

Government Polytechnic , Pune

‘180 OB’ – Scheme

Programme	Diploma in CE/EE/ET/ME/MT/CM/IT/DDGM
Programme Code	01/02/03/04/05/06/07/08/15/16/ 17/18/19/21/22/23/24/26
Name of the Course	Communication Skills -I
Course Code	HU1101
Prerequisite	NA
Class Declaration	NO

1. TEACHING AND EXAMINATION SCHEME

Teaching Scheme (In Hours)			Total Credits (L+T+P)	Examination Scheme					
L	T	P		Theory		Practical		Total Marks	
			C		ESE	PA	*ESE	PA	100
				Marks	40	10	25	25	
02	01	00	03	Exam Duration	2 Hrs	1/2 Hr	---	--	--

*Legends : L- Lecture, P- Practical, T- Tutorial, C- Credits ,ESE-End Semester Examination,PA- Progressive Assessment (Test I,II/TermWork) , *- Practical Exam, #- Oral Exam, #- Online Examination Each Lecture/Practical period is of one clock hour;*

2. RATIONALE

Communication skills are a natural and necessary part of an organizational life . The goal of communication skills course is to produce civic-minded and competent communicators. At the end, students will acquire proficiency in oral and written methods along with non verbal communication.

3. COMPETENCY

The aim of this course is to attend following industry competency through various teaching learning experiences:

- **To develop English Language Speaking Abilities, enrich fluency, and to make students get acquainted with basics of communication skills.**

4. COURSE OUTCOMES (COs)

The theory, practical experiences and relevant soft skills associated with this course are to be taught and implemented, so that the student demonstrates the following industry-oriented COs associated with the above-mentioned competency:

- 1. Communicate effectively to overcome barriers.**
- 2. Apply Nonverbal codes for effective communication.**
- 3. Apply Learning Skills .**
- 4. Interpret information to present orally.**
- 5. Use Language lab for improving listening and speaking abilities**

5. SUGGESTED PRACTICALS/ EXERCISES

Sr. No.	Unit No.	TUTORIALS (Outcomes in Psychomotor Domain)	Relevant CO	Approx. Hrs. required
1	1	Introduction to Communication Cycle	1	1
2	1	Analyze Communication Events.	1	1
3	2	Collect Different Pictures Depicting Body actions.	2	2
4	2	Utilize Signs, Symbols & color codes.	2	1
5	3	Loud Reading of Given Paragraph.	3	2
6	3	Utilize Techniques of Listening with the help of lingua phone	3	2
7	4	Topic Writing on Current Issues	4	2
8	4	Comprehending Information and extempore it	4	1
9	5	Practice Vocabulary I (Identify words from various Technical Jargons.)	5	2
10	5	Practice Vocabulary II(Homophones/abbreviations/Synonyms/antonyms)	5	2
11	1 to 5	*Complete the Micro-project as per the guidelines in point no 11 -compulsory.	1 to 5	2
Total Hrs				16

*Perform assignment no.4 or 9

Sr. No.	Performance Indicators	Weightage in %
a.	Arrangement of available equipment / test rig or model	-
b.	Setting and operation	-
c.	Safety measures	-
d.	Observations and Recording	40
e.	Interpretation of result and Conclusion	-
f.	Answer to sample questions	30
g.	Submission of report in time	30
Total		100

6. MAJOR EQUIPMENT/ INSTRUMENTS REQUIRED

The major equipment with broad specification mentioned here will usher in uniformity in conduct of practical, as well as aid to procure equipment by authorities concerned.

