Vocational Course (English)
Skill Enhancement Course (SEC)-(Incremental Mode)
Course Title: Communicative Skills and Personality Development
Semester: I

Course Code: VCENG-VC01	Course Title: ICT Resources and Technology Enabled Learning

Course Outcomes:

At the end of the semester, students will be able to:

- Learn ICT
- Improve fluency through regular practice and speaking skills.
- Learn Inter-personal and Intra-personal Communication with ICT.
- Improve Listening and Speaking Skill.
- Learn ICT and AI Use for Learning.

Credits: 03

Max. Marks: (a): Term End: 75 (b): Internal Assessment: 25	Minimum Passing Marks: As per University rules

Unit	Topic	No. Of Lectures
Unit I	Technology: An Introduction	09
Unit II	ICT Resources & ICT Learning	09
Unit III	Inter-personal and Intra-personal Communication with ICT	09
Unit IV	Listening and Speaking Skill using ICT	09
Unit V	ICT and AI Use for Learning	09
		Total: 45

Recommended Readings:

- M. Ashraf Rizvi: Effective Technical Communication, Tata McGraw Hill Education Private Limited, 2005.
- Ley Matt Bower, Design of Technology: Enhanced Learning, ,Emerald Publishing Limited, 2017.
- Chris Abott, ICT: Changing Education, Routledge, London
- Syed Noor Al Amin, ICT Integration in Education: A Smart Concept of Teaching and Learning
- Krishna Mohan and Meera Banerjee: Developing Communication Skills, Macmillan India, New Delhi, 1990.
- R.K. Bansal and J.B. Harrison: Spoken English, Orient Black Swan, 1983.
- W.H. Haney: Communication and Inter-personal Relation, Richard Irwin Publication, New Delhi.

Suggested Continuous Evaluation Methods: Since the class is conceived as learner-centric and built around tasks that require learners to actively use various language skills, formative assessment can and should be used extensively. The focus here could be on skills and activities that are harder to test in a written evaluation, such Technology, ICT Resources and ICT Learning, etc. Oral presentations, peer interviews, and group tasks can be used for this purpose. The end semester written examination will test all the areas targeted in the course-Inter-personal and Intra-personal Communication with ICT, Listening and Speaking Skill using ICT, ICT and AI Use for Learning etc.

Vocational Course (English)
Skill Enhancement Course (SEC)-(Incremental Mode)
Course Title: Communicative Skills and Personality Development
Semester: II

Course Code: VCENG-VC02	Course Title: Technical Communication Skills

Course Outcomes:

At the end of the semester, students will be able to:

- Learn basic concepts of ICT.
- Improve fluency through regular practice and speaking skills.
- Learn verbal and non-verbal communication.
- Learn basics of English grammar.

Credits: 03

Max. Marks: (a): Term End: 75 (b): Internal Assessment: 25	Minimum Passing Marks: As per University rules

Unit	Topic	No. of Lectures
Unit I	Introduction to Communication Skill and ICT (Information and Communication technology)	10
Unit II	Role of ICT and Communication Skill	10
Unit III	Verbal and Non-verbal Communication	10
Unit IV	Basics of English Grammar for Effective Communication	15
		Total: 45

Recommended Readings:

- Acharya Seshaiah Kandamuru: Personality Development: Know How to Expand Personality, Notion Press, 2018.
- Krishna Mohan and Meera Banerjee: Developing Communication Skills, Macmillan India, New Delhi, 1990.
- R.K. Bansal and J.B. Harrison: Spoken English, Orient Black Swan, 1983.
- Kamlesh Sadanand and Susheela Punitha: Spoken English: A Foundation Course (Revised Edition), Part 1, Orient Black Swan, 2014.
- Bikram K. Das: Functional Grammar and Spoken and Written Communication in English, Orient Black Swan, I edition, 2006
- E. Suresh Kumar, B. Sandhya, J. Savithri, and P. Sreehari: Enriching Speaking and Writing Skills, Orient Black Swan, 2014.
- Sanjay Kumar and Pushpalata: Communicate to Conquer: A Handbook of Group Discussion and Interviews, PHI Learning Publication, 2010.
- W.H. Haney: Communication and Inter-personal Relation, Richard Irwin Publication, New Delhi.

Suggested Continuous Evaluation Methods: Since the class is conceived as learner-centric and built around tasks that require learners to actively use various language skills, formative assessment can and should be used extensively. The focus here could be on skills and activities that are harder to test in a written evaluation, such as speaking and listening skills, dictionary work, etc. Oral presentations, peer interviews, and group tasks can be used for this purpose. The end semester written examination will test all the areas targeted in the course-role of ICT, Basics of English Grammar, etc.

