

1. The students are able to see that all physical facilities they use are required for a limited time in a limited quantity. Also they are able to see that in case of feelings, they want continuity of the naturally acceptable feelings and they do not want feelings which are not naturally acceptable even for a single moment.
2. the students are able to see that activities like understanding, desire, thought and selection are the activities of 'I' only, the activities like breathing, palpitation of different parts of the body are fully the activities of the body with the acceptance of 'I' while the activities they do with their sense organs like hearing through ears, seeing through eyes, sensing through touch, tasting through tongue and smelling through nose or the activities they do with their work organs like hands, legs etc. are such activities that require the participation of both 'I' and body.
3. The students become aware of their activities of 'I' and start finding their focus of attention at different moments. Also they are able to see that most of their desires are coming from outside (through preconditioning or sensation) and are not based on their natural acceptance.

PS 6:

1. Chalk out programs to ensure that you are responsible to your body- for the nurturing, protection and right utilisation of the body.
2. Find out the plants and shrubs growing in and around your campus. Find out their use for curing different diseases.

Expected outcome: The students are able to list down activities related to proper upkeep of the body and practice them in their daily routine. They are also able to appreciate the plants wildly growing in and around the campus which can be beneficial in curing different diseases.

UNIT 3: Understanding Harmony in the Family and Society- Harmony in Human-Human Relationship

PS 7: Form small groups in the class and in that group initiate dialogue and ask the eight questions related to trust. The eight questions are :

- | | |
|--|---|
| 1a. Do I want to make myself happy? | 1b. Am I able to make myself always happy? |
| 2a. Do I want to make the other happy? | 2b. Am I able to make the other always happy? |
| 3a. Does the other want to make him happy? | 3b. Is the other able to make him always happy? |
| 4a. Does the other want to make me happy? | 4b. Is the other able to make me always happy? |

What is the answer?
Intention (Natural Acceptance)

What is the answer?
Competence

Let each student answer the questions for himself and everyone else. Discuss the difference between intention and competence. Observe whether you evaluate your intention & competence as well as the others' intention & competence.

Expected outcome: The students are able to see that the first four questions are related to our Natural Acceptance i.e. Intention and the next four to our Competence. They are able to note that the intention is always correct, only competence is lacking! We generally evaluate ourselves on the basis of our intention and others on the basis of their competence! We seldom look at our competence and others' intention as a result we conclude that I am a good person and other is a bad person.

PS 8:

1. Observe on how many occasions you are respecting your related ones (by doing the right evaluation) and on how many occasions you are disrespecting by way of under-evaluation, over-evaluation or otherwise evaluation.
2. Also observe whether your feeling of respect is based on treating the other as yourself or on differentiations based on body, physical facilities or beliefs.

Expected outcome: The students are able to see that respect is right evaluation, and only right evaluation leads to fulfillment in relationship. Many present problems in the society are an outcome of differentiation (lack of understanding of respect), like gender biasness, generation gap, caste conflicts, class struggle, dominations through power play, communal violence, clash of isms, and so on so forth. All these problems can be solved by realizing that the other is like me as he has the same natural acceptance, potential and program to ensure a happy and prosperous life for him and for others though he may have different body, physical facilities or beliefs.

PS 9:

1. Write a note in the form of story, poem, skit, essay, narration, dialogue to educate a child. Evaluate it in a group.
2. Develop three chapters to introduce 'social science- its need, scope and content' in the primary education of children

Expected outcome: The students are able to use their creativity for educating children. The students are able to see that they can play a role in providing value education for children. They are able to put in simple words the issues that are essential to understand for children and comprehensible to them. The students are able to develop an outline of holistic model for social science and compare it with the existing model.

Module 4: Understanding Harmony in the Nature and Existence - Whole existence as Co-existence

PS 10: List down units (things) around you. Classify them in four orders. Observe and explain the mutual fulfillment of each unit with other orders.

Expected outcome: The students are able to differentiate between the characteristics and activities of different orders and study the mutual fulfillment among them. They are also able to see that human beings are not fulfilling to other orders today and need to take appropriate steps to ensure right participation (in terms of nurturing, protection and right utilization) in the nature.

