

**COURSE TITLE** : ENGLISH FOR COMMUNICATION I  
**COURSE CODE** : 1001  
**COURSE CATEGORY** : F  
**PERIODS/WEEK** : 4  
**PERIODS/SEMESTER** : 60  
**CREDITS** : 3

**TIME SCHEDULE**

<b>MODULE</b>	<b>TOPICS</b>	<b>PERIODS</b>
1	Nurturing Nature – Environmental issues	15
2	Towards Tomorrow – Science & Technology	15
3	Sport 'S' miles – Sports & adventure	15
4	Media Matters - Media	15
<b>TOTAL</b>		<b>60</b>

**COURSE OUTCOME:**

To develop the four basic skills in English and use them effectively in day-to-day life.

**SPECIFIC OUTCOME:**

After completing the course the student will be able to:

- Read articles, essays, and technical writings of various kinds and develop comprehension about the message, images, thoughts and ideas contained in these articles.
- Read short stories, poems, conversations and develop aesthetic sense and humanitarian ethos.
- Read various prose passages and develop skills in skimming and scanning.
- Understand the meaning of words used in passages by guessing meaning from the context.
- Develop curiosity about the different topics of current interest and express points of view.
- Familiarise themselves with different techniques of writing and use them effectively in business correspondences.
- Group and sequence ideas and exploit the potentials of cohesion and coherence.
- Acquire proficiency in correct usage of English words.
- Internalise correct pronunciation and use them in daily conversation.
- Develop communication skills by taking part in group discussions and present their views in a logical and convincing way.
- Learn different language functions like agreeing, permitting, apologizing, negating and the like and use them effectively in daily communication.
- Identify the different study skills and use them to improve their academic performance.

## **CONTENT DETAILS**

### **MODULE - I**

- 1.1 Reading Passage - Environmental Issues.
- 1.2 Vocabulary – Guessing meaning from the given clues and context
- 1.3 Grammar – Nouns, Pronouns, Adjectives, Articles & Determiners
- 1.4 Writing – Basic tips of writing
- 1.5 Language functions – Making requests, Agreeing/disagreeing
- 1.6 Speaking – Introducing oneself

### **MODULE - II**

- 2.1 Reading Passage - Advancement in Science & Technology.
- 2.2 Vocabulary – Antonyms & Synonyms
- 2.3 Grammar – Verb Patterns, Concord,
- 2.4 Language functions – Asking/giving permission, Giving instructions
- 2.5 Writing – Introducing cohesive devices, writing a paragraph
- 2.6 Speaking – Presentation using PPT

### **MODULE - III**

- 3.1 Reading passage - Sports and Adventure.
- 3.2 Vocabulary – Spelling, collocation
- 3.3 Grammar – Telling about what is happening, happened and will happen
- 3.4 Language functions – Accepting/negating, Apologizing
- 3.5 Writing – Job Application/Resume
- 3.6 Speaking – Telephone Conversation

### **MODULE - IV**

- 4.1 Reading passage based on media.
- 4.2 Vocabulary – Technical Vocabulary – Related to computer, industry, business and Administration.
- 4.3 Grammar – Establishing cause & effect, telling about positions.
- 4.4 Language functions – Congratulating others, Expressing one's opinion, Giving directions.
- 4.5 Writing – An introduction to Technical Writing and Memos.
- 4.6 Speaking – Group Discussion.

### **REFERENCE BOOKS:-**

1. Course Book – Words to Deeds (A Coursebook in English for Polytechnic College Students – Semester I)

**COURSE TITLE : COMPUTING FUNDAMENTALS (PRACTICAL)**  
**COURSE CODE : 1008**  
**COURSE CATEGORY : C**  
**PERIODS/WEEK : 5 (2 THEORY+ 3 PRACTICAL)**  
**PERIODS/SEMESTER : 75**  
**CREDITS : 4**

**TIME SCHEDULE**

<b>MODULE</b>	<b>TOPICS</b>	<b>PERIODS</b>
1	Computer Fundamentals – Hardware and Software	14
2	Office Automation Tools	14
3	Basic Programming Concepts	22
4	Introduction to programming using python	25
<b>Total</b>		<b>75</b>

**COURSE OUTCOME:**

**On completion of the course the student will be able :**

- Understand Computer Fundamentals – hardware and Software
- Understand computer networks
- Study Office automation tools
- Email and search engines
- Basic Programming Concepts
- Introduction to programming in Python

## **SPECIFIC OUTCOME**

### **MODULE - I TO UNDERSTAND THE COMPUTER FUNDAMENTALS – HARDWARE AND SOFTWARE**

- 1.1.1 Identify computer hardware and software (in the lab)
- 1.1.2 Draw and explain the block diagram of computer system
- 1.1.3 Demonstrate various peripherals and their applications.
- 1.1.4 Demonstrate the usage of various storage devices (data copying, CD/DVD burning)
- 1.1.5 Illustrate the booting procedure (using windows and linux)
- 1.1.6 Identify various operating system file management commands (create, copy, move, delete and rename folders and files)
- 1.1.7 Demonstrate installation of application software (in windows and linux)
- 1.1.8 Identify various computer languages
- 1.1.9 Differentiate the compiler and interpreters
- 1.1.10 State computer networks and internet.

