

Assessment & Accreditation by NAAC

CRITERION- I CURRICULAR ASPECTS

DVV Metric No.:1.4.1-Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website



SCIENCE COLLEGE

Congress Nagar, Nagpur- 440 012 (M.S.) INDIA

Tel: +91-712 - 2423432 (O)
E-mail: shivajiscience_ngp@yahoo.com
Web: www.sscnagpur.ac.in

Shri Harshvardhan P. Deshmukh President Dr. Omraj S. Deshmukh Principal

- 'A+' Grade with 3.51 CGPA (3rd Cycle) Reassessment College by NAAC, Bangalore
- A College with Potential for Excellence identified by UGC, New Delhi
- Member, APQN (Asia Pacific Quality Network)
- Recognized Centre for Higher Learning & Research
- Mentor College under 'Paramarsh Scheme' UGC, New Delhi
- An ISO 21001 : 2018 Certified Institution



Dr. Panjabrao alias Bhausaheb Deshmukh Founder President

No. Sc.

Date :

Self Declaration

This is to certify that, the information, reports, true copies of the supporting documents, numerical data, and weblinks furnished in this file are verified by IQAC and the head of the institution and found correct.

Dr. A. A. Halder IQAC Coordinator S.S.E.S.A's Science College, Nagpur Dr. O. S. Deshmukh

Principal S. S. E. S. Amravati's Science Cellege, Nagpur.



	INDEX	
Sr. No.	Content	Page Nos.
	FEEDBACK FORM	
1	Student Feedback form	
	https://forms.gle/axNb9AmRsTLX1BSo6	
2	Employer/parents Feedback form	
	https://forms.gle/bHDpFUPvaRjZyFVF7	
3	Teacher Feedback Form	
	https://forms.gle/GoSoSqyASXDtZ1mu8	
4	Alumni Feedback form	
	https://forms.gle/83u1rUuXXMyAKCf79	
	FEEDBACK ANALYSIS	
5	Feedback Analysis-2023-2024	
	https://sscnagpur.ac.in/uploaded files/2. Feedback Report 2023-24.pdf	
6	Feedback Analysis-2022-2023	
	https://sscnagpur.ac.in/uploaded_files/2Feedback_Report_2022-23.pdf	
7	Feedback Analysis-2021-2022	
	https://sscnagpur.ac.in/uploaded_files/2Feedback_Report_2021-22.pdf	
8	Feedback Analysis-2020-2021	
	https://sscnagpur.ac.in/uploaded_files/2Feedback_Report_2020-2021.pdf	
9	Feedback Analysis-2019-2020	
	https://sscnagpur.ac.in/uploaded_files/1Feedback_Report_2019-2020.pdf	
	ACTION TAKEN REPORTS	
10	Action Taken Report- 2023-24	
10	https://sscnagpur.ac.in/uploaded_files/3. Action_Taken_Report_on_Feedback2023-24.pdf	
11	Action Taken Report- 2022-23	
	https://sscnagpur.ac.in/uploaded files/3. Action Taken Report on Feedback 2022-	
	<u>23.pdf</u>	

12	Action Taken Report- 2021-22	
14	<u> </u>	
	https://sscnagpur.ac.in/uploaded_files/3. Action_Taken_Report_on_Feedback2021-	
	<u>22.pdf</u>	
13	Action Taken Report- 2020-21	
	https://sscnagpur.ac.in/uploaded_files/3. Action_Taken_Report_on_Feedback2020-	
	21.pdf	
14	Action Taken Report- 2019-20	
	https://sscnagpur.ac.in/uploaded files/2. Action Taken Report on Feedback 2019-	
	20.pdf	
	<u>20.pur</u>	
15	Common Suggestions given by different stakeholders on curriculum	4-5
16	Feedback Analysis Report Submitted to Appropriate Bodies of Affiliating	6-8
	University.	0.4-
17	Suggestions given by stakeholders incorporated in RTM Nagpur University	9-17
	syllabus from 2023-24 onwards	
18	Feedback Screen shots Available on Institutional Website	18
	1 counter per cen snow in an animal of institutional vi cosite	10
- 4.0		
19	Institutional Website Link Where Feedbacks are Hosted	
	https://sscnagpur.ac.in/UserPanel/DisplayPage.aspx?page=qa&ItemID=ccq	
		Link
1		l