PS 11:

1. Make a chart for the whole existence. List down different courses of studies and relate them to different units or levels in the existence.
2. Choose any one subject being taught today. Evaluate it and suggest suitable modifications to make it appropriate and holistic.

Expected outcome: The students feel confident that they can understand the whole existence; nothing is a mystery in this existence. They are also able to see the interconnectedness in the nature, and point out how different courses of study relate to the different units and levels. Also they are able to make out how these courses can be made appropriate and holistic.

UNIT 5: Implications of the above Holistic Understanding of Harmony at all Levels of Existence

PS 12: Choose any two current problems of different kind in the society and suggest how they can be solved on the basis of natural acceptance of human values. Suggest steps you will take in present conditions.

Expected outcome: The students are able to present sustainable solutions to the problems in society and nature. They are also able to see that these solutions are practicable and draw roadmaps to achieve them.

PS 13:

1. Suggest ways in which you can use your knowledge of Technology/Engineering/Management for universal human order, from your family to the world family.
2. Suggest one format of humanistic constitution at the level of nation from your side.

Expected outcome: The students are able to grasp the right utilization of their knowledge in their streams of Technology/Engineering/ Management to ensure mutually enriching and recyclable productions systems.

PS 14: The course is going to be over now. Evaluate your state before and after the course in terms of

- a. Thought b. Behavior and c. Work d. Realization

Do you have any plan to participate in the transition of the society after graduating from the institute? Write a brief note on it.

Expected outcome: The students are able to sincerely evaluate the course and share with their friends. They are also able to suggest measures to make the course more effective and relevant. They are also able to make use of their understanding in the course for a happy and prosperous society.

Reference Material

The primary resource material for teaching this course consists of

a. The text book

R.R Gaur, R Sangal, G P Bagaria, A foundation course in Human Values and professional Ethics, Excel books, New Delhi, 2010, ISBN 978-8-174-46781-2

b. The teacher's manual

R.R Gaur, R Sangal, G P Bagaria, A foundation course in Human Values and professional Ethics – Teachers Manual, Excel books, New Delhi, 2010

c. A set of DVDs containing

- Video of Teachers' Orientation Program
- PPTs of Lectures and Practice Sessions
- Audio-visual material for use in the practice sessions

In addition, the following reference books may be found useful for supplementary reading in connection with different parts of the course:

1. B L Bajpai, 2004, *Indian Ethos and Modern Management*, New Royal Book Co., Lucknow. Reprinted 2008.
2. PL Dhar, RR Gaur, 1990, *Science and Humanism*, Commonwealth Publishers.
3. Sussan George, 1976, *How the Other Half Dies*, Penguin Press. Reprinted 1986, 1991
4. Ivan Illich, 1974, *Energy & Equity*, The Trinity Press, Worcester, and HarperCollins, USA
5. Donella H. Meadows, Dennis L. Meadows, Jorgen Randers, William W. Behrens III, 1972, *limits to Growth*, Club of Rome's Report, Universe Books.
6. Subhas Palekar, 2000, *How to practice Natural Farming*, Pracheen(Vaidik) Krishi Tantra Shodh, Amravati.
7. A Nagraj, 1998, *Jeevan Vidya ek Parichay*, Divya Path Sansthan, Amarkantak.
8. E.F. Schumacher, 1973, *Small is Beautiful: a study of economics as if people mattered*, Blond & Briggs, Britain.
9. A.N. Tripathy, 2003, *Human Values*, New Age International Publishers.

Relevant websites, movies and documentaries

1. Value Education websites, <http://uhv.ac.in>, <http://www.uptu.ac.in>
2. Story of Stuff, <http://www.storyofstuff.com>
3. Al Gore, *An Inconvenient Truth*, Paramount Classics, USA
4. Charlie Chaplin, *Modern Times*, United Artists, USA
5. IIT Delhi, *Modern Technology – the Untold Story*
6. Gandhi A., *Right Here Right Now*, Cyclewala Productions

Technical Communication

(KAS301/401)

(Effective from the session 2019-20)

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Unit -1 Fundamentals of Technical Communication:

Technical Communication: Features; Distinction between General and Technical Communication; Language as a tool of Communication; Dimensions of Communication: Reading & comprehension; Technical writing: sentences; Paragraph; Technical style: Definition, types & Methods; The flow of Communication: Downward; upward, Lateral or Horizontal; Barriers to Communication.

