KOLHAN UNIVERSITY

Chaibasa, Jharkhand, India

Proposed Syllabus for
Four Year Undergraduate Programme (FYUGP)
of

Bachelor of Science in Information Technology (B.Sc. IT)

Semester - 2

With Effect From
Academic Year 2022 - 2023

As Per Revised Curriculum and Credit Framework for the
FYUGP under the provisions of NEP - 2020

B.Sc.I.T. Course Structure F.Y.U.G.P.(Semester -II)

Sem	Paper Code	Paper Title	L-T-P	Credits	Contact Hours
II	AEC-2	*Language and Communication Skills*: (English)		2	
	SEC-2	Skill Enhancement Course-2		3	
	MDC-2	Multi-disciplinary Course-2		3	
	MN- 2A (Theory)	Entrepreneurship Development	3-0-0	3	45
	MN-2A (Practical)	Entrepreneurship Development Lab	0-0-1	1	30
	MJ-2(Theory)	Data Structures using C	3-0-0	3	45
	MJ-3(Theory)	Digital Electronics	3-0-0	3	45
	MJ(Practical-2)	Data structure using C and Digital Electronics Lab	0-0-2	2	60
	Total Credits			20	

MN-2A: ENTREPRENEURSHIP DEVELOPMENT		
3 Credits	45 Class Hours	Semester II.

OBJECTIVES

It provides exposure to the students to the entrepreneurial cultural and industrial growth so as to prepare them to set up and manage their own small units.

Detailed Syllabus:

Unit-1	**Introduction:** The entrepreneur **(8 Classes)** Definition, emergence of entrepreneurial class; Definition and concern of Entrepreneurship, role of social economic environment; classification, Characteristics and importance of entrepreneur; leadership; risk taking ; decision making and business planning, Role of entrepreneur
Unit-2	**Promotion of a venture:** **(8 Classes)** Opportunities analysis; external environmental analysis (economic, social and technological, competitive factors), legal requirements of establishment of a new unit and rising of funds; Venture capital sources and documentation required.
Unit-3	**Entrepreneurial Behaviour:** **(10 Classes)** Innovation and entrepreneur (Concept, Creativity, Invention & Innovation, Strategy for Innovation, Effective Commercialization, Innovation and Intellectual Property Rights), entrepreneurial behavior and Psycho- theories. Entrepreneurial Development Programmes (EDP): EDP, their role, relevance and achievements; role of government in organizing EDP's critical evaluation.
Unit-4	**Entrepreneurship & Innovation:** **(12 Classes)** Overview of project identification, search of a business idea, Identification of project, Business Opportunities, Understanding Design Thinking {concept and scope, key factors of design thinking, benefits, phases (Empathize, Define, Ideate, Prototype, Test)} Creativity: Creativity, identification creative tools (S-C-A-M-P-E-R), Vertical thinking, lateral thinking, Critical Thinking, Phases of decision making, Critical thinking and objectivity, Applying structured knowledge to unstructured problems, Domain criteria, traditional and out-of-the-box thinking.
Unit-5	**Legal and ethical considerations:** **(7 Classes)** Legal forms of business organization, ethical Issues and social responsibilities of an entrepreneur

Books:
1. Vasant, DCSAI; Entrepreneurship, Himalaya Publishing House, 2003.
2. Taneja &S.L. Gupta.; Entrepreneurship Development, 2003.
3. Pandey , I.M.; venture capital- The Indian Experience, Prentice Hall of India, 2003.
4. Tandon B.C,''Environment and Entrepreneur '',Chug publication, Allahabad.

MN–2 (Pr): Entrepreneurship Development Lab		
1Credit	15 Class Hours (30 Hours)	Semester II.