COMMON SUGGESTIONS GIVEN BY STAKEHOLDERS ON CURRICULUM

Suggestions for improvement in Curriculum Design and Development
Pay attention to the new technical skills and be on your words they said that they will give internships and the job regarding guidance to the mca students but haven't given yet
No suggestion
No suggestion Focus more on practical approach and organize field trips to various
educational institutions for better learning
Opportunities for internship while completing degree courses
ICT based practical approach
Live Demonstration of Practical
Good development and curriculum design
Need Career oriented syllabus
Syllabus should be updated
Arrange picnic to free students mind. Aarange different activities spots for students .
Not interested
No there is all good
Install AC in every class room
Need to increase no. of Smart class rooms
Give the facility of college canteen
Everything
To increase the extra curriculum activities.
No. One
Campus cleaning
Need break after 3 periods
Increase extra curriculum activities
Holistic development of Students must take place through the university Syllabus
Facility
ALL GOOD
Nothing
Nothing else
Yes
Promote liberal thoughts, don't stuck to old methodology like during British era
More weightage should be given to curricular and extra curricular activities in university syllabus, increase the extra curriculum activities.

Increase extra curriculum activities
••••
No
Need good polite teachers who can teach well, take regular classes and complete syllabus on time
Nothing
Good development and curriculum design
I don't see any development, I suggest that you should start a skill development certificate on technologies for those who don't have in syllabus not for those who already have
proper linking must be done between the university syllabus and Industries requirements for employbility.
Xyz
Nothing
On Job Training Faciltiy / Opportunities should be provided by the college
Good
increase the extra curriculum activities
No suggestions
Nothing
Skill Enhcancement Courses must be inculcate in University Syllabus
No suggestions
Classroom
Vocational Skill Courses or syllabus should be added for more jobs
Good
No words
To give chance each students for development
No words to express
Average
No
vocal for Local courses must be included
No suggestions
Students wish
Everything
Canteen
Provide Placements
All good
The placement cell should be developed so that students shouldn't do job hunting after graduation even with good scores. Teachers must help the students with career guidance regarding the field or subject they are interested in.



SCIENCE COLLEGE

Congress Nagar, Nagpur- 440 012 (M.S.) INDIA

Shri Harshvardhan P. Deshmukh President Prof. M. P. Dhore Principal

- 'A+' Grade with 3.51 CGPA (3rd Cycle) Reassessment College by NAAC, Bangalore
- A College with Potential for Excellence identified by UGC, New Deihi
- Member, APQN
 (Asia Pacific Quality Network)
- Recognized Centre for Higher Learning & Research
- Mentor College under Paramarsh Scheme' UGC, New Delhi



Dr. Panjabrao alias Bhausaheb Deshmukh Founder President

Date: 02/12/2021

To, The Chairman / Member, BOS, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

Subject: Regarding the submission of Feedback Analysis Report on up-gradation and Review of Syllabus received from all the stake holders.

Respected Sir/Madam,

With respect to above mention subject our college has been received the feedback on Curriculum from different stake holders. According to feedback report, stakeholders suggested that the current syllabus should be up-graded as per the global requirement. This is for your information, acknowledge and incorporate if possible.

Thanking You.



Principal S. S. E. S. Amravati's Science College, Nagpur.

महाविद्यालक विकास विकास



SCIENCE COLLEGE

Congress Nagar, Nagpur- 440 012 (M.S.) INDIA

Tel: +91-712 - 2423432 (O) ● Telefax: +91-712 - 2440955
 E-mail: shivajiscience_ngp@yahoo.com
 Web: www.sscnagpur.ac.in

Shri Harshvardhan P. Deshmukh President Prof. M. P. Dhore Principal

- 'A+' Grade with 3.51 CGPA (3rd Cycle) Reassessment College by NAAC, Bangalore
- A College with Potential for Excellence identified by UGC, New Delhi
- Member, APQN
 (Asia Pacific Quality Network)
- Recognized Centre for Higher Learning & Research
- Mentor College under Paramarsh Scheme' UGC, New Delhi



Dr. Panjabrao alias Bhausaheb Deshmukh Founder President

Date: 06/05/2022

To,

The Chairman / Member,

BOS, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

Subject: Regarding the submission of Feedback Analysis Report on up-gradation and Review of Syllabus received from all the stake holders.

Respected Sir/Madam,

With respect to above mention subject our college has been received the feedback on Curriculum from different stake holders. According to feedback report, stakeholders suggested that the current syllabus should be up-graded as per the global requirement. This is for your information, acknowledge and incorporate if possible.

Thanking You.