Unit - II Forms of Technical Communication:

Technical Report: Definition & importance; Thesis/Project writing: structure & importance; synopsis writing: Methods; Technical research Paper writing: Methods & style; Seminar & Conference paper writing; Expert Technical Lecture: Theme clarity; Analysis & Findings; 7 Cs of effective business writing: concreteness, completeness, clarity, conciseness, courtesy, correctness, consideration, C.V./Resume writing; Technical Proposal: Types, Structure & Draft.

Unit - III Technical Presentation: Strategies & Techniques

Presentation: Forms; interpersonal Communication; Class room presentation; style; method; Individual conferencing: essentials: Public Speaking: method; Techniques: Clarity of substance; emotion; Humour; Modes of Presentation; Overcoming Stage Fear; Audience Analysis & retention of audience interest; Methods of Presentation: Interpersonal; Impersonal; Audience Participation: Quizzes & Interjections.

Unit - IV Technical Communication Skills:

Interview skills; Group Discussion: Objective & Method; Seminar/Conferences Presentation skills: Focus; Content; Style; Argumentation skills: Devices: Analysis; Cohesion & Emphasis; Critical thinking; Nuances: Exposition narration & Description; effective business communication competence: Grammatical; Discourse competence: combination of expression & conclusion; Socio-linguistic competence: Strategic competence: Solution of communication problems with verbal and non verbal means.

Unit - V Dimensions of Oral Communication & Voice Dynamics:

Code and Content; Stimulus & Response; Encoding process; Decoding process; Pronunciation Etiquette; Syllables; Vowel sounds; Consonant sounds; Tone: Rising tone; Falling Tone; Flow in Speaking; Speaking with a purpose; Speech & personality; Professional Personality Attributes: Empathy; Considerateness; Leadership; Competence.

Reference Books

1. Technical Communication – Principles and Practices by Meenakshi Raman & Sangeeta Sharma, Oxford Univ. Press, 2007, New Delhi.
2. Personality Development and Soft Skills by Barun K. Mitra, OUP, 2012, New Delhi.
3. Spoken English- A Manual of Speech and Phonetics by R.K.Bansal & J.B.Harrison, Orient Blackswan, 2013, New Delhi.
4. Business Correspondence and Report Writing by Prof. R.C. Sharma & Krishna Mohan, Tata McGraw Hill & Co. Ltd., 2001, New Delhi.
5. Practical Communication: Process and Practice by L.U.B. Pandey; A.I.T.B.S. Publications India Ltd.; Krishan Nagar, 2014, Delhi.

6. Modern Technical Writing by Sherman, Theodore A (et.al); Apprentice Hall; New Jersey; U.S.
7. A Text Book of Scientific and Technical Writing by S.D. Sharma; Vikas Publication, Delhi.
8. Skills for Effective Business Communication by Michael Murphy, Harvard University, U.S.
9. Business Communication for Managers by Payal Mehra, Pearson Publication, Delhi.

Course Outcomes

1. Students will be enabled to **understand** the nature and objective of Technical Communication relevant for the work place as Engineers.
2. Students will **utilize** the technical writing for the purposes of Technical Communication and its exposure in various dimensions.
3. Students would imbibe inputs by presentation skills to **enhance** confidence in face of diverse audience.
4. Technical communication skills will **create** a vast know-how of the application of the learning to promote their technical competence.
5. It would enable them to **evaluate** their efficacy as fluent & efficient communicators by learning the voice-dynamics.

Module 1--Introduction and Basic Information about Indian Constitution:

Meaning of the constitution law and constitutionalism, Historical Background of the Constituent Assembly, Government of India Act of 1935 and Indian Independence Act of 1947, Enforcement of the Constitution, Indian Constitution and its Salient Features, The Preamble of the Constitution, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy, Parliamentary System, Federal System, Centre-State Relations, Amendment of the Constitutional Powers and Procedure, The historical perspectives of the constitutional amendments in India, Emergency Provisions: National Emergency, President Rule, Financial Emergency, and Local Self Government – Constitutional Scheme in India.