### **MODULE - II TO APPLY OFFICE AUTOMATION TOOLS**

- 2.1.1 Demonstrate how a document to be prepared and formatted
- 2.1.2 Demonstrate how a spread sheet to be prepared and calculations are performed
- 2.1.3 Demonstrate how presentations are prepared.
- 2.1.4 Demonstrate how to create email-id and uploading and downloading files.

### **MODULE - III TO UNDERSTAND BASIC PROGRAMMING CONCEPTS**

- 3.1.1 Identify various problem solving steps
- 3.1.2 Design algorithm and flowchart for simple sequential problems.
- 3.1.3 Design algorithm and flowchart for control structures (decision making and iterative)

### **MODULE - IV TO DEVELOP PROGRAMS USING PYTHON**

- 4.1.1 Demonstrate output functions and input function for a simple application
- 4.1.2 Modify the applications with inserting control logic (if, else, elif)
- 4.1.3 Modify the applications with inserting looping control(while, for)
- 4.1.4 Write programs for a simple total/average mark calculation and calculation of grade based on boundary conditions.

## CONTENT DETAILS

### List of Experiments :

1. Identify the internal and external hardware/peripheral components
2. Familiarisation with operating system along with file management commands like create, copy, move, delete and rename files and folders.
3. Prepare and print Bio-data with a covering letter using word processor.
4. Calculation of Total mark, grade based on boundary conditions for n number of students using Spread sheet.
5. Experiments for burning the contents in to optical disks.
6. Preparation of presentation (with transition and animations , insertion of scanned images and internet contents )
7. Email id creation, sending and receiving of email with attachments.
8. Programs to calculate average of 3 numbers, area of triangle, volume of cylinder, Temperature conversion.
9. Largest of 3 numbers, Check whether even or odd, Roots of quadratic equation, Character name of the day.
10. Print natural numbers, Factorial value, Multiplication table, Sum of digits, Sum of a set of numbers, calculation of grade based on boundary conditions

### **Text Book(s):**

1. Rajaraman V. - Fundamentals of Computers - PHI

### **References:**

1. Mrs. Chetna Shah & Mr. Kalpesh Patel - Open Office

Hardware Requirement : Desk Top Computer  
Operating System.

**COURSE TITLE** : HEALTH & PHYSICAL EDUCATION  
**COURSE CODE** : 1009  
**COURSE CATEGORY** : C  
**PERIODS/WEEK** : 3 (1 Theory +2 Practical)  
**PERIODS/SEMESTER** : 45  
**CREDITS** : 2

**Objective:** The course intended to provide learning experience to students to realize the importance of physical fitness, health and well being. It will also help to develop life time physical activity behaviour among the students. The course will help,

1. To introduce the fundamentals of health, physical education, fitness and sports.
2. To provide knowledge and understanding regarding the scientific basis of fitness.
3. To enable the students to lead a healthy lifestyle based on concepts of fitness and wellness.
4. To impart knowledge regarding health and nutrition; and to equip the students to provide first aid measures and manages common injuries.

**Health and Physical Education (Theory) – 15 Sessions**

TIME SCHEDULE		
MODULE	TOPIC	PERIODS
I	Concept of Health and Physical Education	6
II	Introduction to fitness	18
III	First Aid	9
IV	Food and Nutrition	6
	Test	6
<b>TOTAL</b>		45

**MODULE – I CONCEPT OF HEALTH AND PHYSICAL EDUCATION**

- a) Health – Definition and spectrum of health
- b) Various aspects of health-physical health, mental health, social health, spiritual health
- c) Factors influencing health-Biological factors, environmental factors, socio-cultural factors, Personal factors.
- d) Physical Education - Meaning and definition, aims, objectives and importance of physical education

**MODULE - II INTRODUCTION TO FITNESS**

- a) Meaning and importance of physical fitness.
- b) Components of physical fitness-Health related and skill related fitness.

- c) Means of fitness development-aerobic and anaerobic activities, sports and games, yoga and recreational activities.
- d) Principles of use and disuse. Relationship between duration and severity of exercise – stitch, cramps. Oxygen debt and second wind
- e) Posture- Meaning and concepts of posture, classification of posture- Endomorph, Ectomorph and Mesomorph, Dynamic postures- sitting,standing, walking, running, lying,- Postural deformities- Kyphosis, Lordosis, Scoliosis, Knock knee, Bow leg, Flat foot.
- f) Health risk behaviours- Effects of Drugs, Alcohol, Smoking, Dietary abuse and Inactivity.