SEAL

Principal S. S. E. S. Amravati's Science College, Nagpur.

Office of the Director

Received

(Reg. S.R. Pande) Chairman B.O.S. in Comp. Sci. RIMAN, Nagbur



SCIENCE COLLEGE

Congress Nagar, Nagpur- 440 012 (M.S.) INDIA

- Tel: +91-712 2423432 (O) Telefax: +91-712 2440955
 E-mail: shivajiscience_ngp@yahco.com
 Web: www.sscnagpur.ac.in
- Shri Harshvardhan P. Deshmukh

Prof. M. P. Dhore Principal

- 'A+' Grade with 3.51 CGPA (3rd Cycle) Reassessment College by NAAC, Bangalore
- A College with Potential for Excellence identified by UGC, New Deih
- Member, APQN
 (Asia Pacific Quality Network)
- Recognized Centre for Higher Learning & Research
- Mentor College under
 Paramarsh Scheme' UGC, New Delhi



Dr. Panjabrao alias Bhausaheb Deshmukh Founder President

Date: 10/04/2023

To,

The Chairman / Member,

President

BOS, Rashtrasant Tukadoji Maharaj Nagpur University,

Nagpur

Subject: Regarding the submission of Feedback Analysis Report on up-gradation and Review of Syllabus received from all the stake holders.

Respected Sir/Madam,

With respect to above mention subject our college has been received the feedback on Curriculum from different stake holders. According to feedback report, stakeholders suggested that the current syllabus should be up-graded as per the global requirement. This is for your information, acknowledge and incorporate if possible.

Thanking You.

SEAL

Principal S. S. E. S. Amravati's Science College, Nagpur.

Received Janam Dr. S. C. Marram. Sharman Bos, Zooloss. RTM NV, Nagru

विद्या विभाग राष्ट्रसंत तुकलोजी महाराज नहासूर विशासित, महासूर

Suggestions given by different stakeholders are incorporated in the following subjects of the university syllabus.

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur SYLLABUS for M. Sc. CHEMISTRY

Choice Based Credit System (Semester Pattern)
With effect from 2023-24 as per NEP 2020

SEMESTER II

Practical 3

MCH2P03: On Job Training/Field Project

120 h (8 h per week) 100 Marks

On job training or a Field Project is a skill based practical program. It has to be carried out in accordance

Annexure III of General Guidelines for M.Sc. program.

1. Every student admitted to M.Sc. Second Semester is compulsorily required to undergo this course

- bearing 4 credits.

 2. During second semester, all students will have to undergo OJT/Internship/FP of 120 Hours.
- 3. Each student will be required to submit a detailed report to the Department/ College/ Institute for the work undertaken during this period within 7 days of completion of the training following which the evaluation and assessment for OJT/Internship/FP will be done by the college/institute concerned. The Report submitted must be according to the Learning outcomes and in tune with the rubric for evaluation.
- 4. College/Institute is required to assign Supervisor/Mentor to students for OJT/Internship/FP who will guide the students in attaining the outcomes of this course.
- 5. The Internal Examiner and External Examiner shall jointly evaluate the report submitted by the student and her/his seminar and shall immediately submit the evaluation report in the prescribed format provided along with.

SEMESTER III

Practical 7

MCH3P07: Research Project (RP)

8 h per week

100 Marks

The objective of research project is to train the student in identifying the problem of research, develop the hypothesis, design the experiments/surveys to test the hypothesis, collect and analyse the data and draw conclusions from it. In addition, the aim is also to prepare the student to present the data in various forms such as project report, presentation in conferences and seminars and research paper. Research project is also aimed to prepare the student for doctoral research after the completion of the programme.

The student will have to carry out a research-based project work in the third and fourth semester. The project work may be carried out in the parent department or any other institute in collaboration with the parent institute. For this, the student will be attached to any of the national/regional/private research institute/organization for the duration of the third semester. If the student is working in the organisation other than the parent department, then it will be the responsibility of the student to attend the classes and other departmental activities in order to be eligible to appear for the examination. The student will be allotted the supervisor in the third semester; after which the student will finalize the topic of the project work in consultation with the supervisor.

The research project of the student will be evaluated on the basis of the project report submitted by him/her and the power point presentation made by him/her in the presence of internal and external examiner during the examination.