Module 2-Union Executive and State Executive:

Powers of Indian Parliament Functions of Rajya Sabha, Functions of Lok Sabha, Powers and Functions of the President, Comparison of powers of Indian President with the United States, Powers and Functions of the Prime Minister, Judiciary – The Independence of the Supreme Court, Appointment of Judges, Judicial Review, Public Interest Litigation, Judicial Activism, LokPal, Lok Ayukta, The Lokpal and Lok ayuktas Act 2013, State Executives – Powers and Functions of the Governor, Powers and Functions of the Chief Minister, Functions of State Cabinet, Functions of State Legislature, Functions of High Court and Subordinate Courts.

Module 3- Introduction and Basic Information about Legal System:

The Legal System: Sources of Law and the Court Structure: Enacted law -Acts of Parliament are of primary legislation, Common Law or Case law, Principles taken from decisions of judges constitute binding legal rules. The Court System in India and Foreign Courtiers (District Court, District Consumer Forum, Tribunals, High Courts, Supreme Court). Arbitration: As an alternative to resolving disputes in the normal courts, parties who are in dispute can agree that this will instead be referred to arbitration. Contract law, Tort, Law at workplace.

Module 4- Intellectual Property Laws and Regulation to Information:

Intellectual Property Laws: Introduction, Legal Aspects of Patents, Filing of Patent Applications, Rights from Patents, Infringement of Patents, Copyright and its Ownership, Infringement of Copyright, Civil Remedies for Infringement, Regulation to Information-Introduction, Right to Information Act, 2005, Information Technology Act, 2000, Electronic Governance, Secure Electronic Records and Digital Signatures, Digital Signature Certificates, Cyber Regulations Appellate Tribunal, Offences, Limitations of the Information Technology Act.

Module 5 -Business Organizations and E-Governance:

Sole Traders, Partnerships: Companies: The Company's Act: Introduction, Formation of a Company, Memorandum of Association, Articles of Association, Prospectus, Shares, Directors, General Meetings and Proceedings, Auditor, Winding up.

E-Governance and role of engineers in E-Governance, Need for reformed engineering serving at the Union and State level, Role of I.T. professionals in Judiciary, Problem of Alienation and Secessionism in few states creating hurdles in Industrial development.

COURSE OBJECTIVE:

- To acquaint the students with legacies of constitutional development in India and help those to understand the most diversified legal document of India and philosophy behind it.
- To make students aware of the theoretical and functional aspects of the Indian Parliamentary System.
- To channelize students' thinking towards basic understanding of the legal concepts and its implications for engineers.
- To acquaint students with latest intellectual property rights and innovation environment with related regulatory framework.
- To make students learn about role of engineering in business organizations and e-governance.

COURSE OUTCOME: At the end of the course, learners should be able to-

1. Identify and explore the basic features and modalities about Indian constitution.
2. Differentiate and relate the functioning of Indian parliamentary system at the center and state level.
3. Differentiate different aspects of Indian Legal System and its related bodies.
4. Discover and apply different laws and regulations related to engineering practices.
5. Correlate role of engineers with different organizations and governance models

Pedagogy: Lecture, Problem based learning, Group discussions, Visual media, Films, Documentaries, Debate forums.

Suggested Readings:

- Brij Kishore Sharma: *Introduction to the Indian Constitution*, 8th Edition, PHI Learning Pvt. Ltd.
- Granville Austin: *The Indian Constitution: Cornerstone of a Nation (Classic Reissue)*, Oxford University Press.
- Subhash C. Kashyap: *Our Constitution: An Introduction to India's Constitution and constitutional Law*, NBT, 2018.
- Madhav Khosla: *The Indian Constitution*, Oxford University Press.
- PM Bakshi: *The Constitution of India*, Latest Edition, Universal Law Publishing.
- V.K. Ahuja: *Law Relating to Intellectual Property Rights (2007)*
- Suresh T. Viswanathan: *The Indian Cyber Laws*, Bharat Law House, New Delhi-88
- P. Narayan: *Intellectual Property Law*, Eastern Law House, New Delhi
- Prabudh Ganguli: *Gearing up for Patents: The Indian Scenario*, Orient Longman.
- BL Wadehra: *Patents, Trademarks, Designs and Geographical Indications Universal Law Publishing - LexisNexis.*
- *Intellectual Property Rights: Law and Practice, Module III* by ICSI (only relevant sections)
- Executive programme study material Company Law, Module II, by ICSI (The Institute of Companies Secretaries of India) (Only relevant sections i.e., Study 1, 4 and 36). <https://www.icsi.edu/media/webmodules/publications/Company%20Law.pdf>
- Handbook on e-Governance Project Lifecycle, Department of Electronics & Information Technology, Government of India, https://www.meity.gov.in/writereaddata/files/e-Governance_Project_Lifecycle_Participant_Handbook-5Day_CourseV1_20412.pdf
- Companies Act, 2013 Key highlights and analysis by PWC. <https://www.pwc.in/assets/pdfs/publications/2013/companies-act-2013-key-highlights-and-analysis.pdf>

Referred Case Studies:

- Keshavanand Bharati V. State of Kerala, AIR 1973 SC 1461.
- Maneka Gandhi V. Union of India AIR, 1978 SC 597.
- S.R. Bammai V. Union of India, AIR 1994 SC 1918.
- Kuldip Nayyar V. Union of India, AIR 2006 SC312.
- A.D.M. Jabalpur V. ShivkantShakla, AIR 1976 SC1207.
- Remshwar Prasad V. Union of India, AIR 2006 SC980.
- Keshav Singh in re, AIR 1965 SC 745.
- Union of India V. Talsiram, AIR 1985 SC 1416.
- Atiabari Tea Estate Co.V. State of Assam, AIR 1961SC232.
- SBP & Co. Vs. Patel Engg. Ltd. 2005 (8) SCC 618.
- Krishna Bhagya Jala Nigam Ltd. Vs. G. Arischandra Reddy (2007) 2 SCC 720.
- Oil & Natural Gas Corporation Vs. Saw Pipes Ltd. 2003 (4) SCALE 92 – 185.

**** (Other relevant case studies can be consulted by the teacher as per the topic).**

Prescribed Legislations:

1. Information Technology Act, 2000 with latest amendments.
2. RTI Act 2005 with latest amendments.
3. Information Technology Rules, 2000
4. Cyber Regulation Appellate Tribunal Rules, 2000

Suggested aid for Students and Pedagogic purpose

- RSTV debates on corporate law, IPR and patent issues
- NPTEL lectures on IPR and patent rights

Episodes of 10 -part mini TV series “Samvidhan: The Making of Constitution of India” by RSTV.

INDIAN TRADITIONS, CULTURAL AND SOCIETY

L: T:P: 2: 0:0

Module 1- Society State and Polity in India

State in Ancient India: Evolutionary Theory, Force Theory, Mystical Theory Contract Theory, Stages of State Formation in Ancient India, Kingship , Council of Ministers Administration Political Ideals in Ancient India Conditions' of the Welfare of Societies, The Seven Limbs of the State, Society in Ancient India, Purusārtha, Varnāshrama System, Āshrama or the Stages of Life, Marriage, Understanding Gender as a social category, The representation of Women in Historical traditions, Challenges faced by Women. Four-class Classification, Slavery.

Module 2- Indian Literature, Culture, Tradition, and Practices

Evolution of script and languages in India: Harappan Script and Brahmi Script. The Vedas, the Upanishads, the Ramayana and the Mahabharata, Puranas, Buddhist And Jain Literature in Pali,Prakrit And Sanskrit, Kautilya's Arthashastra, Famous Sanskrit Authors, Telugu Literature, Kannada Literature, Malayalam Literature ,Sangama Literature Northern Indian Languages & Literature, Persian And Urdu ,Hindi Literature

Module 3- Indian Religion, Philosophy, and Practices

Pre-Vedic and Vedic Religion, Buddhism, Jainism, Six System Indian Philosophy, Shankaracharya, Various Philosophical Doctrines , Other Heterodox Sects, Bhakti Movement, Sufi movement, Socio religious reform movement of 19th century, Modern religious practices.