Practical Work

1	Case studies of successful entrepreneurs
2	Conducting mock interviews: testing initiatives, team spirit and leadership
3	Conducting meeting: purpose, procedure, participation, physical arrangements, recording and writing of minutes.
4	Share Your Story: Identify area of innovation and prepare a project of design thinking in the area of Your choice and present it through Sketch modeling (Preparing project proposal)
5	Conduct Market survey to know the demand for different products.
6	Presentations by the students (Individual, Groups)

MJ–2 (Th): Data Structures using C		
3 Credit	45 Class Hours	Semester II.

Objectives
- To know details about the Data Structure
- Applications, advantages and limitations of various data structures.
- To know real life use and implementation of various data structures.
- Analyse and compare the different algorithms.

Course Outcomes
After the completion of this course, students will be able to:
- Understand the properties of various data structures.
- Identify the strength and weaknesses of different data structures.
- Design and employ appropriate data structures for solving computing
  Problems.
- Analyze and compare the efficiency of algorithms.

Detailed Syllabus:

Unit 1 5 classes	**Algorithms and Analysis of Algorithms**: Definition, Structure and Properties of Algorithms, Development of an Algorithm, Data Structures and Algorithms, Data Structure – Definition and Classification, Efficiency of Algorithms, Asymptotic Notations, Average, Best and Worst case Complexities.
Unit 2 10 classes	**Arrays, Stacks and Queues**: Array Operations, Number of Elements in an Array, Representation of Arrays in Memory, Applications of Array, Stack- Introduction, Stack Operations, and Applications of Stack., Queues-Introduction,Operations on Queues, Circular Queues, Other Types of Queues, Applicationsof Queues.
Unit 3 10 classes	**Linked List, Linked Stacks and Linked Queues**: Singly Linked Lists, Circularly Linked Lists, Doubly Linked Lists, Applications of Linked Lists. Introduction to Linked Stack and Linked Queues, Operations on Linked Stacks and Linked Queues, Implementations of Linked Representations, Applications of Linked Stacks and Linked Queues.
Unit 4 10 classes	**Trees, Binary Trees, BST, and Graph**: Trees: Definition and Basic Terminologies, Representation of Trees, Binary Trees: Basic Terminologies and Types, Representation of Binary Trees, Binary Tree Traversals Introduction, BST: Definition and Operations, Graph-: Definition and adjacency lists & adjacency matrix Operations.
Unit 5 10 classes	**Sorting and searching**: Introduction, Selection Sort, Insertion Sort , Quick Sort, Bubble Sort, Heap Sort. Searching: Introduction, Sequential Search and Binary Search.

Books:
1. BalujaG S, "Data Structure through C", Ganpat Rai Publication, New Delhi, 2015.
2. Horowitz E., Sahni S., Susan A., "Fundamentals of Data Structures in C", 2nd Edition, University

MJ–3 (Th): Digital Electronics		
3 Credit	45 Class Hours	Semester II.

Objectives
- Understand the Truth Table.
- Identify the number of variables and their simplification importance.
- Understand different circuits for the implementation of Boolean equations.
- Identify Register Transfer, Micro-operations and Central Processing Unit
- Describe performance evaluation of computers, computer architecture and organization, computer arithmetic, Memory and CPU design.

Course Outcomes

After the completion of this course, students will be able to:
- Minimize the circuit diagrams by use of K-Map concepts and Boolean Algebra.
- Analyse the outcome of the circuit designed.
- Comprehend the digital design logic
- Design and Analysis of a given digital circuit – combinational and sequential
- Use Boolean simplification techniques to design a combinational hardware circuit

Detailed Syllabus:

Unit 1 7 classes	**Binary Systems And Data Representation:** Digital Systems, Binary Numbers, Number Base Conversions, Octal and Hexadecimal Numbers, Complements, Subtraction of Unsigned Numbers, Fixed-Point Representation, Floating-Point Representation, Signed Binary Numbers, Binary Codes, Binary Storage and Registers, Binary Logic.
Unit 2 12 classes	**Digital Logic Circuits**: Digital Computers, Logic Gates, Boolean algebra, Complement of a Function, Map Simplification, Product-of-sum simplification, Don't care conditions. **Combinational Logic:** Combinational Logic Circuits & Realisation with Logic Gates – Half & Full Adders and codes, Multiplexers, De-multiplexes, Encoders, Decoders, Codes Converters, Sequential Circuits, JK, RS, T, D, Master – Slaves Flip – Flop.
Unit 3 6 classes	**Digital Components**: Integrated Circuits, Registers, Register with parallel load, Shift Registers, Bidirectional Shift Registers, Binary Counters, Binary counter with parallel load, Synchronous and Asynchronous Counters.
Unit 4 8 classes	**Central Processing Unit**: Introduction, General Register Organization, Stack Organization, Register Stack, Memory Stack, , Evaluation of Arithmetic Expressions, Instruction Formats, Addressing Modes, Data Transfer and Manipulation, Program Control, Program Interrupt, Types of Interrupts, Reduced Instruction Set Computer (RISC).
Unit 5 12 classes	**Memory Organization:** Memory Hierarchy, Main Memory, RAM and ROM Chips, Memory Address Map, Auxiliary Memory, Magnetic Disks and Tape, Associative Memory, Hardware Organization, Read/Write Operation, Cache Memory, Associative Mapping, Direct Mapping, Virtual Memory, Address Space and Memory Space, Address Mapping Using Pages, Associative Memory Page Table, Page Replacement, Memory Management Hardware.

Books:

1) M.Morris Mano- Digital Design, 3rd Edn, Pearson Education, New Delhi - 2005.
2) B.Ram –Fundamental of Microprocessors And Microcontrollers –Dhanpat Rai Publications,Eighth Edition.

MJ–2 (Pr): PRACTICAL For MJ-2 & MJ-3		
2 Credit	30 Classes (60 Hours)	Semester II

List of Programs as Assignments for MJ-2:

- Program to implement stack using arrays.
- Program to convert infix notation to postfix notation using stacks.
- Program to implement queue using arrays.
- Program to implement circular queue using arrays.
- Program to create add remove & display element from single linked list.
- Program to count number of nodes in linear linked list.
- Program to accept a singly linked list of integers & sort the list in ascending order.
- Program to represent polynomial using linked list.
- Program for the creation of binary tree, provide insertion & deletion in c.
- Program for pre-order, post-order & in-order traversals of a binary tree using non recursive.
- Program to count no, of leaves of binary tree.
- Program to implement bubble sort program using arrays.
- Program to implement merge sort using arrays.
- Program to implement selection sort program using arrays.
- Program to implement insertion sort program using arrays.
- Program to implement linear search using arrays.
- Program to implement binary search using arrays.

List of Programs as Assignments for MJ-3:

- Explore the working principles of basic logic gates like AND, OR, NOT, NAND, NOR and XOR. Build and analyze logic circuits using truth tables and Boolean expressions.
- Create practical examples of combinational circuits such as encoders, decoders, multiplexers, and demultiplexers using logic gates.
- Learn about flip-flops, registers, and counters.

COMMON COURSE (CC) : AEC 2 LANGUAGE AND COMMUNICATION SKILLS (LCS)
Essentials of English Grammar and Composition
Credits: 2   F.M. : 50   P.M. : 20   Lecture Hours: 30

Course Level Learning Outcomes: Some of the course learning outcomes that students of this course are required to demonstrate run thus:

- Acquire the basic understanding of English grammar
- Acquire the official and business writing skills
- Acquire skills to present one's ideas in English

UNIT-I Grammar   20 Marks

[Credit- 0.8   Lecture Hours- 12]

Grammar – Part of speech & their types – Noun, Pronoun, Verb, Adjective, Adverb, Conjunction, Determiners.
Type of sentences: Simple, Compound & Complex.

UNIT II: Composition   30 Marks

[Credit- 1.2   Lecture Hours- 18]

Composition: Factual D escription, Paragraph Writing, Office Memo, Notices, Circulars, Agenda, Email, Blog Writing, Resume, Formal Letter, Letters of Complaint, Letters of Editor, Job Application, Inquiry Letter, Letter of Appreciation, Recommendation Letter.