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY



TWO YEAR POSTGRADUATE PROGRAMME M. Sc. Physics

(Courses effective from Academic Year 2023-24)

SYLLABUS as per NEP-2020

Semester I - IV

Project/Dissertation (MRP3P01)

Project Work Guidelines for the Students, Supervisors and Examiners

Every student is required to carry out a project work in semester III & IV in lieu of Practical. The project can be of following types. (i) Experimental Project Work; (ii) Field Based Project Work; (iii) Review writing based Project Work.

Experimental Project Work OR Field Based Project Work:

Student can carry out Experimental / Field based Project Work on a related research topic of the subject /course. It must be an original work and must indicate some degree of experimental work / Field work. On the basis of this work, student must submit the Project Report (typed and properly bound) in two copies at least one month prior to commencement of the final Examination of Semester III & IV. The project report shall comprise of Introduction, Review of literature, Material and Methods, Results, Discussion, Summary, Conclusion and References along with the declaration by the candidate that the work is original and not submitted to any University or Organization for award of the degree and certificate by the supervisor and forwarded through Head / Course-coordinator.

Review writing based Project Work.

Student can carry out review writing based Project Work on a related topic of the subject / course. It must be a review of topic based on research publications. Student shall refer peer reviewed original research publications and based on findings, write a summary of the same. The pattern of review writing shall be based on reputed reviews published in a standard, peer reviewed journals. On the basis of this work, student must submit the Project Report (typed and properly bound) in two copies at least one month prior to commencement of the final Examination of Semester III & IV. The project report shall comprise of Abstract, Introduction, detailed review, Discussion, Summary, Conclusion and References along with the declaration by the candidate that the work is original and not submitted to any University or Organization for award of the degree and certificate by the supervisor and forwarded through Head / Course-coordinator.

The **supervisor** shall be able to guide not more than 11 (Eleven) students in the given examination. The supervisor shall declare in the project of every student which he / she is guiding stating that he / she has not guided more than 11 students in the given examination.

The supervisors for the Project Work shall be either (i) a person who is full time university PG recognized faculty member in the relevant subject or (ii) a person appointed in PG on contractual / contributory basis, having NET / SET and approved by the University in the relevant subject and having 3 years teaching experience as contractual / contributory at PG level, or (iii) University approved Ex-Faculty members in the relevant subject

The Project Work will carry total 100 marks and will be evaluated by both external and internal examiners. The examiners will evaluate the Experimental Project Work taking into account the coverage of subject matter, arrangement and presentation, references, etc.

For written Project work its Presentation: 40 Marks – Evaluated jointly by External & Internal For Viva-Voce: 10 Marks – Evaluated by External examiner,

Internal Assessment: 50 Marks – Evaluated by Internal examiner.

B.Sc Syllabus as per NEP Implemented from 2024 2025



Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur 440033

Scheme and Syllabus
Bachelor of Science (Chemistry)

Submitted by
Board of Studies,
Bachelor of Science (Chemistry)

FYUGP-Scheme I-VIII Semester Bachelor of Science (Honors/Research) (Chemistry - Major) our Year (Eight Semester Degree Course)

Four Year (Eight Semester Degree Course) Teaching and Examination Scheme

B.Sc. Sem-I (Chemistry - Major)

S N	Course Category	Name of Course	Course Code	Teaching Scheme (hrs.)			Total Credit	Examination Scheme						
				(Th) TU		P		Theory			Practical			
								Exa m Hrs.	SEE	CIE	Mi n.	SEE	CIE	M n.
1	DSC	Inorganic Chemistry-1 (Atomic structure, bonding and main group elements)	BCH1T01	2	-	-	2	3	80	20	40		-	-
2	DSC	Inorganic Chemistry-1 (Atomic structure, bonding and main group elements)	BCH1P01	-	-	2	1	-	-	-	-	25	25	25
3	DSC	Organic Chemistry-1 (Fundamentals, stereochemistry and hydrocarbons)	BCH1T02	2	-	-	2	3	80	20	40	-	-	-
4	DSC	Organic Chemistry-1 (Fundamentals, stereochemistry and hydrocarbons)	BCH1P02	-	-	2	1	-	-	-	-	-	50	25
5	GE/OE	Refer GE/OE Basket	BGO1T01	2	-	-	2	3	80	20	40	-	-	-
6	GE/OE	Refer GE/OE Basket	BGO1T02	2	-	-	2	3	80	20	40	1	-	-
7	VSC	Soap, detergent and disinfectant Technology	BVS1P01	-	-	4	2	-	-	-	-	50	50	50
8	SEC	Refer SEC Basket	BVS1P02	-	-	4	2	-	-	-	-	50	50	50
9	AEC	English Compulsory	BAE1T01	2	-	-	2	3	50	50	40	1	-	-
10	VEC	Environmental Sci.	BVE1T01	2	-	-	2	3	80	20	40	-	-	-
11	IKS	Vedic Mathematics	BIK1T01	2	-	-	2	3	80	20	40		-	-
12	CC	Refer CC Basket	BCC1P01	-	-	4	2	-	-	-	-	-	100	50
	Total				-	16	22		530	170		125	275	П