Module 4-Science, Management and Indian Knowledge System

Astronomy in India, Chemistry in India, Mathematics in India, Physics in India, Agriculture in India, Medicine in India ,Metallurgy in India, Geography, Biology, Harappan Technologies, Water Management in India, Textile Technology in India ,Writing Technology in India Pyrotechnics in India Trade in Ancient India/India's Dominance up to Pre-colonial Times

Module 5- Cultural Heritage and Performing Arts

Indian Architect, Engineering and Architecture in Ancient India, Sculptures, Seals, coins, Pottery, Puppetry, Dance, Music, Theatre, drama, Painting, Martial Arts Traditions, Fairs and Festivals, Current developments in Arts and Cultural, Indian's Cultural Contribution to the World. Indian Cinema

COURSE OBJECTIVES:

- The course aims at imparting basic principles of thought process, reasoning and inference to identify the roots and details of some of the contemporary issues faced by our nation and try to locate possible solutions to these challenges by digging deep into our past.
- To enable the students to understand the importance of our surroundings and encourage the students to contribute towards sustainable development.
- To sensitize students towards issues related to 'Indian' culture, tradition and its composite character.

- To make students aware of holistic life styles of Yogic-science and wisdom capsules in Sanskrit literature that are important in modern society with rapid technological advancements and societal disruptions.
- To acquaint students with Indian Knowledge System, Indian perspective of modern scientific world-view and basic principles of Yoga and holistic health care system.

COURSE OUTCOMES: Ability to understand, connect up and explain basics of Indian Traditional knowledge modern scientific perspective.

Suggested Pedagogy for Teachers

- Project based learning
- Case studies
- Group discussion
- Presentations

Suggested Text & Reference Books

1. V. Sivaramakrishna (Ed.), *Cultural Heritage of India-Course Material*, Bharatiya Vidya Bhavan, Mumbai, 5th Edition, 2014
2. S. Baliyan, *Indian Art and Culture*, Oxford University Press, India
3. Swami Jitatmanand, *Modern Physics and Vedant*, Bharatiya Vidya Bhavan
4. Romila Thapar, *Readings In Early Indian History* Oxford University Press , India
5. Fritz of Capra, *Tao of Physics*
6. Fritz of Capra, *The wave of Life*
7. V N Jha (English Translation), *Tarkasangraha of Annam Bhatta*, International Chinmay Foundation, Velliarnad, Amakuram
8. *Yoga Sutra of Patanjali*, Ramakrishna Mission, Kolkatta
9. GN Jha (Eng. Trans.) Ed. R N Jha, *Yoga-darshanam with Vyasa Bhashya*, Vidyanidhi Prakasham, Delhi, 2016
10. RN Jha, *Science of Consciousness Psychotherapy and Yoga Practices*, Vidyanidhi Prakasham, Delhi, 2016
11. P R Sharma (English translation), *Shodashang Hridayam*
12. Basham, A.L., *The Wonder that was India* (34th impression), New Delhi, Rupa & co
13. Sharma, R.S., *Aspects of Political Ideas and Institutions in Ancient India*(fourth edition), Delhi, Motilal Banarsidass,

HSMC & OPEN ELECTIVES II LIST 2021-22

KHU701/ KHU801	RURAL DEVELOPMENT: ADMINISTRATION AND PLANNING	3L:0T:0P	3 Credits
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COURSE OUTCOME: After completion of the course student will be able to:

1. Students can understand the definitions, concepts and components of Rural Development
2. Students will know the importance, structure, significance, resources of Indian rural economy.
3. Students will have a clear idea about the area development programmes and its impact.
4. Students will be able to acquire knowledge about rural entrepreneurship.
5. Students will be able to understand about the using of different methods for human resource planning