### **MODULE - III FIRST AID**

- a) Definition and purpose of first aid Principles and Ethics of First Aid
- b) First Aid – General Procedure -first aid kit.
- c) Wounds (types and its management)
- d) Fractures (types and its management)
- e) First aid for –burns, snake bite, drowning, unconsciousness, electric shock, choking, sun stroke, bleeding.
- f) Bandaging techniques
- g) Techniques of carrying injured persons.
- h) Cardiopulmonary resuscitation (CPR).

### **MODULE - IV FOOD AND NUTRITION**

- a) Classification of food
- b) Calories and daily requirement of calories.
- c) Balanced diet
- d) Food pyramid
- e) Caloric value of Indian foods

### **SUGGESTED READINGS**

- 1) **AAPHERD. *Health Related Physical Fitness test Manual***.1980 published by association drive Reston Virginia
- 2) **ACSM *Fitness Book***, Leisure Press Campaign, Illinois,1996, Leisure Press , Canada
- 3) **ACSM's "*health related physical fitness assessment manual*"** Lippincott Williams and Wilkins USA, 2005
- 4) **B.C. Rai *Health Education and Hygiene***, published by Prakashan Kendra,Lucknow
- 5) **Corbin, Charles B.et.al, C.A.,(2004). *Concepts of Fitness and Wellness***, Bosten:McGrawHill
- 6) **Fashey,TomasD,Insel, Paul M, and Roth, Walton T (2005) *Fit and well***, New York: McGrawHill Inc.

7) Greenberg, Jerold S and Dintiman George B (1997) *welness- Creating a Life of Health and fines* London: Allyn and Bacon Inc.

8) Norman Bezzant *Help First Aid for everyday emergencies*, Jaico Publishing House Bombay, Delhi

9) Puri, K, Cahndra., S, S, (2005). *Health and Physical Education*. New Delhi: Surjeet Publication

<b>Health and Physical Education (Practical) – 15 Sessions (2 Hours/session)</b>		
<b>PART- I</b>	<b>COMPULSORY</b>	<b>09 SESSIONS</b>
1	Warming Up and warming down( Various Stretching and Rotation Exercises)	1
2	Aerobic dance and various flexibility exercises	1
3	Yoga – Pranayama – Surya Namaskar-Padmasana- Pachimothasana- Bhujangasana- Dhanurasana - Sarvangasana -Matsyasana- SalabhasanaHalasana- Chakrasana- Vrikshasana- Padahastasana - Savasana	3
4	Weight Training – Biceps curls- Triceps curls- Lateral rise- Good morning- Wrist curl- Front press- Press behind the neck- Bench press- Upright rows- Leg presses- Half Squat- Full squat- Dumbbell exercises	2
5	Physical Fitness Test yard dash -- Speed standing Broad Jump-Leg Power -Ups (60 sec) -Abdominal strength uttle Run(10mts x 4)-Agility ll –ups(M)Flexed arm hang(W) –Shoulder strength 0 yard/walk-Endurance	2
<b>PART- II</b>	<b>OPTIONAL</b>	<b>06 SESSIONS</b>
1	Students can opt any one activity from two disciplines suggested by the faculty subject to the availability of facilities at the college	3
2	1. Football, 2. Basketball, 3. Volleyball, 4. Shuttle Badminton, 5. Ball Badminton, 6. Kabaddi, 7. Cricket, 8. Table Tennis, 9. Track and Field	3

### Assessment of Students

<b>Health and Physical Education</b>			
	<b>Internal</b>	<b>External</b>	<b>Total</b>
Theory	40	00	40
Practical	10	50	60



**a) Internal Assessment for Theory Course**

The weightage of internal continuous assessment marks for theory courses shall be as follows:-

<b>SL.NO.</b>	<b>Criteria Component</b>	<b>Weightage (%)</b>
1	Test papers	50
2	Assignment (Minimum 2)	25
3	Attendance	25

**b) Internal Assessment for Practical Course**

The weightage of internal continuous assessment marks for practical courses shall be as follows:-

<b>SL. No.</b>	<b>Criteria Component</b>	<b>Weightage (%)</b>
1	Physical Fitness Test	50
2	Sports and games performance	50

**c) Assessment at End of Semester Examination (Practical Course)**

1) The course teacher and an examiner appointed by the Principal shall conduct the practical examination at the end of the semester.