Indian Knowledge System (IKS)

SEM2: INDIAN ASTRONOMY (BIK2T02)

Course Outcomes: This course will enable the students to understand that

- 1. It is possible to create a map of the intellectual growth of a culture using astronomy as a probe.
- <u>2.</u> The growth of Indian astronomy occurs in distinct stages analogous to phasetransitions of the evolution of cultures
- <u>3.</u> Indian Astronomy therefore provides an excellent window to the pastdramatic transitions.

UNITS	TOPICS	HOURS					
Unit 1	Unit 1 Astronomy in Prehistoric Era, Astronomy in Vedic Era, Vedang						
	Jyotish, Astronomical References In Religious Scriptures,						
	Astronomies of the West						
Unit 2	Arya Bhatta, Panch Siddhantika of Varahamihira, Surya Siddhanta	8					
	Varahamihira to Bhaskar Acharya-II, Siddhant Shiromani of Bhaskar						
	Acharya-II, Bhaskar Acharya-II to Jai Singh, Jai Singh and his						
	Observatories.						
Unit 3	After Jai Singh, Interaction with the Astronomies of the World,	7					
	Modern Era Astronomy, Our Universe, Cosmology						
Unit 4	Panchang Horoscope and Astrology, Siddhantas, Karnas and	7					
	Koshtakas, Observational Instruments of Indian Astronomy						
	TOTAL	30 HRS					

Reference Books:

- 1. The Story Of Astronomy In India, Chander Mohan, Pothi.com
- 2. Indian Astronomy: An Introduction. Front Cover \cdot S. Balachandra Rao. Universities Press, 2000
- 3. Astronomy in India: A Historical Perspective, Thanu Padmanabhan, Springer Science & Business Media
- 4. Hindu Astronomy, W. Brennand, Alpha Editions
- Origin and Growth of Astronomy in India, https://www.tifr.res.in/~archaeo/FOP/FOP%20pdf%20of%20ppt/Vahia%20Origin% 20of%20Astronomy.pdf

4. Types of Courses

A student admitted to this program is required to undergo and successfully complete the following types of courses as mentioned in the scheme of examination:

Table 1: Types of Courses and Choice for Selection

SN	Course Type	Choice for Selection
1.	Major (Core) Subject	A student is required to select her/his 'MAJOR' subject from amongst the choices provided in this scheme of examination before filling the examination form for 1 st Semester. Change of major subject shall not be permitted after the examination form is submitted. Major subject comprises of Mandatory and Elective Course.
2.	Minor Subject	A student is required to select her/his 'MINOR' subject from amongst the choices provided in this scheme of examination or any other degree program offered by the university in any other faculty before filling the examination form for 3 rd Semester. Change of minor subject shall not be permitted after the examination form for 3 rd Semester is submitted.
3.	Open Elective Course (OE)	A student is required to select an 'OPEN ELECTIVE' from the 'Open Elective Basket' of any program offered by the university in any faculty before filling the examination form for the semester concerned. Such an 'OPEN ELECTIVE' cannot be selected from the subjects chosen by a student as 'Major' and 'Minor' subjects. A student is allowed to earn credits for 'OPEN ELECTIVE' by successfully completing online courses of equivalent credits from SWAYAM/NPTEL learning platforms or from other Higher Education Institutions affiliated to RTM Nagpur University. However, this needs to be informed by student to the college before commencement of the semester and an application for transfer of credits is required to be made by student.
4.	Vocational Skill Course (VSC)	A student is required to successfully complete the 'VOCATIONAL SKILL COURSE' as mentioned in this scheme of examination. This course must be a course corresponding to the 'MAJOR' and/or MINOR subject selected by a student. A student is allowed to earn credits for 'VOCATIONAL SKILL COURSE' by successfully completing online courses of equivalent credits from SWAYAM/NPTEL learning platforms or from other Higher Education Institutions affiliated to RTM Nagpur University provided they are approved by the competent authority of RTM Nagpur University. However, this needs to be informed by student to the college before commencement of the semester and an application for transfer of credits is required to be made by student.
5.	Skill Enhancement Course (SEC)	A student is required to select a 'SKILL ENHANCEMENT COURSE' from the basket provided by the university for this purpose. A separate notification and guidelines in this regard shall be displayed by the university on its website. A student is allowed to earn credits for 'SKILL ENHANCEMENT COURSE' by successfully completing online courses of equivalent credits from