Sr. No.	Equipment Name with Broad Specifications	Experiment Sr. No
1	Language Lab	5,6

7. THEORY COMPONENTS

Unit Outcomes (UOs) (in cognitive domain)	Topics and Sub-topics
Unit I : Introduction and Principles of Communication (08 Hrs, 12 Marks)	
1a. Interpret different communication skills 1b. Define elements of communication 1c. Describe process of communication 1d. Identify barriers for finding remedies 1e. Interpret principles of communication	1.1 Introduction to communication 1.2 Definition and elements of communication 1.3 Process of communication 1.4 Barriers to communication and remedies to overcome it. 1.5 Principles of communication
Unit II : Nonverbal Skills (06 Hrs, 10 Marks)	
2a. Differentiate graphic communication 2b. Use different nonverbal codes 2c. Interpret various graphic forms.	2.1 Graphic communication 2.2 Nonverbal codes [Kinesics, Proxemics, Chronemics, Haptics 2.3 Vocalics Dress and Appearance] 2.4 Reading graphic forms [Bar graph Pie chart]
Unit III : Learning Skills (06 Hrs, 04 Marks)	
3a. Recall listened information 3b. Apply oral skills 3c. Perceives various fonts & use it 3d. Compose sentences & paragraphs	3.1 Listening skills 3.2 Speaking skills 3.3 Reading skills 3.4 Writing Skills
Unit IV Comprehension (06 Hrs, 06 Marks)	
4a. Improve writing techniques 4b. Interpret information 4c. Summarize to extempore	4.1 Topic Writing (current issues) 4.2 Comprehend various information 4.3 Extempore some current Activities
Unit V Language Skills (06 Hrs, 08 Marks)	
5a. Use phonetic signs and symbols for pronunciation 5b. Practice Pronunciation using lingua-phone 5c. Utilize listening skills 5d. Classify jargon wise vocabulary for improvement	5.1 Phonetics (Practice of pronunciation) 5.2 Listening skills 5.3 Use of lingua-phone (language lab) 5.4 Vocabulary building

8. SUGGESTED SPECIFICATION TABLE FOR QUESTION PAPER DESIGN

Unit No.	Unit Title	Teaching Hours	Distribution of Theory Marks			
			R Level	U Level	A Level	Total Marks
I	Introduction and principles of communication	08	04	06	02	12
II	Nonverbal Communication	06	02	02	06	10
III	Learning Skills	06	00	00	04	04
IV	Comprehension	06	00	02	04	06
V	Language skills	06	-	02	06	08
Total		32	06	12	22	40

9. SUGGESTED STUDENT ACTIVITIES

Other than the classroom and laboratory learning, following are the suggested student-related *co-curricular* activities which can be undertaken to accelerate the attainment of the various outcomes in this course: Students should conduct following activities in group and prepare reports of about 5 pages for each activity, also collect/record physical evidences for their (student's) portfolio which will be useful for their placement interviews:

- Prepare journal based on practical performed in Ling phone laboratory. Journal consists of drawing, observations, required equipment, date of performance with teacher signature.
- Collection of Paper cuttings from magazines, Newspapers, periodicals etc
- Encyclopedia

10. SUGGESTED SPECIAL INSTRUCTIONAL STRATEGIES (if any)

These are sample strategies, which the teacher can use to accelerate the attainment of the various outcomes in this course:

- Massive open online courses (*MOOCs*) may be used to teach various topics/subtopics.
- About **15-20% of the topics/subtopics** which is relatively simpler or descriptive in nature is to be given to the students for *self-directed learning* and assess the development of the COs through classroom presentations (see implementation guideline for details).
- With respect to item No.8, teachers need to ensure to create opportunities and provisions for *co-curricular activities*.
- Guide student(s) in undertaking micro-projects.
- Correlate subtopics with power plant systems and equipment.
- Use proper equivalent analogy to explain different concepts.
- Use Flash/Animations to explain various components, operation and
- Teacher should ask the students to go through instruction and Technical manuals

11. SUGGESTED MICRO-PROJECTS

Only one micro-project is planned to be undertaken by a student that needs to be assigned to him/her in the beginning of the semester. In the first four semesters, the micro-project are group-based. However, in the fifth and sixth semesters, it should be preferably be ***individually*** undertaken to build up the skill and confidence in every student to become problem solver so that s/he contributes to the projects of the industry. In special situations where groups have to be formed for micro-projects, the number of students in the group should ***not exceed three***.