Semester Examination and distribution of marks:-
End Semester Examination (ESE) : 50 Marks
Group A Grammar
1. *Ten objective questions based on grammatical exercises of the components prescribed*
   (2 x10 = 20)
Group B Composition

   Three questions based on the components prescribed in Unit II Composition (10 x 3 = 30)
   (Three questions to be answered out of a choice of Six.)

   Note: There may be subdivisions in each question asked in the examination.
Source Book:

Wren & Martin, High School English Grammar and Composition, S Chand Publication, New Delhi

Nesfield J C, Englsh Grammar, Composition and Usage,

Sanjay Kumar &PushpLata, *Communication Skills*, Oxford University Press

Jharkhand NEP, FYUGP 2022-23 onwards

Major in Political Science

Revised Curriculum and Credit Framework for the Four-Year Undergraduate Programmes(FYUGP)

As per Provisions of NEP-2020, implemented from the Academic Year 2022-23 onwards (KU Ref.No.KU/R397/23,dated-14/03/23)

Kolhan University,Chaibasa,Jharkhand

Revised Courses of Study for Four Year Undergraduate Programme 2022-23, Major in Political Science

w.e.f. 2022-23 Academic Year

Semester wise Course Code, Paper name and Credit Points

Semester	Common, Introductory, Major, Minor, Vocational & Internship Courses						
Jharkhand, NEP, FYUGP 2022-23 onwards							
Table 6: Semester wise Course Code and Credit Points for Single Major:							
	Code	Papers	Credits	F.M.	P.M.	Internal Exam.F.M.	University Exam.F.M.
I	AEC-1	Language and Communication Skills (MIL-1)(Modern Indian Language including TRL) Hindi(50 Marks)	2	50	20	No Internal Exam	50
	VAC-1	Value added Course-1 Section-A-Understanding India Section-B-Environmental Science	2+2 =4	50 50	20 20	No Internal Exam	50 50
	SEC-1	Skill Enhancement Course-1 Digital Education	3	75	30	No Internal Exam	75
	MDC-1	Multi-disciplinary Course-1 Citizenship and Governance	3	75	30	No Internal Exam.	75
	MN-1A	Minor from Discipline-1 Globalization and Politics	4	100	40	25	75
	MJ-1	Major paper 1 (Disciplinary/ Interdisciplinary Major) Understanding Political Theory and Politics	4	100	40	25	75

<p style="text-align:center">Multi-disciplinary Course-1</p>

<p style="text-align:center">Citizenship and Governance</p>

Course Code- MDC-1   **Full Marks-75**

End Sem.UniversityExam-75   **Pass Marks-30**

No Internal Examination

Credit-3

Paper Name- **Citizenship and Governance**

Course Objective:

This course will help the students to understand the meaning of good governance and how to realize this. Inspite of the best of the policy formulations and institutional arrangements, the government is unlikely to yield good governance if there is no active citizen participation. This course will not only help the students to learn about several institutional arrangements but will also equip them with information and techniques of how to apply them for better governance. They will be able to understand how both citizens and government complement each other in realizing good governance.
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Learning Objectives:

1. The students will be able to explain meaning and factors and forces which enable good governance.

2. The students will be able to know about their rights which have been given to them and how the exercise of those rights set things right in the functioning of government and delivery of services to the people.
3. The students will understand the key areas of governance issues

Unit-I: Introduction to Good Governance

a) What is Good Governance?

b) Factors and Models of Good Governance

Unit-II: Democracy and Governance

a). Relationship between democracy and Good Governance
b). Democratic Governance, Environment Governance, Education and Health Governance

Unit-III: State and Citizenship in Governance
a) Role of the state in governance, policy formulations and enforcement of Social
Audit

b) Role of the citizen in Governance: Civic Culture, Citizen Participation and Social Audit

Unit-IV: Institutional and Legal Arrangements

a) Citizen Charter
b) Right to Information
c) Consumer Protection Act
d) E-Governance
e) Public Service Delivery

f).Lokpal

g) Lokayukta

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Readings:

Yadav,Sushama And Balwan Gautam, "Lok Prashasan: Siddhant Evam Vyavahar",Orient Blckswain, Hyderabad.