2) Award of marks for the semester practical examinations as follows:-

<b>SL. No.</b>	<b>Criteria Component</b>	<b>Weightage (%)</b>
1	Fair Record	40
2	Viva Voce	20
3	Performance in Yoga	20
4	Demonstration of Weight Training Exercises	10
5	Demonstration of Aerobics, Stretching, Rotation and Flexibility exercises	10

**COURSE TITLE : Business Studies (common to DCP)**

**CODE :1142**

**SEMESTER : 1**

**COURSE CATEGORY: F**

**PERIODS/WEEK : 4**

**PERIODS/SEMESTER: 60**

**CREDITS : 4**

**TIME SCHEDULE**

<b>MODULE</b>	<b>TOPICS</b>	<b>PERIODS</b>
1	Commerce and Business Organisations	15
2	Formation of Company	15
3	Trade and Classifications of Trade	15
4	Insurance	15
	Total	60

Course General Outcome :

<b>Sl.</b>	<b>Sub</b>	<b>Student will be able to Understand</b>
1	1	Business activities
	2	Business organisations
2	1	The formation of Joint Stock Companies
	2	Major documents
3	1	Home Trade
	2	Foreign Trade
4	1	Life Insurance
	2	General Insurance

## **Specific Outcome**

### **Module 1:**

#### **1.1.0 Understand business activities**

- 1.1.1 Characteristics of business activities
- 1.1.2 Define Commerce
- 1.1.3 Outline the functions of Commerce
- 1.1.4 Define Trade
- 1.1.5 List out various hindrances of Trade
- 1.1.6 Define Industry
- 1.1.7 State various classifications of Industries
- 1.1.8 Distinguish between Commerce, Trade and Industry

#### **1.2.0 Recognise various types of business organisations**

- 1.2.1 Explain sole proprietorship
- 1.2.2 State advantages and disadvantages of sole proprietorship
- 1.2.3 Define partnership
- 1.2.4 Explain characteristics of partnership
- 1.2.5 List out the advantages and disadvantages of partnership
- 1.2.6 State different types of partnership
- 1.2.7 State various types of partners
- 1.2.8 Compare partnership and sole proprietorship
- 1.2.9 Define co-operative society
- 1.2.10 List out the characteristics of co-operative society
- 1.2.11 Explain basic principles of co-operation
- 1.2.12 Describe the advantages of co-operative society
- 1.2.13 Define joint stock company
- 1.2.14 List out the characteristics of joint stock company
- 1.2.15 Describe different types of companies
- 1.2.16 Distinguish between private and public companies
- 1.2.17 Define state enterprises
- 1.2.18 State different types of state

### **Module 2:**

- 2.1.0 Understand the method and procedure of formation of company
- 2.1.1 Explain promotion and promoter
- 2.1.2 Describe the duties of promoters in the formation of company
- 2.1.3 List out the documents to be filed for registration of companies
- 2.1.4 Explain certificate of incorporation and certificate for commencement of business
- 2.2.0 Understand major documents
- 2.2.1 Explain memorandum of association and list its contents
- 2.2.2 Explain the procedure for alteration of each clause
- 2.2.3 Explain articles of association and list out its contents
- 2.2.4 State Table A
- 2.2.5 Describe the procedure for alteration of articles of association
- 2.2.6 State Prospectus
- 2.2.7 Mention the contents of prospectus
- 2.2.8 Explain the liability for misstatement in the prospectus
- 2.2.9 State the meaning of statement in lieu of prospectus
- 2.3.0 Comprehend various terms
- 2.3.1 Shares and debentures

- 2.3.2 List out different classes of shares and debentures
- 2.3.3 Share certificate, share warrant and debenture certificate
- 2.3.4 Distinguish between shares and stock
- 2.3.5 State the term Underwriting
- 2.3.6 State the meaning of minimum subscription

**Module 3:**

- 3.1.0 Understand Internal Trade
  - 3.1.1 State the meaning and characteristics of internal trade
  - 3.1.2 Describe various classifications of internal trade
  - 3.1.3 Describe the functions and services of wholesalers
  - 3.1.4 Describe the functions and services of retailers
  - 3.1.5 Distinguish between wholesalers and retailers
  - 3.1.6 Describe various types of retailers
- 3.2.0 Understand External Trade
  - 3.2.1 State the meaning and importance of external trade
  - 3.2.2 State the limitations of external trade
  - 3.2.3 Distinguish between External and internal trade
  - 3.2.4 Classify foreign trade
  - 3.2.5 Explain the procedure involved in export trade
  - 3.2.6 Explain the procedure involved in import trade
  - 3.2.7 Explain various documents used in external trade
- 3.3.0 Comprehend various export promotion measures
  - 3.3.1 Meaning of EPZ
  - 3.3.2 Outline the objectives of EPZ
  - 3.3.3 Meaning, outline the features of special economic zones

**Module 4:**

- 4.1.0 Understand the principles and functions of insurance
  - 4.1.1 Explain various principles of insurance
  - 4.1.2 State the conditions of insurance
  - 4.1.3 Describe various functions of insurance
  - 4.1.4 Recognise different types of life insurance
  - 4.1.5 Comprehend various terms used
  - 4.1.6 surrender value, assignment, nomination
  - 4.1.7 Double insurance and reinsurance
- 4.2.0 Understand fire and marine insurance
  - 4.2.1 Explain fire insurance policy
  - 4.2.2 List out different types of fire insurance policy
  - 4.2.3 Explain marine insurance policy
  - 4.2.4 Explain different types of marine insurance policy
  - 4.2.5 State marine losses
  - 4.2.6 Distinguish between life and general insurance
- 4.3.0 Comprehend other insurance policies
  - 4.3.1 Accident insurance policy, motor vehicle insurance, third party insurance, Accident insurance policy, motor vehicle insurance, third party insurance, fidelity insurance, burglary insurance