Unit	Topics	Lectures
I	Rural Planning & Development: Concepts of Rural Development, Basic elements of rural Development, and Importance of Rural Development for creation of Sustainable Livelihoods, An overview of Policies and Programmes for Rural Development- Programmes in the agricultural sector, Programmes in the Social Security, Programmes in area of Social Sector.	8
II	Rural Development Programmes: Sriniketan experiment, Gurgaon experiment, marthandam experiment, Baroda experiment, Firkha development scheme, Etawa pilot project, Nilokheri experiment, approaches to rural community development: Tagore, Gandhi etc	8
III	Panchayati Raj & Rural Administration: Administrative Structure: bureaucracy, structure of administration; Panchayati Raj Institutions Emergence and Growth of Panchayati Raj Institutions in India; People and Panchayati Raj; Financial Organizations in Panchayati Raj Institutions, Structure of rural finance, Government & Non-Government Organizations / Community Based Organizations, Concept of Self help group.	8
IV	Human Resource Development in Rural Sector: Need for Human Resource Development, Elements of Human Resource Development in Rural Sector Dimensions of HRD for rural development-Health, Education, Energy, Skill Development, Training, Nutritional Status access to basic amenities - Population composition.	8
V	Rural Industrialization and Entrepreneurship: Concept of Rural Industrialization, Gandhian approach to Rural Industrialization, Appropriate Technology for Rural Industries, Entrepreneurship and Rural Industrialization-Problems and diagnosis of Rural Entrepreneurship in India, with special reference to Women Entrepreneurship; Development of Small Entrepreneurs in India, need for and scope of entrepreneurship in Rural area.	8

Text Book:

1. Corporate Social Responsibility: An Ethical Approach - Mark S. Schwartz
2. Katar Singh: Rural Development in India – Theory History and Policy
3. Todaro M.P. Economic Development in III World war
4. Arora R.C – Integrated Rural Development in India
5. Dhandekar V.M and Rath N poverty in India
6. A.N.Agarwal and KundanaLal: Rural Economy of India
7. B.K.Prasad: Rural Development-Sarup& Son’s Publications.

HSMC & OPEN ELECTIVES II LIST 2021-22

KHU702/ KHU802	PROJECT MANAGEMENT & ENTREPRENEURSHIP	3L:0T:0P	3 Credits
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Unit	Topics	Lectures
I	Entrepreneurship: Entrepreneurship: need, scope , Entrepreneurial competencies & traits, Factors affecting entrepreneurial development, Entrepreneurial motivation (Mc Clelland’s Achievement motivation theory), conceptual model of entrepreneurship , entrepreneur vs. intrapreneur; Classification of entrepreneurs; Entrepreneurial Development Programmes	8
II	Entrepreneurial Idea and Innovation: Introduction to Innovation, Entrepreneurial Idea Generation and Identifying Business Opportunities, Management skills for Entrepreneurs and managing for Value Creation, Creating and Sustaining Enterprising Model & Organizational Effectiveness	8
III	Project Management: Project management: meaning, scope & importance, role of project manager; project life-cycle Project appraisal: Preparation of a real time project feasibility report containing Technical appraisal,; Environmental appraisal, Market appraisal (including market survey for forecasting future demand and sales) and Managerial appraisal.	8
IV	Project Financing: Project cost estimation & working capital requirements, sources of funds, capital budgeting, Risk & uncertainty in project evaluation , preparation of projected financial statements viz. Projected balance sheet, projected income statement, projected funds & cash flow statements, Preparation of detailed project report, Project finance.	8
V	Social Entrepreneurship: Social Sector Perspectives and Social Entrepreneurship, Social Entrepreneurship Opportunities and Successful Models, Social Innovations and Sustainability, Marketing Management for Social Ventures, Risk Management in Social Enterprises, Legal Framework for Social Ventures.	8

Text Book:

1. Innovation and Entrepreneurship by Drucker, P.F.; Harper and Row
2. Business, Entrepreneurship and Management: Rao, V.S.P. ;Vikas
3. Entrepreneurship: Roy Rajeev; OUP.
4. Text Book of Project Management: Gopalkrishnan, P. and Ramamoorthy, V.E.; McMillan
5. Project Management for Engineering, Business and Technology: Nicholas, J.M., and Steyn, H.; PHI
6. Project Management: The Managerial Process: Gray, C.F., Larson, E.W. and Desai, G.V.; MGH