SHIVAJI UNIVERSITY KOLHAPUR

REVISED SYLLABUS AND STRUCTURE

SECOND YEAR (B. Tech) CBCS

Computer Science and Engineering

To be introduced from the academic year 2019-20

(i.e. from June 2019) onwards

(Subject to the modifications will be made from time to time)

SECOD YEAR COMPUTER SCIENCE AND ENGINEERING - CBCS PATTERN

SEMESTER - III

Sr. No.	Course Subject / Title	TEACHING SCHEME THEORY			TUTORIAL			PRACTICAL			EXAMINATION SCHEME THEORY					PRACTICAL			TERMWORK		
		Credits	N0. Of Lectures	Hours	Credits	No. of Hours	Hours	Credits	No. of Hours	Hours	Hours	mode	marks	Total Marks	MIN.	Hours	MAX	MIN.	Hours	MAX	MIN.
1	BSC - CS301 Applied Mathematics	3	3	3	1	1	1					CIE	30	100	40					25	10
												ESE	70								
2	PCC- CS302 Discrete Mathematics & Structures	3	3	3	1	1	1					CIE	30	100	40					25	10
												ESE	70								
3	PCC- CS303 Data Structures	3	3	3								CIE	30	100	40	AS PER BOS GUIDELINES			AS PER BOS GUIDELINES		
												ESE	70								
4	PCC- CS304 Computer Networks - I	3	3	3				1	2	2		CIE	30	100	40		50	20		25	10
												ESE	70								
5	PCC- CS305 Microprocessors	3	3	3				1	2	2		CIE	30	100	40					25	10
												ESE	70								
6	PCC- CS306 C programming	3	3	3				2	4	4							50	20		50	20
7	HM- CS307 Soft Skills							1	2	2							25	10		25	10
	Total (SEM –III)	**18**	**18**	**18**	**2**	**2**	**2**	**5**	**10**	**10**				**500**			**125**			**175**	

CIE- Continuous Internal Evaluation

ESE – End Semester Examination

• Candidate contact hours per week : 30 Hours (Minimum)	• Total Marks for S.E. Sem III & IV : **800 + 900 =1700**
• Theory and Practical Lectures : 60 Minutes Each	• Total Credits for S.E. Sem III & IV : **50 (SEM-III: 25 + SEM -IV: 25)**
• In theory examination there will be a passing based on separate head of passing for examination of CIE and ESE.	
• There shall be separate passing for theory and practical (term work) courses.	

Note:

1. **BSC-CS**: Basic Science Course – Computer Science and Engineering are compulsory.
2. **ESC-CS:** Engineering Science Course - Computer Science and Engineering are compulsory.
3. **PCC-CS:** Professional Core Course – Computer Science and Engineering are compulsory.
4. **HM-CS:** Humanities and Management- Computer Science and Engineering are compulsory.
5. **PW-CS:** Project Work-– Computer Science and Engineering are compulsory.
6. **MC-CS:** Mandatory Course -Environmental Studies which is compulsory for theory 70 marks and project work 30 marks.

S. Y. B. Tech (Computer Science and Engineering) Sem – III

1. Applied Mathematics (BSC-CS301)

TEACHING SCHEME	EXAMINATION SCHEME
Theory : 3 Hrs/Week	**Theory** : ESE 70 Marks CIE 30 Marks
Tutorial : 1 Hrs/Week	**Term work:** 25 marks
Practical: ---	**Practical** : ---

Prerequisite: Basic probability theory , Statistics

Course Objectives:
1. To develop mathematical skills and enhance thinking power of students.
2. To give the knowledge to the students of fuzzy set theory, numerical methods probability and statistics with an emphasis on the application of solving engineering problems
3. To prepare students to formulate a mathematical model using engineering skills & interpret the solution in real world.