## **CONTENT DETAILS**

### **Module 1:**

Meaning and definition of Commerce, Trade and Industry - Differences between commerce, trade and industry – Hindrances of trade – Classification of Industries—Forms of Business Organizations—Sole trader, Partnership, Co-operative societies, State Enterprises and Joint Stock Companies - Characteristics, Advantages and Disadvantages of each type of organization – types of companies – Private and public companies

### **Module 2**

Formation of Joint Stock Company—duties of promoters – registration of companies - certificate of incorporation and commencement of Business—Documents relating to formation—Memorandum of Association, Articles of Association – Prospectus, Table A, Statement in lieu of prospectus—contents of memorandum, Articles , Prospectus- underwriting of shares—classes of shares and debentures - shares and stock - share certificate and debenture certificate - minimum subscription sharrant—debenture certificate—dividend warrant—stock—Transfer andission of ses.

### **Module 3**

Meaning and characteristics of internal trade - classifications of internal trade -wholesale and retail trade – functions and services of wholesale traders and retailers - – types of retailers –External trade – meaning, importance and limitations of external trade— differences between Internal and external trade – procedure involved in import and export—EPZ and SEZ

### **Module 4**

Principles of Insurance – conditions –various functions of insurance – Types of insurance – Life and General – Whole life policy, Endowment policy ,group insurance, annuity – double insurance and reinsurance – assignment and nomination – surrender value – General insurance – Fire policy – Types of fire policies – Marine insurance – types of marine insurance policies – Marine losses – Total loss and partial loss - differences between life and general insurance – Personal accident insurance, motor vehicle insurance, fidelity insurance, burglary insurance

### **BOOKS RECOMMENDED:**

1. P.K.Lazar, Business Studies, Radiant publishers
2. Prof. M.C.K. Nambiar, Business Studies, Himalaya
3. M.C.Shukla, Business Organisation Management, Students Aid publications

**COURSE TITLE : ECONOMICS (Common to DCP)**  
**COURSE CODE : 1143**  
**SEMESTER : 1**  
**COURSE CATEGORY : F**  
**PERIODS/WEEK : 4**  
**PERIODS/SEMESTER: 60**  
**CREDITS : 4**

**TIME SCHEDULE**

<b>MODULE</b>	<b>TOPICS</b>	<b>PERIODS</b>
<b>1</b>	<b>Nature and Scope of Economics</b>	<b>15</b>
<b>2</b>	<b>Law of Demand and Supply</b>	<b>15</b>
<b>3</b>	<b>Production</b>	<b>15</b>
<b>4</b>	<b>Market Forms and Pricing</b>	<b>15</b>
	<b>Total</b>	<b>60</b>

**Course General Outcome :**

<b>Sl.</b>	<b>Sub</b>	<b>Student will be able to understand</b>
<b>1</b>	<b>1</b>	<b>Nature and Scope</b>
	<b>2</b>	<b>Human Needs,wants and utility</b>
<b>2</b>	<b>1</b>	<b>Law of Demand</b>
	<b>2</b>	<b>Law of Supply</b>
<b>3</b>	<b>1</b>	<b>Factors of production</b>
	<b>2</b>	<b>Scale of Production</b>
<b>4</b>	<b>1</b>	<b>Market Forms</b>
	<b>2</b>	<b>Pricing</b>

## Specific Outcome

### Module 1:

#### 1.1.0 Understand the nature and scope of Economics

- 1.1.1 Outline the scope of Economics
- 1.1.2 State various definitions of Economics
- 1.1.3 Explain the features and drawbacks of various definitions of Economics
- 1.1.4 Compare various definitions of Economics

#### 1.2.0 Comprehend basic terms and concepts of Economics

- 1.2.1 Define Human wants
- 1.2.2 State the characteristics of wants
- 1.2.3 Describe various classifications of human wants
- 1.2.4 State different types of goods
- 1.2.5 Meaning of wealth, welfare, Value, price, standard of living

#### 1.3.0 Understand the law of diminishing marginal utility

- 1.3.1 Identify the term utility in economics
- 1.3.2 Explain the initial utility, total utility and marginal utility
- 1.3.3 Evaluate the law of diminishing marginal utility
- 1.3.4 Explain the limitations and exceptions of the law of diminishing marginal utility

### Module 2:

#### 2.1.0 Understand the theory of demand

- 2.1.1 Explain the concept of demand
- 2.1.2 State the factors affecting demand
- 2.1.3 Types of demand
- 2.1.4 State the law of demand and point out its assumptions
- 2.1.5 Reasons for downward sloping of demand curve
- 2.1.6 State various exceptions to the law of Demand
- 2.1.7 Demand schedule and demand curve
- 2.1.8 Explain the concept of elasticity of demand
- 2.1.9 Explain various factors affecting the elasticity of demand.