Basu,Rumaki "Lok Prshasan", Jawahar Publication, Delhi.

Sharma,M.P., and B.L. Saana, "Lok Prashasan", Kitab Mahal, Delhi.

Avasthi and Avasthi, "Public administration", Laxmi Narayan Agrawal, Agra.

Phadia,B.L., " Bharatiya Prashasan", Sahitya Bhawan Agra.

Phadia,B.L., "Bharat Main LokPrashasan", Sahitya Bhawan Agra.

Fadia,B.L. & K.Fadia, "Lok Prashasan", Sahitya Bhawan Agra.

Maheswari,S.R., "Indian Administration", Laxmi Narayan Agrawal, Agra.

White,L.D.,"Introduction to the Study of Public administration", S. Chand & Company, New Delhi.

Bhagawan,Vishnu and Vidya Bhushan, "A text Book of Public administration", S. Chand & Co. New Delhi.

Bhattacharya,Mohit "Public Administration and Planning", The World Press Pvt. Ltd., Calctta.

Bhattacharya,Mohit"New Horizons of Public administration", Jawahar Publisher Delhi.

Avasthi,A & S.R. Maheshwari, "Public Administration", Agra: Lakshmi Narain Agarwal, (latest Hindi and English editions)

S. R. Maheswari: Indian Administration.Orient BlackSwan

R.B. Jain: Contemporary Issues in Indian Administration,Vishal Publication

B. Chakrabarty and P. Chand: Indian Administration,Sage Publications

Noorjahan Bava, Development Policies and Administration in India, Uppal Publishing

Satyajit Singh and Pradeep K. Sharma [eds.] Decentralisation: Institutions and Politics inRural India,Oxford

Basu Rumki: Public Administration in India Mandates, Performance and Future Perspectives,Sterling Publishers

Maheshwari, S., & Maheswari, S. (1987). Public Policy Making in India. *The Indian Journal of Political Science, 48*(3), pp. 336-353.

Frederickson, H. George et al. (2015). Theories of Governance. In *The Public Administration Theory Primer*, Boulder, CO: Westview Press, pp. 219-244.

Leftwich, A. (1994). Governance, the State and the Politics of Development. *Development and Change,* 25(2), Blackwell Publishing Ltd, pp. 363–86.

 World Bank Report. (2017). *World Development Report: Governance and the Law*. Washington.
Keping, Y. (2018). Governance and Good Governance: A New Framework for
Political Analysis. *Fudan Journal of the Humanities and Social Sciences*, 11(1), pp.
1–8.
☐Singh, A.P., & Murari K. (2018). *Governance: Issues and Challenges*. New Delhi:
Pearson.
☐Ragi, S. K. (2019). *Citizenship and Governance*. New Delhi: National Book Trust

Currie, B. (1996). Governance, Democracy and Economic Adjustment in India:
Conceptual and Empirical Problems. *Third World Quarterly*, 17(4), pp. 787-807.
☐Leftwich, A. (1993). Governance, Democracy and Development in the Third World.
Third World Quarterly, 14(3), pp. 605-624.
☐Bevir, M. (2006). Democratic Governance: Systems and Radical Perspectives. *Public
Administration Review, 66*(3), pp. 426-436.