Vocational Course (English)	
Skill Enhancement Course (SEC)-(Incremental Mode)	
Course Title: Communicative Skills and Personality Development	
Semester: III	
Course Code: VCENG-VC03	Course Title: Personality Development

Course Outcomes:

At the end of the semester, students will be able to:

- Learn basic concept of personality development.
- Learn the importance of positive attitude and self-motivation
- Develop and improve qualities such as communication skills, confidence, emotional intelligence, self-awareness
- Learn techniques to manage stress, build resilience, and maintain overall wellbeing in professional life
- Setting personal and professional goals, creating action plans, and continuously working towards self-improvement

Credits: 03

Max. Marks: (a): Term End: 75 (b): Internal Assessment: 25	Minimum Passing Marks: As per University rules

Unit	Topic	No. of Lectures
Unit I	The Concept of Personality Development	09
Unit II	Dimension of Personality Development	09
Unit III	Chracteristics and Determinants of Personality	09
Unit IV	Positive Attitude	09
Unit V	Concept of Motivation and Importance of Self Motivation	09
		Total: 45

Recommended Readings:

- Dr. S.S. Narula: Personality Development and Communication Skills, Taxmann's.
- S.C. Cloninger: Theories of Personality: Understanding Person, Pearson, 2008.
- M. Ashraf Rizvi: Effective Technical Communication, Tata McGraw Hill Education Private Limited, 2005.
- Dr. S.S. Narula: Personality Development and Communication Skills, Taxmann's.
- D. P. Sabharwal: Personality Development Handbook, Fingerprint Publishing, 2021.

Suggested Continuous Evaluation Methods: Since the class is conceived as learner-centric and built around tasks that require learners to actively use various dimensions of personality development, formative assessment can and should be used extensively. The focus here could be on skills and activities that are harder to test in a written evaluation, such as the concept of personality development, characteristics and determinants of personal development etc. Oral presentations, peer interviews, and group tasks can be used for this purpose. The end semester written examination will test all the areas targeted in the course- personality development, the importance of positive attitude and self-motivation, etc.

Vocational Course (English)
Skill Enhancement Course (SEC)-(Incremental Mode)
Course Title: Communicative Skills and Personality Development
Semester: IV

Course Code: VCENG-VC04	Course Title: ICT Skills for Leadership

Course Outcomes:

At the end of the semester, students will be able to:

- Learn essential soft skills using ICT.
- Learn importance of team work and decision making using ICT.
- Learn netiquettes.
- Acquire innovation and creative training and knowledge of leadership with ICT.
- Learn presentation and ICT skills.

Credits: 03

Max. Marks: (a): Term End: 75 (b): Internal Assessment: 25	Minimum Passing Marks: As per University rules

Unit	Topic	No. of Lectures
Unit I	Essential Soft Skills Using ICT	08
Unit II	Group Discussion Learning Using ICT	07
Unit III	Netiquettes	08
Unit IV	Team Work and Decision Making Using ICT	07
Unit V	Innovation and Creative Training, Leadership with ICT	08
Unit VI	Presentation and ICT Skills	07
		Total: 45

Recommended Readings:

- Rajesh Mahol & Lalita Mahol, Critical Understanding of ICT.
- Sukhvinder Singh Cheema & Gaurav Kumar, ICT Skill Development, Bookman.
- M. Ashraf Rizvi: Effective Technical Communication, Tata McGraw Hill Education Private Limited, 2005.
- Ley Matt Bower, Design of Technology: Enhanced Learning, ,Emerald Publishing Limited, 2017.
- Chris Abott, ICT: Changing Education, Routledge, London
- Syed Noor Al Amin, ICT Integration in Education: A Smart Concept of Teaching and Learning

Suggested Continuous Evaluation Methods: Since the class is conceived as learner-centric and built around tasks that require learners to actively use various soft skills, formative assessment can and should be used extensively. The focus here could be on skills and activities that are harder to test in a written evaluation, such as essential soft skills using ICT, Netiquettes, etc. Oral presentations, peer interviews, and group tasks can be used for this purpose. The end semester written examination will test all the areas targeted in the course- Essential Soft Skills using ICT, Group Discussion learning using ICT, Innovation and creative training, Team Work and Decision Making using ICT, etc.