#### 2.2.0 Understand the theory of supply

- 2.2.1 Explain the law of supply
- 2.2.2 State the exceptions to the law of supply

### Module 3:

#### 3.1.0 Recognize the term production

- 3.1.1 Define production
- 3.1.2 Explain various factors of production.

#### 3.2.0 Understand scale of production

- 3.2.1 Explain large scale production and small scale production
- 3.2.2 Describe the advantages and disadvantages of large scale production
- 3.2.3 Describe the advantages and disadvantages of small scale production
- 3.2.4 Explain the importance of small scale industries in India

## **Module 4:**

### **4.1.0 Understand market structures**

4.1.1 State different types of market forms

4.1.2 Describe the features and conditions of various market structures

4.1.3 Compare various market forms

4.1.4 State different types of monopoly

### **4.2.0 Understand Pricing under different market structures**

4.2.1 State Cost and Revenue

4.2.2 State different market periods

4.2.3 Explain pricing under perfect competition, monopolistic competition and monopoly

## **CONTENT DETAILS**

### **Module 1:**

Definitions of economics – features and drawbacks of various definitions – Wealth, Welfare and scarcity definitions – comparison between each definitions – meaning of human wants – classifications of wants – necessities, comforts and luxuries – goods and its classifications – free and economic goods – consumer and producer goods – durable and perishable goods – wealth vs.welfare – value vs. price – utility analysis - law of diminishing marginal utility – limitations and exceptions of the law

### **Module 2**

Meaning of Demand – factors affecting demand – types of demand – individual demand, market demand, derived demand, company demand, joint demand – Law of demand – assumptions and exceptions to the law - Reasons for downward sloping of demand curve – demand curve and demand schedule – elasticity of demand – factors affecting elasticity of demand – law of supply – exceptions to the law of supply

### **Module 3**

Meaning of production – factors of production – large and small scale production – advantages and disadvantages of large scale and small scale production - importance of small scale industries in India

### **Module 4**

Different types of market forms – perfect competition, monopoly, monopolistic competition , oligopoly, duopoly – types of monopoly – natural monopoly, private monopoly, public monopoly , simple monopoly, legal monopoly, discriminating monopoly – pricing under perfect competition, monopoly and monopolistic competition – concept of cost and revenue – fixed, variable and total cost- marginal cost – average cost and average revenue – market periods – long , short and very short periods

## **BOOKS RECOMMENDED**

1. K.K.Dewet, Modern Economic Theory, S Chand; Reprint Edn. 2006 edition  
(1December 2006)
2. H.L.Ahuja, Advanced Micro Economics, S.Chand & Co.



**COURSE TITLE : SHORTHAND ENGLISH THEORY - I**  
**COURSE CODE : 1144**  
**COURSE CATEGORY : F**  
**PERIODS/WEEK : 6**  
**PERIODS/SEMESTER: 90**  
**CREDITS : 5**

**TIME SCHEDULE**

MODULE	TOPIC	PERIODS
1	Phonography, consonants, vowels, GK	22
2	Alternatives for R&H, Diphthongs, phraseography, circles, letters	23
3	Loops, Hooks, paragraph writing	22
4	Shun hook, Aspirates, précis writing	23
<b>TOTAL</b>		<b>90</b>

**COURSE GENERAL OUTCOME**

Sl. No.	Sub	Student will be able to understand
1	1	Phonographic system and its importance
	2	Understand different signs for consonants and vowels
	3	Formation of outlines for words
2	1	Abbreviating consonants as circles, loops and hooks
	2	Alternative signs for selected consonants

**SPECIFIC OUTCOME**

**MODULE 1**

**1.1.0 Understand the phonographic system**

- 1.1.1 State the need and importance of shorthand in modern business and Govt. offices
- 1.1.2 Explain the advantages of phonography system in shorthand and identify consonants and vowels in English language

**1.2.0 Understand consonants and vowel signs**

- 1.2.1 Define consonant
- 1.2.2 Categorize consonants as per articulation
- 1.2.3 Identify the signs to the consonants
- 1.2.4 Practice the exercises on consonant signs
- 1.2.5 Explain the principles of joined strokes and practice the same
- 1.2.6. Apply the vowel signs to the consonants signs
- 1.2.7 List out 6 dot vowels and 6 dash vowels and placing of vowel sounds

