

STUDENT CENTERED ACTIVITIES
(Language & communication skill)
English & Hindi

| | | | | | | |
|-------------------------------------|--------------------------------|----------|------------|---|----------|-----------|
| Subject Code 00209 | Sessional | | | No of Period in one session : 50 | | |
| | No. of Periods Per Week | | | Full Marks | : | 50 |
| | L | T | P/S | Annual Exam. | : | 30 |
| | — | — | 04 | Internal Exam. | : | 20 |

Rationale:

The subject is being introduced to produce more opportunity to practice for development of writing and oral skill both in English and Hindi language to be a good and effective communicator.

While designing the curriculum it has also been thought to promote certain student centered activities complementary to the language and communication skill. The body and sign language is also an effective method of communication and should therefore be learnt to ensure the generation of self confidence and overall personality development of the student.

| S.No. | Group | Topic | Periods |
|-------|-------|----------------------------------|-----------|
| 1 | A | ENGLISH | 20 |
| 2 | B | HINDI | 20 |
| 3 | C | SELF & SOCIETY ORIENTED ACTIVITY | 10 |
| | | | 50 |

GROUP - A [ENGLISH]

| S.No. | Topic | 20 Periods |
|-------|--|------------|
| 01 | Practice on Debate, Group Discussion, Elocution and Public Speech. | |
| 02 | Practice on different role playing with emphasis on dress, behaviour, manner, personality. | |
| 03 | Practice on Letter/ Application Writing, Report Writing & Tender Notice. | |

CONTENTS:

TOPIC 01 - Practice on Debate, Group Discussion, Elocution and Public Speech.:

The institute is free to undertake any topic that is current and relevant to the present need of individual, society, industrial growth, environment related to health, hygiene and sanitation, technological development and social problems etc. and a record of at least six topics is necessarily to be prepared for sessional examination.

TOPIC 02 - Practice on different role playing with emphasis on dress, behaviour, manner, personality:

- 02.01 As an executive/ supervisor
- 02.02 As an office secretary
- 02.03 As an interviewer
- 02.04 As an interviewee
- 02.05 As an office assistant
- 02.06 As a front desk operator
- 02.07 While going to a formal party

TOPIC 03 - Practice on Letter/ Application Writing, Report Writing & Tender Notice:

- 03.01 Letter/ Application writing
- 03.02 Report writing
- 03.03 Tender notice and advertisement

NOTE: Contents of the above topics are same as covered in theory papers and a record of at least two topic has to be necessarily prepared from each subtopic for sessional records.

GROUP - B [HINDI]

| S.No. | Topic | 20 Periods |
|-------|---|------------|
| 01 | तौर-तरीके एवं आधारभूत शिष्टाचार | |
| 02 | शारीरिक भाषा | |
| 03 | जानकारी(डेस्क) कार्यालय का अग्रभाग | |
| 04 | सामूहिक परिचर्चा, वाद-विवाद वक्तृता अथवा वक्तव्य | |
| 05 | पत्र/ आवेदन लेखन, प्रतिवेदन लेखन, निविदा सूचना एवं विज्ञापन | |
| 06 | अन्तर्वीक्षा के समय आचरण | |

CONTENTS:

पाठ्य 01 – तौर-तरीके एवं आधारभूत शिष्टाचार:

पाठ्य 02 – शारीरिक भाषा:

- शारीरिक भाव भंगिमा द्वारा सम्प्रेषण
- अतिविहित संकेत
- मुखाकृति द्वारा सम्प्रेषण
- पोशाक तथा प्रशाधन द्वारा सम्प्रेषण

पाठ्य 03 – जानकारी(डेस्क) कार्यालय का अग्रभाग:

- टेलीफोन वार्तालाप(श्रष्टा/दृष्टा)
- कैसेट द्वारा अभ्यास

पाठ्य 04 – सामूहिक परिचर्चा, वाद-विवाद वक्तृता अथवा वक्तव्य:

उपर्युक्त पाठ्य के विषयों का चयन संस्थानों द्वारा ही निश्चित किये जायेंगे। विषय की प्रासंगिकता वर्तमान परिपेक्ष्य में हो तथा सामाजिक, औद्योगिक, स्वास्थ्य, वातावरण इत्यादि क्षेत्रों से सम्बन्धित हो।

पाठ्य 05 – पत्र/आवदेन लेखन, प्रतिवेदन लेखन, निविदा सूचना एवं विज्ञापन:

सात्रिक परीक्षा हेतु प्रत्येक से सम्बन्धित दो विषयों पर रिकार्ड तैयार करना आवश्यक होगा।

पाठ्य 06 – अन्तर्वीक्षा के समय आचरण:

GROUP - C [SELF & SOCIETY ORIENTED ACTIVITY]

10 Periods

Self Promotion and society oriented activity:

- Library study - Assessment will be made on the basis of exposition through debate
- To create awareness among rural mass about rural technology, sanitation, health and hygiene, drinking water etc.
- Participation in cultural activity
- Any other activity taken up by the institution - related to environment