Course Outcomes:
Upon successful completion of this course, the student will be able to:
1. Describe the statistical data numerically by using Lines of regression and Curve fittings.
2. Solve basic problems in probability theory, including problems involving the binomial, Poisson, and normal distributions.
3. Calculate numerical Integration.
4. Define fuzzy sets using linguistic words and represent these sets by membership functions, convexity, Normality, support, etc.
5. Solve examples on the principle in performing fuzzy number arithmetic operations such as Addition, Multiplication & fuzzy equation.
6. Solve assignment problems by using different techniques of operation research.

Unit No.	Contents	No. of Lectures
1.	**Correlation, Regression & Curve Fitting:** Introduction, Karl Pearson's Coefficient of Correlation.,Lines of regression of bivariate data., Fitting of Curves by method of Least-squares, Fitting of Straight lines. Fitting of exponential curves. Fitting of second degree Parabolic curves.	06
2.	**Probability Distribution:** Random variables,Discrete Probability distribution, Continuous probability distribution,Binomial Distribution,Poisson Distribution,Normal Distribution.	06

3. **Numerical Integration:**
   Newton Cotes formulae.Trapezoidal Rule,Simpson's 1/3rd rule. Simpson's 3/8th rule, Weddle's Rule.   06

4. **Introduction to Fuzzy sets:**
   Crisp set and Fuzzy set, Basic concepts of fuzzy sets, Basic operations on fuzzy sets,Properties of fuzzy sets   06

5. **Fuzzy Arithmetic:** Fuzzy numbers,Fuzzy cardinality, Arithmetic Operations on Fuzzy numbers,Solutions of Fuzzy equations of type $A + X = B$ & $A.X$ 06

6. **Assignment Problem:** Definition, Balanced and Unbalanced assignment problem, Hungarian Method., Balanced assignment problems., Unbalanced assignment problems. Traveling salesmen problem.   09

TEXT BOOKS:

1. Advance Engineering Mathematics by Erwin Kreyszig (Wiley India).
2. Mathematical Methods of Science and Engineering, by Kanti B. Datta (Cengage Learning)
3. Advanced Engineering Mathematics, 3e, by Jack Goldberg (Oxford University Press).
4. Engineering Mathematics by V. Sundaram (Vikas Publication).
5. Higher Engineering Mathematics, by B. S. Grewal (Khanna Publication Delhi).
6. Higher Engineering Mathematics, by B. V. Ramana (Tata McGraw-Hill).
7. Advanced Engineering Mathematics, by H. K. Das (S. Chand Publication).
8. Fuzzy Sets and Fuzzy Logic: Theory and Applications, by George J. Klir and Bo Yuan (Prentice Hall of India Private Limited).
9. Applied Mathematics by Navneet D. Sangle (Cengage Publication)

General Instructions:
1. For the term work of 25 marks, batch wise tutorials are to be conducted.
2. Number of assignments should be at least six (All units should be covered).

S. Y. B. Tech (Computer Science and Engineering) Sem – III

2. Discrete Mathematics & Structures (PCC-CS302)

TEACHING SCHEME	EXAMINATION SCHEME
Theory : 3 Hrs/Week	**Theory** : ESE 70 Marks CIE 30 Marks
Tutorial : 1 Hrs/Week	**Term work:** 25 marks
Practical: ---	**Practical : ---**

Prerequisite: Basic Mathematics

Course Objectives:
1. To expose the students to the mathematical logic related to computer science areas.
2. To enhance the problem solving skills in the areas of theoretical computer science.
3. To use mathematical concepts in the development of computer applications.

Course Outcomes:
Upon successful completion of this course, the student will be able to –
1. Apply logic concepts in designing a program.
2. Illustrate basic set concepts & apply operations on set.
3. Minimize the Boolean Function.
4. Apply basic concepts of probability to solve real world problem.
5. Represent data structures using graph concepts.
6. Design abstract machine, detect deadlocks.