1.2.8 Practice the exercises containing vowel chapter

### **1.3.0 Understand Intervening Vowels and Grammalogues**

1.3.1 Interpret position writing

1.3.2 Categorise position writing of shorthand characters

1.3.3 Practice writing of words under 3 position writing rules

1.3.4 Define grammalogues

1.3.5 Practice grammalogues

1.3.6 Identify the punctuation marks

### **1.4.0 General knowledge (Current affairs)**

1.4.1 Latest who's who

## **MODULE 2**

### **2.1.0 Apply the alternative forms of R and H**

2.1.1 State the principles of using two forms of R & H

2.1.2 Explain R&H principles

2.1.3 Apply R&H principles

### **2.2.0 Use Diphthongs**

2.2.1 Define diphthongs and triphones

2.2.2 Identify the 4 diphthongs and their places

2.2.3 Practice words with diphthongs, joined diphthongs and triphones

2.2.4 State the principles for the use of initial "W" sound and practice the exercises covering "W"

### **2.3.0 Define phraseography, state the qualities of good phraseogram**

2.3.1 Practice the exercise covering phraseography

2.3.2 Recognize circles S and Z

2.3.3 Explain the small circle as abbreviated form of S and Z

2.3.4 Identify initial and final circles and uses of them in phraseography

2.3.5 Explain the principles of using stroke S and Z

2.4.6 Practice the exercises covering circle S and Z, and stroke S and Z

### **2.4.0 Recognize the large circles**

2.4.1 Explain the principles for using large circle initially, medially and finally

2.4.2 Practice the exercises covering large circles

### **2.5.0 Letter writing**

2.5.1 Practice writing formal and informal letters (friendly/personal)

## **MODULE 3**

### **3.1.0 Recognise the loops 'ST' and 'STR'**

3.1.1 State the uses of loops as abbreviated forms initially, medially and finally

3.1.2 Practice the exercises covering the loops ST and STR

### **3.2.0 Apply initial hooks and final hooks, alternative forms FR, VR, etc**

3.2.1 Define double consonants

3.2.2 Insertion of Intervening vowels

3.2.3 practice the exercises covering all hooks, R, L

### **3.3.0 Understand Circle or loop preceding initial hooks**

3.3.1 Describe S before Straight Strokes Hooked for R, S before other Hooked Strokes

#### **3.4.0 Categorize N and F/V hooks to straight and curved strokes**

3.4.1 State the usages of Hooks medially, syllable -NER

3.4.2 Practice the exercises covering all hooks N and F/V

3.4.3 Recognize Straight Strokes followed by NS, Curves followed by NS, etc..

3.4.4 State Circle S added to F-V Hooks, Medial NS or NZ

#### **3.5.0 Correct spelling of usually mis-spelt words**

### **MODULE 4**

#### **4.1.0 Explain the principles covering shun hooks**

4.1.1 Explain Shun following circle S and NS and Shun Hook Medially

4.1.2 Practice the exercises on shun Hooks

4.1.3 Differentiate the various forms of Aspirate in shorthand

4.1.4 Practice exercises covering aspirate

#### **4.2.0 Precise writing**

4.2.1 Rules of Precise writing

4.2.2 Convert direct into indirect speech

4.2.3 Convert indirect into direct speech

#### **4.3.0 Paragraph writing and letter writing**

4.3.1 Principles and examples of paragraph writing

4.3.2 Practicing simple paragraph writing

## **CONTENT DETAILS**

### **MODULE 1**

Importance of shorthand – phonography – Consonants - forms of consonants - arrangements of groups - classes – pairs – sizes - names of consonants - joint strokes - practice exercises – Vowels - vowel signs - places- values - practice exercise - Intervening vowels - compound words - position of outlines - practice exercise – Grammalogues – punctuation - practice grammalogues and exercise - current affairs (who's who)

### **MODULE 2**

Alternative signs for R and H- Practice grammalogues and exercises – Diphthongs - joined diphthongs – Triphones - abbreviated W - practice grammalogues and exercise – Phraseography - qualities of phraseogram -position – Tick 'the' - Practice phrases – grammalogues – exercise - Circles and Z - Motion of writing - Stroke L and circle - practice exercise – grammalogues -Stroke S and Z – grammalogues - practice exercise - Large circle SW and SS or SZ - plurals and possessives - circles in phrases - practice exercises – grammalogues - letter writing.

### **MODULE 3**

Loop ST and STR - practice exercises – grammalogues - Initial hooks to strokes - double consonants - extended use of L hook – grammalogues - Practice exercises - Alternative forms for FR VR FL VL -

intervening vowels –grammalogues - practice exercises - circles or loops before hooked strokes - grammalogues – practice exercises - N and F-V hooks - phrases grammalogues practice exercises - circles to final hooks – grammalogues - practice exercises -mis-spelt words.

#### **MODULE 4**

Shun hook - use of shun hook – grammalogues - practice exercises - various forms of aspirate – phrases - practice exercises - precis writing - paragraph writing.