Faur, D. L. (2012). *From "Big Government" to "Big Governance"*? The Oxford
Handbook of Governance.
☐Crow, D. (2009). How Citizens Interact with Their Government and Why We Care.
Public Administration Review, 69(2), pp. 353-355.
☐Shastri, S. (2002). Citizen Confidence in Political Institutions and Processes in India:
Some Findings from the World Values Survey. *The Indian Journal of Political
Science*, 63(1), pp. 89-104.
☐Almond, G., & Verba, S. (1963). *The Civic Culture: Political Attitudes and
Democracy in Five Nations*. Princeton University Press

Haque, M.S. (2007). Limits of the Citizen's Charter in India: The critical impacts of
social exclusion. *Journal of Public Management Review*, pp. 391-416.
☐Paul, S. (2008). India's Citizen's Charters: In Search of a Champion. *Economic and
Political Weekly,* 43(7), pp. 67-73.
☐Jain, A. (2012). Good Governance and Right to Information: A Perspective. *Journal
of the Indian Law Institute*, 54(4), pp. 506-519.
☐Birkinshaw, P. (2006). Freedom of Information and Openness: Fundamental Human
Rights? *Administrative Law Review*, 58(1), pp. 177-218.

Saxena, I. (1988). The Consumer Protection Act 1986: A Viewpoint. *Journal of the Indian Law Institute,* 30(3), pp. 321-331.

Saxena, A. (2005). E-Governance and Good Governance: The Indian Context. *The Indian Journal of Political Science*, 66(2), pp. 313-328.

Yadav, S. (2009). Implementing E-Governance in India Exploring the Administrative Reforms Agenda. *The Indian Journal of Political Science*, 70(3), pp. 679-692.

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Paul, S., Suresh Balakrishnan, K. Gopakumar, Sita Sekhar, & M, Vivekananda. (2004). State of India's Public Services: Benchmarks for the States. *Economic and Political Weekly*, 39(9), pp. 920-933.

Sangita, S. (2007). Decentralisation for Good Governance and Service Delivery in India: Theory and Practice. *The Indian Journal of Political Science,* 68(3), pp. 447-464.

Panchu, S. (2011). Lokpal: Where Do We Stand Now, and How We Got Here. *Economic and Political Weekly*, 46(41), pp. 19-21.

Panchu, S. (2012). Repairing the Lokpal Bill. *Economic and Political Weekly*, 47(3), pp. 10-13.

Nanth, V. (2011). Lokpal Bill Campaign: Democratic and Constitutional. *Economic and Political Weekly*, 46(16), pp. 20-22.

Jha, R. R. (2018). India's Anti-Corruption Authorities: Lokpal and Lokayukta. *Indian Journal of Public Administration,* 64(3), pp. 502–517.

Lele, S. et al. (2010). A Structure for Environmental Governance in India: A Perspective. *Economic & Political Weekly,* 45(*6*), pp. 13-16.

Kandpal, P.C. (2018). *Environmental Governance in India: Issues and Challenges*. New Delhi: Sage.

Abrol, D. (2010). Governance of Indian Higher Education: An Alternate Proposal. *Social Scientist*, 38(9/12), pp. 143-177.

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Qadeer, I. (2008). Health Planning in India: Some Lessons from the Past. *Social Scientist*, 36(5/6), pp. 51-75.

Gupta, M. et al. (2010). How Might India's Public Health Systems Be Strengthened? Lessons from Tamil Nadu. *Economic and Political Weekly*, 45(10), pp. 46-60.

Semester-1 total Credits=20   **For all Semesters=160 Credits**

1 Credit -1-hour Class in a Week

4 Credit - 4 hours Class in a Week

15 weeks 60 hrs Class (60 Lectures)

In a week 3 classes+1 Tutorial=4 Classes

25 Marks Internal Examination may include 20 marks questions from **written Examination (1 Hr Exam)**/Assignment/Project/Tutorial wherever applicable whereas 5 marks will be awarded on the attendance/overall class performance in the semester

For End Sem.Examination-75 Marks,3Hrs Exam

There will be two group of questions. Group A is Compulsory which will contain three questions. Question No.1 will be very short answer type consisting of five questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Objective type=1*5=5

