

GOVERNMENT POLYTECHNIC, NAGPUR.

(An Autonomous Institute of Govt. of Maharashtra)

COURSE CURRICULUM

PROGRAMME	: DIPLOMA INCE,ME,EE,EC,PK,MT,IT,AE,CM,TX,TR
LEVEL NAME	: GENERAL STUDIES
COURSE CODE	: EN102E
COURSE TITLE	: COMMUNICATION SKILLS
PREREQUISITE	: NIL
TEACHING SCHEME	: TH: 03 TU: 00; PR: 02(CLOCK HRs.)
TOTAL CREDITS	: 04(1 TH/TU CREDIT = 1 CLOCK HR., 1 PR CREDIT = 2 CLOCK HR.)
TH. TEE EXAM.	: 03 HRs
PR. TEE EXAM	: 02 HRs (Internal)
PT. EXAM	: 01 HR

❖ **RATIONALE:**

In this present competitive scenario, proficiency in communication skills is one of the basic needs of technical students. A diploma holder is therefore expected to meet the challenges of communicating with his peers, superiors, subordinates and clients. Communication skills will help him towards achievement of perfection.

❖ **COURSE OUTCOMES:**

After completing this course students will be able to–

1. Apply concepts of communication in the given situation.
2. Modify language skills.
3. Execute requisite qualities as per industry requirements.
4. Compose official documentation.
5. Participate in and conduct group discussions and meetings effectively
6. Use correct pronunciations and intonations.

❖ **COURSE DETAILS:****A. THEORY :**

Units	Specific Learning Outcomes (Cognitive Domain)	Topics and subtopics	Hrs
1. Communication	1. Identify modern concept of communication. 2. Breaks down barriers to communicate effectively. 3. Modify appropriate body language. 4. Derive confidence while conversing.	1.1 Definition, Process, Types: Verbal-Non Verbal, Formal-Informal, Upward-Downward, Horizontal. 1.2 Barriers of communication: Physical, Mechanical, Psychological, Language, Status . Ways to overcome barriers. 1.3 Selection of proper channels of communication. 1.4 Non-verbal communication in detail: Body language, Eye contact, Dress and appearance, color, sound, Gestures, Postures, Pictorial representations.(Maps, Charts ,Graphs)	14
2. Inculcation of various generic skills.	1. Identify their receptive skills to strengthen their productive skills. 2. Derive listening abilities. 3. Use detailed write-ups 4. Participate in conversations.	2.1 Listening and reading skills- Importance of listening skills, levels of listening, Types of reading, Phonetics, IPA 2.2 Speaking and writing – Importance of Pronunciation, Importance of Debate.	08
3. Areas of self-Development.	1. Identify strengths and weakness. 2. Classify different types of motivation in one's life. 3. Plan presentations properly. 4. Modify leadership qualities.	3.1 Aims of self-development, self-awareness with respect to strength and weakness, How to overcome weakness for acquiring self-confidence. 3.2 Motivation –Introduction, Definition, Types with example. 3.3 Presentation skills – Parameters, Appearance, use of body language, Eye contact, content preparation, Depiction of interest of audience. 3.4 Time management- Importance, Process of time planning. 3.5 Team Building and Leadership qualities.	10
4. Development of	1. Plan group discussion. 2. Relate behavior during and post	4.1 Interview Techniques: Preparation, Behavior during interview, post interview. 4.2 Group discussion: Being the first	06

soft skills.	interview. 3. State and justify one's abilities.	member, how to make a general discussion, to give a concrete shape to discussion, purpose.	
5. Business correspondence	1. Identify various types of letters. 2. List down one's qualities by writing resume. 3. Use various reports to express ideas effectively in English	5.1 Letters: Job application and Resume writing Leave letter, Sales letter, Enquiry letter, order letter, complaint letter. 5.2 Report writing: Progress, Accident, Trouble, Feasibility. 5.3 Notices, circular, Memorandum-mail messages.	10
Total Hrs.			48

B. LIST OF PRACTICALS/LABORATORY EXPERIENCES/ASSIGNMENTS:

Practic al's	Specific Learning Outcomes (Psychomotor Domain)	Units	Hrs.
1.	Master the skill of face -to -face communication	Communication	02
2.	Sharpen one's body language while communicating with the help of Extempore/Impromptu.		02
3.	Demonstrate through role-play skills of a good communicator like RJ, News reader, commentator.		04
4.	Master the art of reading, writing, listening skill(to be performed in Language lab using software)	Inculcation of various Generic skills	06
5	Execute the art of Debate		02
6	Transcribe the given words phonetically		02
7	Master the skill of oral presentation by presenting a topic through PowerPoint presentation.	Areas of self-development.	02
8	Demonstrate leadership qualities		02
9	Manipulate Group Discussion by active participation	Development of soft skills	02
10	Build interview techniques through Mock Interview		02
11	Implement the art of writing E-mails and reports	Business correspondence	02
12.	Implement the art of writing Formal drafting's by preparing resume, letters.		02
Skill Assessment			02
Total Hrs.			32

❖ SPECIFICATION TABLE FOR THEORY PAPER:

Unit No.	Units	Levels from Cognition Process Dimension			Total Marks
		R	U	A	
01	Communication	06(06)	04(04)	06(04)	16(14)
02	Inculcation of various Generic skills among future engineers	02(00)	08(10)	00(06)	10(16)
03	Areas of self Development	06(00)	06(06)	06(00)	18(06)
04	Development of soft skills	02(04)	08(00)	00(00)	10(04)
05	Business Correspondence	00(00)	08(04)	08(00)	16(00)
	Total	20(08)	30(20)	20 (12)	70 (40)