R T M Nagpur University Page 3

	Four Year Bachelor of Scie	nce (B.Sc.) & BCA Degree with Honours/Research Examination as per NEP 2020
		SWAYAM/NPTEL learning platforms or from other Higher Education Institutions affiliated to RTM Nagpur University provided they are approved by the competent authority of RTM Nagpur University or the courses from Sector Skill Council. However, this needs to be informed by student to the college before commencement of the semester and an application for transfer of credits is required to be made by student.
6.	Ability Enhancement Course (AEC)	A student is required to undergo and successfully complete the 'ABILITY ENHANCEMENT COURSE' as mentioned in this scheme of examination.
7.	Indian Knowledge System Course (IKS)	A student is required to undergo and successfully complete the 'INDIAN KNOWLEDGE SYSTEM COURSE' as mentioned in this scheme of examination.
8.	Value Education Course (VEC)	A student is required to undergo and successfully complete the 'VALUE EDUCATION COURSE' as mentioned in this scheme of examination.
9.	Co-Curricular Course (CC)	A student is required to select a 'Co-Curricular Course' as mentioned in this scheme of examination. This course must be completed at the Higher Education Institute (HEI) where the student has taken admission and transfer of credit is not permissible for this type of course.
10.	Field Project (FP) / On the Job Training (OJT) /Community Engagement Project (CEP) / Research Project (RP)	A student is required to undergo and successfully complete this course as mentioned in the scheme of examination under the guidance of supervisor/mentor assigned by the HEI. This course must be corresponding to the 'MAJOR.' This course must be completed at the HEI where the student has taken admission and transfer of credit is not permissible for this type of course.

Title of the Course: Communication Skills and Personality Development: 2

Semester -II (2 Credits-30 Hours)

Unit I: Communication Skills: Concepts and Context (6 Hours)

- 1.1 Communication Skills: Definition and Importance
- 1.2 Communication Process
- 1.3 Situational Conversation

(Making announcements, Giving Statements, Giving Commands and making requests, Asking questions and Expressing surprises.)

Unit II: Building Confidence and Self-esteem (6 Hours)

- 2.1 Developing Self-awareness (Activity Based)
- 2.2 Social Awareness and Civic Skills (Elocution and Extempore Activity)
- 2.3 Developing Critical Thinking (Group Discussions and Case Studies)

Unit III: Communication Focus: Writing with a purpose. (6 Hours)

- 3.1 Reading and Comprehension
- 3.2 Creative Writing (Writing a review of a Movie or a book review)
- 3.3 Paragraph Writing (Describing People and Places)

Unit IV: Professional Etiquettes and Manners (6 Hours)

- 4.1 Asking and Giving permission.
- 4.2. Use of Courtesy Words ("please", "excuse me", "sorry" "Thank you" etc.)
- 4.3 Greetings and Salutations (Verbal and Non-verbal Communication)

Unit V: Brush up on your Interview Skills (6 Hours) (Activities on Mock-interviews and Telephonic Interviews)

- 5.1 Preparing a Professional CV
- 5.2 Grooming for the interview (Non-verbal and Verbal Skills)
- 5.3 Spotting the errors (Subject Verb Agreement, Use of Appropriate Words, Use Prepositions)

Reference Books:

- 1. English Language Skills for Academic Purposes: A Textbook for College Students, Charul Jain, Pradyumansinh Raj, Yunus Karbhari, Macmillan Education.
- 2. Communicative English II: An Active Course of Phonetics and Grammar, Macmillan Education.
- 3. Essential English for Indian Learners: Foundation, Dr. Jitendra Kumar Singh, Macmillan Education
- 4. Introduction to Life Skills: A Textbook for College Students, Arvind Nawale, Macmillan Education.
- 5. English in Action: A Textbook for College Students, Editors: T. Vijaykumar, K, Durga Bhawani, Y.L.Shrinivas, Macmillan Education.
- 6. English in Use: A Textbook for College Students, Macmillan Education.
- 7. Stream: English Coursebook for College Students, Suresh Gadhavi. Mahendra Mishra, Macmillan Education





