

**Sardar Vallabhbhai National Institute of Technology (SVNIT) Surat**  
**Department of Humanities and Social Sciences**

<b>B.Tech.1 /M.Sc. 1 Semester I/ II</b> <b>ENGLISH AND PROFESSIONAL COMMUNICATION</b> <b>HS110</b>	<b>Scheme</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>Credit</b>
		<b>3</b>	<b>1</b>	<b>0</b>	<b>04</b>

<b>1.</b>	<b>Course Outcomes (COs):</b> <b>At the end of the course, the students will be able to</b>
CO1	show enhanced reception towards the use of English language.
CO2	choose and employ appropriate words for professional communication.
CO3	develop sentences and text in English coherently and formally.
CO4	demonstrate overall improvement in oral communication.
CO5	analyze and infer from written and oral messages.

<b>2.</b>	<b>Syllabus</b>	
	<b>COMMUNICATION</b>	<b>(05 Hours)</b>
	Introduction to Communication, Different forms of Communication, Barriers to Communication and some remedies, Non-Verbal Communication – Types, Non-Verbal Communication in Intercultural Context.	
	<b>VOCABULARY AND USAGE OF WORDS</b>	<b>(05 Hours)</b>
	Common Errors, Synonyms, Antonyms, Homophones, and Homonyms; One Word Substitution; Misappropriations; Indianisms; Redundant Words.	
	<b>LANGUAGE THROUGH LITERATURE</b>	<b>(09 Hours)</b>
	Selected short stories, essays, and poems to discuss nuances of English language.	
	<b>LISTENING AND READING SKILLS</b>	<b>(06 Hours)</b>
	Types of listening, Modes of Listening-Active and Passive, Listening and note taking practice, Practice and activities Reading Comprehension (unseen passage- literary /scientific/technical) Skimming and scanning, fact vs opinion, Comprehension practice	
	<b>SPEAKING SKILLS</b>	<b>(10 Hours)</b>
	Effective Speaking, JAM, Presentation Skills- types, preparation and practice. Interviews- types, preparation and mock interview; Group Discussion- types, preparation and practice	
	<b>WRITING SKILLS</b>	<b>(10 Hours)</b>
	Prerequisites of effective writing, Memo-types, Letter Writing- types, Email etiquette and Netiquette, Résumé-types, Report Writing and its types, Editing.	

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	Tutorials will be based on the coverage of the above topics separately	(15 Hours)
	(Total Contact Time: 45 Hours + 15 Hours = 60 Hours)	

<b>3.</b>	<b>Tutorials</b>
1	Letter and Resume
2	Group Discussion
3	Presentation Skills (Individual)
4	Role Play on Nonverbal communication
5	Group Presentation
6	Debate
7	Body language and intercultural communication
8	Listening Activities
9	Editing
10	Report Writing
11	Mock interviews
12	JAM

<b>4.</b>	<b>Books Recommended</b>
1	Kumar, Sanjay and Pushp, Lata. <i>Communication Skills</i> , 2 <sup>nd</sup> Edition, OUP, New Delhi, 2015.
2	Raman, Meenakshi & Sharma Sangeeta. <i>Technical Communication Principles and Practice</i> , 3 <sup>rd</sup> Edition, OUP, New Delhi, 2015.
3	Raymond V. Lesikar and Marie E Flatley. <i>Basic Business Communication skills for Empowering the Internet generation</i> . Tata McGraw Hill publishing company limited. New Delhi 2005.
4	Courtland L. Bovee, John V. Thill, and Mukesh Chaturvedi. "Business Communication Today." Ninth Edition. Pearson, 2009.
5	Mike Markel. "Practical Strategies for Technical Communication," Bedford/ St. Martin's Second Edition, 2016
6	Laura J. Gurak and John M. Lannon. "Strategies for Technical Communication in the Workplace," Pearson, 2013.