#### **REFERENCE BOOKS**

1. Pitman Shorthand Instructor and Key
2. Grammar Books

#### **SCHEME OF EXAMINATION**

**MAX. MARK: 100  
HOURS**

**TIME: 3**

##### **PART A**

**It consists of five questions and each question carries two marks (5x2=10)**

##### **PART B**

**Answer any five questions out of seven questions and each question carries six marks. (5x6=30)**

##### **PART C**

1. Correct the mis-spelt words (10x½=5)
2. Current affairs (Who's who) (5x1=5)
3. Give outline for the given words (5x1=5)
4. Give outline for the given phrases and grammalogues (5x1=5)
5. Letter writing (1x5=5)
6. Write a paragraph of about 100 words on any of the three topic (1x5=5)
7. Summerise into one third of the given passage (1x10=10)
8. Write into shorthand (paragraph till Ex. 68) (1x10=10)
9. Write into longhand (paragraph till Ex. 68) (1x10=10)

**Candidate will have to get 40% marks in order to pass this paper.**

**COURSE TITLE : WORD PROCESSING I (Open office writer based)**  
**COURSE CODE : 2148**  
**COURSE CATEGORY : F**  
**PERIODS/WEEK : 4**  
**PERIODS/SEMESTER: 60**  
**CREDITS : Credits will be carried over**

**TIME SCHEDULE**

Module	Topics	Periods
1	General Awareness and Fingering	13
2	Exercises - words	17
3	Open Office	15
4	Working with text	15
<b>TOTAL</b>		<b>60</b>

**COURSE GENERAL OUTCOME**

Sl. No.	Sub	Student will be able to understand
<b>1</b>	1	Keyboard and visible parts of Typewriter and computer and its uses
	2	File management in open office writer
	3	Formatting Text

**SPECIFIC OUTCOME**

**MODULE 1**

**1.1.0 General awareness**

1.1.1 History of typewriting preliminaries to keyboard mastery; make and its classifications - sitting posture - essentials - its correct operations - touch system – Depression of keys; Rhythm, Home keys - calculation of speed.

**1.2.0 Visible parts**

1.2.1 Identify the visible part of the typewriter - the upper part of the machine and the visible part on the Keyboard and its uses..

**1.3.0 Fingering practice**

1.3.1 Practicing home keys and extra keys - G & H – words.

1.3.2 Practicing second row. Practicing I & II Row words.

1.3.3 Practicing this row to attain speed @ 10 wpm.

1.3.4 Practicing I ,II & III Row (Drill exercises)

1.3.5 Keyboard mastery of the top row, Shift Keys & Shift Lock, Combination sign & characters

## **MODULE 2**

### **2.1.0 Drill exercise of words**

2.1.1 Practicing of words to attain a speed of 20 wpm

### **2.2.0 Rules regarding punctuations**

2.2.1 Explain the uses of punctuations and syllabification.

2.2.2 Practice to attain speed on sentences and paragraph @ 20 wpm.

## **MODULE 3**

### **3.1.0 Understand open office and its advantages**

3.1.1 Recognize the features of open office.

3.1.2 Know the main parts of a open office.org writer

### **3.2.0. File management in OOO writer**

3.2.1 Starting and saving a new document

3.2.2 Password protection, closing of a document.

### **3.3.0 The writer interface**

3.3.1 changing document view

### **3.4.0 Develop typing speed using key board**

3.4.1 Improve typing skill using key board

## **MODULE 4**

### **4.1.0 Working with text**

4.1.1 cutting, copying and pasting a text

4.1.2 Moving paragraphs quickly

4.1.3 Find and replace text and formatting

4.1.4 spell check, insertion of characters, word completion

4.1.5 using Auto Correct

4.1.6 Inserting special characters

### **4.2.0. Formatting paragraphs and characters**

4.2.1 Auto formatting

4.2.2. creating numbered or bulleted list

4.2.3 work with foot note, end note

4.2.4 Checking spelling and grammar

4.2.5 Using thesaurus

4.2.5 Hyphenating words

### **4.3.0 Develop and improve the skill of typing in computer**

General : There will be examination only at the end of second semester. However internal evaluation for the paper should consider the performance of the students in first semester

## CONTENTS DETAILS

### **MODULE 1**

Keyboard mastery- make and its classifications – touch system – depression of keys - Home keys – visible part of Typewriter – fingering practice of I, II and III row – speed @ 10 wpm

### **MODULE 2**

Drill exercises – speed @ 15 wpm – punctuation marks and syllabifications

### **MODULE 3**

Open Office Writer – features of Open Office writer – choosing options that affect all of OOo – starting a new document- opening an existing document – saving – closing the document – The writer interface – changing document views – practice to speed

### **MODULE 4**

Working with text – introduction – selecting text – cutting, copying and pasting text – moving paragraph quickly – find and replace – inserting special characters – formatting paragraph – formatting characters –auto formatting - creating numbered or bulleted list – foot notes and end notes – checking spelling – using thesaurus – typing speed in open office.