Short Answer=5*2=10

Long Answer=15*4=<u>60</u>

     Total   75

Note: Follow the Revised NEP Guidelines 2023, for details Ref.No.KU/R/397/23,dated-14/03/23(Enclosed)

KOLHAN UNIVERSITY, CHAIBASA
FYUGP SEMESTER –II UNDER NEP
SEC-II (SKILL ENHANCEMENT COURSE)
Course Title: COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT

Total Marks: 75   Pass Marks: 30
CREDITS: 03   Total Lecture: 45 Hours

Learning Outcome
➢ To understand the concept of Personality. To learn what personal grooming pertains.
➢ To learn to make good resume and prepare effectively for interview.
➢ To learn to perform effectively in group discussions.
➢ To explore communication beyond language. To learn to manage oneself while communicating.
➢ To acquire good communication skills and develop confidence.

Unit	Topics	No of hours
I	**PERSONALITY AND PERSONAL GROOMING** **Understanding Personality** • Definition and Meaning of Personality • Types of Personality • Components of Personality • Determinants of Personality • Assessment of Personality **Grooming Self** • Dress for success • Make up & skin care • Hair care & styles for formal look • Art of accessorizing • Oral Hygiene	10 Lecture hours (Including practical training upon all topics)
II	**INTERVIEW PREPARATION AND GROUP DISCUSSION** • Meaning and Types of Interview [Face to Face, Telephonic, Video] • Interview procedure [Opening. Listening, Closure] • Preparation for Interview • Resume Writing • LinkedIn Etiquette • Meaning and methods of Group Discussion • Procedure of Group Discussion. • Group Discussion simulation	12 Lecture hours (Including mock interviews)

	• Group discussion common error	

III	**BODY LANGUAGE AND BEHAVIOUR**
	• Concept of human behavior
	• Individual and group behavior
	• Developing Self-Awareness
	• Behaviour and body language
	• Dimensions of body language:
	  Proxemics
	  Haptics
	  Oculesics
	  Paralanguage
	  Kinesics
	  Sign Language
	  Chromatics
	  Chronemics
	  Olfactics
	• Cultural differences in Body Language
	• Business Etiquette & Body language
	• Body Language in the Post Corona Era
	• Virtual Meeting Etiquette
	• Social Media Etiquette
		10 Lecture hours

IV	**ART OF GOOD COMMUNICATION**
	• Communication Process
	• Verbal and Non-verbal communication
	• 7 C's of effective communication
	• Barriers to communication
	• Paralinguistics
	  Pitch
	  Tone
	  Volume
	  Vocabulary
	  Word stress
	  Pause
	• Types of communication
	  Assertive
	  Aggressive
	  Passive Aggressive
	• Listening Skills
	• Questioning Skills
	• Art of Small Talk
	• Email Writing
		13 Lecture hours

Suggested Readings:
1. Cloninger, S.C., "Theories of Personality: Understanding Person", Pearson, New York, 2008, 5th edition.
2. Luthans F. "Organizational Behaviour", McGraw Hill, New York, 2005, 12th edition.

3. Barron, R.A. & Brian D. "Social Psychology", Prentice Hall of India, 1998, 8th edition.
4. Adler R.B., Rodman G. & Hutchinson C.C., "Understanding Human Communication". Oxford University Press: New York, 2011.
5. A Reading for Academic Purpose by Robyn Brinks & Kelly Sipped.
6. Academic Writing by Aptech Onlinevarsity
7. Pronunciation by Jonathan Smith & Annette Margobs.
8. English Grammar by Aptech Learning Center.
9. Oxford Online LSR W
10. Basic Knowledge of Computer by John Monyjok.
11. Objectives of Reading, Writing & Listening Skills by Aptech Academy.

Suggested Digital platforms/ web links for reading:
1. https://www.smashigmagzine.com
2. https://files.eric.ed.gov
3. https://site.nationalacademies.org
4. www.aptechmeerut.com , www.aptechlearning.com