Unit No.	Contents	No. of Lectures
1	**Mathematical Logic:** Statements & Notations, Connectives, Statement Formulas & truth table, Well formed formulas, Tautologies , Equivalence of formulas, Duality law, Tautological Implications, Functionally complete set of connectives, Other connectives, Normal Forms, Theory of Inference for statement calculus.	10
2	**Set Theory:** Basic concepts of set theory, Operations on Sets, Ordered pairs & n-tuples, Cartesian product	04
3	**Relations & Functions:** Relations. Properties of binary relations. Matrix & Graph Representation of Relation., Partition & covering of Set, Equivalence Relations. , Composition of Binary Relation., POSET & Hasse Diagram, Functions, Types of Functions, Composition of functions..	06

4	**Algebraic Systems:**	06
	Algebraic Systems: Examples & general Properties, Semi groups & Monoids, Groups: Definitions & Examples, Subgroup & Homomorphism.	
5	**Lattice and Boolean Algebra:**	08
	Lattice as partially ordered sets, Lattice as Algebraic Systems., Special Lattices., Boolean Algebra: Definitions & examples, Boolean Functions., Representation & Minimization of Boolean Functions.	
6	**Graph Theory:**	05
	Basic concepts of graph theory., Paths, Reachability & Connectedness, Matrix, Representations of Graphs., Storage Representation & Manipulations of Graphs. PERT & Related technologies.	

Text Books:
1. "Discrete Mathematical Structures with Application to Computer Science" by J. P. Tremblay & R. Manohar (MGH International)

Reference Books:
1. Discrete Mathematics - Semyour Lipschutz, Marc Lipson (MGH), Schaum's outlines.
2. Discrete Mathematics and its Applications - Kenneth H. Rosen (AT&T Bell Labs) (mhhe.com/rosen)
3. Discrete Mathematical Structures – Bernard Kolman, Robert Busby, S. C. Ross and Nadeemur-Rehman (Pearson Education)

TERM WORK :
1. It should consist of minimum 10 to 12 assignments based on topics of syllabus & Exercise problems mentioned in text books out of which 4 to 5 implementations of above assignments must be using 'C' programming language.

S. Y. B. Tech (Computer Science and Engineering) Sem – III

3. Data Structures (PCC-CS303)

TEACHING SCHEME	EXAMINATION SCHEME
Theory : 3 Hrs. / Week.	**Theory** : ESE 70 Marks CIE 30 Marks
Tutorial : ---	**Term work: ---**
Practical : ---	**Practical : ---**

Prerequisite: C programming

Course Objectives:
1. To make the students familiar with basic data structures.
2. To provide students with foundation in computer programming/ problem.
3. To teach the students to select appropriate data structures in computer applications.
4. To provide the students with the details of implementation of various data structures.

Course Outcomes:
Upon successful completion of this course, the student will be able to –
1. Identify the appropriate data structure for specific application.
2. Design and analyze programming problem statements.
3. Chose appropriate sorting and searching algorithms.
4. Outline the solution to the given software problem with appropriate data structure.

Unit No.	Contents	No. of Lectures
1	**Basic of Data Structures** Data structure- Definition, Types of data structures, Data Structure Operations, Algorithms: Complexity, Time and Space complexity.	03
2	**Searching and Sorting Techniques** Linear search, Binary search, Hashing – Definition, hash functions, Collision, Bubble sort, Selection sort, Insertion sort, Merge sort, Quick sort, Radix sort, Complexity and analysis.	07
3	**Stacks and Queues** Stack: Definition, operations, Array representation of stack, applications Queue: Definition, operations, Array representation of queue, applications, Circular queue, Priority queue, Deque.	07

4	**Linked Lists**	
	Definition, representation, operations, implementation and applications of singly, doubly and circular linked lists. Linked representation of stack and Queue.	06
5	**Trees**	06
	Terminology, representation, binary tree, traversal methods, binary search tree, AVL search tree, B tree, B+ tree, Heaps- Operations and their applications, Heap sort.	
6	**Graphs:**	06
	Basic concept of graph theory, storage representation, graph traversal techniques- BFS and DFS, Graph representation using sparse matrix.	