The micro-project could be industry application based, internet-based, workshop-based, laboratory-based or field-based. Each micro-project should encompass two or more COs which are in fact, an integration of POs, UOs and ADOs. Each student will have to maintain a dated work diary consisting of individual contributions in the project work and give a seminar presentation of it before submission. The total duration of the micro-project should not be less than ***16 (sixteen) student engagement hours*** during the course. The student ought to submit a micro-project by the end of the semester to develop the industry-oriented COs.

A suggestive list of micro-projects is given here. Similar micro-projects could be added by the concerned faculty:

- a. Students must collect pictures depicting various body actions.
- b. Students should utilize signs, symbols, signals and color code to represent traffic signals.
- c. Students should prepare a table of Jargon wise vocabulary of various technical domains.
- d. Students should extempore on a given topic.
- e. Students should collect abbreviations related to the corporate world.

12. SUGGESTED LEARNING RESOURCES

Sr. No.	Author	Title	Publication	ISBN
1	Joyeeta Bhattacharya	Communication skills	Macmillan Co.	--
2	Sarah Freeman	Written communication in English	Orient Longman Ltd.	ISBN- 13 : 978-8125004264
3	Krishna Mohan and Meera Banerji	Developing Communication skills	Macmillan India Ltd.	0333929195 9780333929193

13. SOFTWARE/LEARNING WEBSITES

1. www.talkenglish.com
2. Edutech.com
3. Swayam.com
4. www.mooc.org

14. PO - COMPETENCY- CO MAPPING

	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	3	-	-	1	-	-	1
CO2	3	-	-	-	1	-	1
CO3	3	1	-	-	1	1	1
CO4	3	-	-	-	1	-	1
CO5	2	-	-	-	1	-	1

1) Civil Engineering

	<u>PSO1</u>	<u>PSO2</u>	<u>PSO3</u>
CO1	1	1	-
CO2	1	2	-
CO3	1	1	-
CO4	1	1	-
CO5	1	1	1

2) Electrical Engineering

	<u>PSO1</u>	<u>PSO2</u>	<u>PSO3</u>	<u>PSO4</u>
CO1	1	1	2	2
CO2	1	1	1	1
CO3	1	1	1	1
CO4	1	1	1	1
CO5	1	1	1	1

3) Electronics and Telecommunication Engineering

	<u>PSO1</u>	<u>PSO2</u>	<u>PSO3</u>
CO1	-	2	-
CO2	1	-	-
CO3	-	1	1
CO4	1	1	-
CO5	-	1	-

4) Mechanical Engineering

	<u>PSO1</u>	<u>PSO2</u>
CO1	1	1
CO2	2	1
CO3	1	1
CO4	1	1
CO5	1	1

5) Metallurgical Engineering

	<u>PSO1</u>	<u>PSO2</u>	<u>PSO3</u>	<u>PSO4</u>
<u>CO1</u>	-	-	-	3
<u>CO2</u>	-	-	-	1
<u>CO3</u>	-	-	-	2
<u>CO4</u>	-	-	-	2
<u>CO5</u>	-	-	-	1

6) Computer Engineering

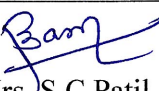



	<u>PSO1</u>	<u>PSO2</u>
CO1	1	1
CO2	1	1
CO3	1	1
CO4	1	1
CO5	1	1

7) Information Technology

	Hardware and Networking	Database Technologies	Software Development
CO1	2	2	2
CO2	-	-	1
CO3	1	1	1
CO4	2	2	2
CO5	2	2	2

8) Dress Designing and Garment Manufacture

	<u>PSO1</u>	<u>PSO2</u>
CO1	1	1
CO2	1	1
CO3	1	1
CO4	1	1
CO5	1	1

Sign:  Name: Mrs. S.C. Patil (Course Expert)	Sign:  Name : Mrs.N.S.Kadam (Head of Department)
Sign:  Name: Mrs. M. U. Kokate Programme Head	Sign:  Name: Shri. A. S. Zanpure. (CDC In charge)