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<b>B.Tech.1 /M.Sc. 1 Semester I/ II</b> <b>INDIAN VALUE SYSTEM AND SOCIAL CONSCIOUSNESS</b> <b>HS120</b>	<b>Scheme</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>Credit</b>
		<b>2</b>	<b>0</b>	<b>0</b>	<b>02</b>

<b>1.</b>	<b>Course Outcomes (COs):</b> <b>At the end of the course, the students will be able to</b>
CO1	interpret the important values that need to be cultivated
CO2	analyse the cultures depicted in Ramayana, Mahabharata, Jainism and Buddhism
CO3	review the structure of Indian knowledge system
CO4	discuss the significance of constitution of India
CO5	demonstrate social responsibility

<b>2.</b>	<b>Syllabus</b>	
	<b>HUMAN VALUES AND CONSCIOUSNESS</b>	<b>(08 Hours)</b>
	Human Values Definition and Classification of Values; The Problem of Hierarchy of Values and their Choice; Self-Exploration; 'Basic Human Aspirations; Right understanding, Relationship and Physical Facility; fulfilment of aspirations; Understanding Happiness and Prosperity, Harmony at various levels. What Is Consciousness? ; Can We Build A Conscious Machine?; Levels Of Consciousness; Mind, Matter And Beyond; Holistic Lifestyle; Dealing With Anxiety; Connecting Mind To Brain; Minds, Brains, And Programs.	
	<b>INDIAN CULTURE AND HERITAGE</b>	<b>(07 Hours)</b>
	Culture and its salient features: The Vedic – Upanishadic Culture and society, Human aspirations in those societies; Culture in Ramayana and Mahabharata: The Ideal Man and Woman, Concepts Maitri, Karuna, Seela, Vinaya, Kshama, Santi, Anuraga – as exemplified in the stories and anecdotes of the Epics; The Culture of Jainism: Jaina conception of Soul, Karma and liberation, Buddhism as a Humanistic culture; The four Noble truths of Buddhism; Vedanta and Indian Culture;	
	<b>INDIAN KNOWLEDGE SYSTEM</b>	<b>(08 Hours)</b>
	Indian knowledge as a unique system, Place of Indian knowledge in mankind's evolution, Relevance of Indian knowledge to present day and future of mankind, Nature of Indian Knowledge; Structure of Indian Knowledge: Types of knowledge (para, apara), The scientific and the unscientific, Instruments for gaining and verifying knowledge, Knowledge traditions: Lineages, Instruments - debate, epistemology and pedagogy, The inverted tree – axiomatic, deductive, empirical knowledge, and evolution of knowledge; Disciplines of Study: A brief outline of the subjects, the major contributions and theories along with timelines where relevant: Mathematics; Astronomy; Physical Sciences; Cosmogony; Language studies; Astrology; Moral studies/righteousness; Statecraft and political philosophy	
	<b>INDIAN CONSTITUTION</b>	<b>(04 hours)</b>

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	History of Making of the Indian Constitution; Philosophy of the Indian Constitution: Preamble; Salient Features; Contours of Constitutional Rights & Duties; Organs of Governance: Parliament; Composition; Qualifications and Disqualifications; Powers and Functions	
	<b>SOCIAL RESPONSIBILITY</b>	<b>(03 Hours)</b>
	Social Responsibility: Meaning and Importance, Different Approaches of Social Responsibility. Social Responsibility of Business towards different Stakeholders. Evolution and Legislation of CSR in India.	
	<b>(Total Contact Time: 30 Hours)</b>	

<b>3.</b>	<b>Books Recommended</b>
1	D. K. Chaturvedi, Professional Ethics Values and Consciousness, Ane Books Pvt. Ltd., 2023.
2	R.R. Gaur, R Sangal, G. P. Bagaria, Human Values and Professional Ethics, Excel Books, New Delhi, 2010.
3	A.N. Tripathi, Human Values, New Age Intl. Publishers, New Delhi, 2004.
4	P R Rao, Indian Heritage and Culture, Sterling Publishers Pvt. Ltd, 1988.
5	D. Singh, Indian Heritage and Culture, APH Publishing Corporation, 1998.
6	Sri Prashant Pole, Treasure Trove of Indian knowledge, Prabhat Prakashan, 2021.
7	Sri Suresh Soni, Sources of our cultural heritage, Prabhat Prakashan, 2018.
8	D.D. Basu, Introduction to the Constitution of India, Lexis Nexis, 2015.