TEXT BOOKS:

1. Schaum's Outlines Data Structures – Seymour Lipschutz (MGH)

REFERENCE BOOKS:

1. Data Structure using C- A. M. Tanenbaum, Y. Langsam, M. J. Augenstein (PHI)
2. Data Structures- A Pseudo code Approach with C – Richard F. Gilberg and Behrouz A. Forouzon 2nd Edition

S. Y. B. Tech (Computer Science and Engineering) Sem – III

4. Computer Networks – I (PCC-CS304)

TEACHING SCHEME	EXAMINATION SCHEME
Theory : 3 Hrs. / Week	**Theory** : ESE 70 Marks CIE 30 Marks
Tutorial : ---	**Term work:** 25
Practical: 2 Hrs. /Week	**Practical** : 50

Course Objectives: To perceive fundamental concepts of Computer Networks
1. To understand layered architecture and basic networking protocols
2. To illustrate the TCP/IP protocol internal details

Course Outcomes:
Upon successful completion of this course, the student will be able to –
1. Demonstrate concepts of Computer Networks.
2. Explain OSI and TCP/IP layered architecture
3. Implement network and data link layer.
4. Demonstrate TCP protocol in detail.
5. To analyze the protocol structure using network analyzing tools.
6. apply the principals of socket programming in the networks.

Unit No.	Contents	No. of Lectures
1	**Introduction to Computer Network:** Overview of OSI layer Model and TCP/IP protocol model, Addressing, Underlying technologies for LANs, WANs, and Switched WANs.	05
2	**Data Link Layer** Design issues for Data Link Layers, Framing methods, Error control: detection and correction, Flow control, Elementary Data Link protocols, Sliding window Protocols, Go back n, Selective repeat.	06
3	**Medium Access Control Sub layer:** Static and Dynamic channel allocation, Multiple Access protocols ALHOA, CSMA, Collision Free Protocols, Ethernet: IEEE 802.3, IEEE 802.4, IEEE 802.5 standards, Wireless LANS 802.11 standards	06
4	**Network Layer:** IPv4 Addresses: Classful Addressing Other Issues, Sub-netting and Super netting, Class less Addressing, Delivery, Forwarding and routing; Routing methods: Shortest path, Link state, Distance vector routing and broadcast routing,	06

Congestion control algorithms: Principles, Congestion prevention policies, congestion control in datagram subnet, Load Shedding, Jitter Control.

5	**Internet Protocol:** IP Datagram format, Fragmentation and reassembly models, ARP, RARP, ICMP, IGMP	08
6	**Transport Layer:** The Transport service primitives, UDP: Process to Process communication, User Datagram Format, Operation and uses of UDP. TCP: TCP Services and Features, TCP segment format, TCP Connections, Flow and error control in TCP, TCP Timers; Berkeley Sockets: Socket Addresses, Elementary Socket system calls byte ordering and address conversion routines, connectionless iterative server, connection oriented concurrent server, TCP and UDP Client server Programs.	08

TEXT BOOKS:
1. TCP/IP protocol suit 4th Ed. – Behrouz A. Forouzen (Tata Mag. Hill)
2. Computer Networks – Andrew S. Tanenbaum (PHI)
3. Unix Network Programming – W. Richard Stevens (PHI)

REFERENCEBOOKS:
1. TCP/IP Illustrated, The Protocols, Vol. I – W. Richard Stevens, G. Gabrani (Pearson Education.)
2. Internetworking with TCP/IP, Vol. I Principles, Protocols, and Architectures – D. E. Comer (Pearson Ed.)
3. Internetworking with TCP/IP, Vol. III, Client-Server Programming and Application (2nd Ed.) – D. E. Comer, David L. Stevens (Pearson Ed.)