R – Remember

U – Understand

A – Analyze / Apply

❖ QUESTION PAPER PROFILE FOR THEORY PAPER:

Q. No	Bit 1			Bit 2			Bit 3			Bit 4			Bit 5			Bit 6			option
	T	L	M	T	L	M	T	L	M	T	L	M	T	L	M	T	L	M	
01	1	R	2	2	R	2	3	R	2	4	R	2	5	A	2	3	U	2	5/7
	1	R	2																
02	1	R	4	1	R	4	2	U	4	2	U	4	5	U	4				3/5
03	3	R	4	4	R	4	2	U	4	3	U	4	5	U	4				3/5
04	1	U	4	5	U	4	4	U	4	1	A	4	4	U	4				3/5
05	2	A	6	3	A	6	3	U	6										2/3
06	1	A	6	5	A	6	2	U	6										2/3

T= Unit/Topic Number

L= Level of Question

M= Marks

R-Remember

U-Understand

A-Analyze/ Apply

❖ **ASSESSMENT AND EVALUATION SCHEME:**

	What		To Whom	Frequency	Max Marks	Min Marks	Evidence Collected	Course Outcomes
Direct Assessment Theory	CA (Continuous Assessment)	Progressive Test (PT)	Students	Two PT (average of two tests will be computed)	20	--	Test Answer Sheets	1, 2, 3
		Assignments		Continuous	10	--	Assignment Book / Sheet	1, 2, 3
	TEE (Term End Examination)	End Exam	Students	End Of the Course	70	28	Theory Answer Sheets	1, 2, 3
				Total	100	40		
Direct Assessment Practical	CA (Continuous Assessment)	Skill Assessment	Students	Continuous	20	--	Rubrics & Assessment Sheets	4,5,6
		Journal Writing		Continuous	05	--	Journal	4,5,6
				TOTAL	25	10		
	TEE (Term End Examination)	End Exam	Students	End Of the Course	50	20	Rubrics & Practical Answer Sheets	4,5,6
Indirect Assessment	Student Feedback on course		Students	After First Progressive Test	Student Feedback Form		1, 2, 3, 4,5,6	
	End Of Course			End Of The Course	Questionnaires			

❖ **SCHEME OF PRACTICAL EVALUATION:**

S.N.	Description	Max. Marks
1	Performance	05
2	Overall presentation of given assignment	05
3	Viva voce	10
4	Activity	05
	TOTAL	25

❖ **MAPPING COURSE OUTCOMES WITH PROGRAM OUTCOMES:**

Course Outcomes (Cos)	Program Outcomes (POs)										PSOs	
	1	2	3	4	5	6	7	8	9	10	1	2
1	2	-	3	-	-	-	-	3	3	3	-	-
2	-	-	3	-	-	-	-	-	3	-	-	-
3	-	-	3	-	-	-	-	3	3	3	-	-
4	2	-	3	-	-	-	-	-	3	3	-	-
5	-	-	3	-	-	-	-	3	3	3	-	-
6	-	-	-	-	-	-	-	3	3	3	-	-

1: Slight (Low) 2: Moderate (Medium) 3: Substantial (High)

❖ **REFERENCE & TEXT BOOKS:**

S.N.	Title	Author, Publisher, Edition and Year Of publication	ISBN Number
1.	Professional Communication skills	S.R.Pravin, S.Chand Publications	81-219-2092-02
2.	Developing Communication skills	Macmillan Publications, Revised Edition, 2011	0333929195
3.	Business communication and Soft skills.	G.S.R.K., Himalaya Publication, First Edition, 2009	978-81-8488-596-5
4.	Secret of face to face communication.	Peter Urs, Bender, Macmillan Publication	0333937139
5.	Technical communication principles and practices	Meenakshi Raman, Prakash Singh, Oxford University Press,	0-19-567695-5
6	Effective English Communication	Krishna Mohan, Raman Tata McGraw Hills,	13978-0-19-566804-9
7	Modern Commercial Correspondence	R.S.Pillai, Bhagwati, S.Chand & Co.	812190519-2

❖ **E-REFERENCES:**

www.mindtools.com.au, assessed on 12th March, 2016

www.interviewbest.com, assessed on 12th March, 2016

www.skillsyouneed.com-presentationskills, assessed on 12th March, 2016

❖ **LIST OF EXPERTS & TEACHERS WHO CONTRIBUTED FOR THIS CURRICULUM:**

S.N.	Name	Designation	Institute / Industry
1.	Dr. Sadiya Raza	Lecturer in English&Coordinator	Government Polytechnic, Nagpur.
2.	Dr. Nutan Chotai	Expert, Head of Dept.	LAD College, Nagpur.
3.	Mrs. K.N. Deshmukh	Expert, Head of Humanities	SDMP, Nagpur.
4.	Dr. Shilpa Sarode	Expert, Asst.Professor	LAD, Nagpur
5.	Mrs. M.M. Machale	Lecturer in English	Government Polytechnic, Nagpur.
6.	Ms. Humeera Quraishi	Visiting Lecturer in English	Government Polytechnic, Nagpur.
7.	Ms. Marlyn Fernandes	Visiting Lecturer in English	. Government Polytechnic, Nagpur.
8.	Ms. Nazish Ahmed	Visiting Lecturer in English	Government Polytechnic, Nagpur.

(Member Secretary PBOS)

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