TERM WORK
1. Study and demo of LAN, WAN and various connecting devices and components
   - List out component and devices required for a std. LAN, WAN
2. Study, design and configuration of IEEE 802.3 Ethernet and IEEE 802.11 Wireless
   - LANs (Referring RFCs)
3. Study of following connectivity test tools with all its options –
4. ifconfig, arp, route, traceroute
5. nmap, netstat, finger
6. Implementing Framing methods
7. Implementing Elementary data link protocol (Stop & wait protocol)
8. Implementation of Error detection (CRC) code
9. Implementation of Error detection codes (Hamming)
10. Programs to understand IP addressing, classful & classless addressing
11. Implementation of sliding window protocol.

12. Implement shortest path routing algorithm.
13. Programs for connection oriented (TCP) client-server using socket programming
14. Programs for connection less (UDP) client-server using socket programming
15. Study of network protocol analyzer (Ethereal or Wire-Shark) and understanding packet formats for UDP, TCP, ARP, ICMP protocols.

INTRUCTIONS FOR PRACTICAL EXAMINATIONS AND TERMWORK:

Term Work: It should consist of 10-12 experiments based on the syllabus and should be implemented by using Socket Programming. The study experiments should consist of some practical work and observations.

S. Y. B. Tech (Computer Science and Engineering) Sem – III

5. Microprocessors (PCC-CS305)

TEACHING SCHEME	EXAMINATION SCHEME
Theory : 03 Hrs / Week	**Theory** : ESE 70 Marks CIE 30 Marks
Tutorial : ---	**Term work :** 25 marks
Practical :02 Hrs / Week	**Practical** : **---**

Prerequisite: Fundamental of Electronics and Basic Computer

Course Objectives:
1. To learn the Architecture and Basic Programming model.
2. To give the hands on experience of Assembly language programming for 8085 and 8086 Microprocessors
3. Differentiate between Microprocessors and Micro controllers
4. To differentiate the microprocessor family.

Course Outcomes:
Upon successful completion of this course, the student will be able to –
1. Describe the Architecture of 8085 microprocessors and microcontroller
2. Classify the 8086 Assembly Instructions set and use in Assembly language Programs
3. Explain Programming model's of 8086 microprocessors
4. Classify the 8086 Assembly Instructions set and use in Assembly language Programs
5. Understand the higher processor architecture
6. Understand the need for other Microprocessors

Unit No.	Contents	No. of Lectures
1	Architecture of 8085 Classification of Instructions, Instruction set of 8085 Introduction to 8051 Micro controllers	06
2	The Microprocessor and its Architecture: a) Internal Microprocessor Architecture b) Real Mode Addressing Addressing Mode: a) data Addressing Mode b) Program Memory Addressing Mode c) Stack memory Addressing mode. .	06
3	Data movement Instruction , PUSH and POP , Load Effective Address String Data Transfer Arithmetic Instruction:	06

	a) Addition b) Subtraction c)Comparison d) Multiplication e) Division BCD & ASCII Arithmetic, Assembler Details.	
4	Logic & Program Control Instruction: a) Basic Logic Instruction Shift & Rotate, Jump Group and Procedures Machine Control & Miscellaneous Instructions Basic Interrupt Processing, Hardware Interrupts	06
5	80386 Microprocessor: Introduction to 80386 Microprocessor, The Memory System Special 80386 Registers80386 Memory Management , Virtual 8086 Mode Introduction to Protected Mode memory Addressing,Memory Paging Mechanism	09
6	Pentium Pro Microprocessor Introduction to Pentium Pro Microprocessor, Internal Structure of the Pentium Pro, The Memory System Multiple Core technology.	06

TEXT BOOKS:

1. The INTEL Microprocessors; Architecture, Programming and Interfacing By Barry B Brey (8th Edition)
2. Microprocessors and Microcontrollers- N.Senthi Kumar, M, Saravanam and S Jeevananthan (Oxford University Press)
REFERENCE BOOKS:
1. Microprocessors Architecture, Programming and Application with 8085 by Ramesh Gaonkar
2 The Microcomputer Systems: the 8086.8088 Family By Yu Chenn A. Gibson (PHI Ltd)
List of Laboratory Experiments:

1. To convert different number from decimal to binary, octal to hexadecimal & vice versa & also study   of logic gates.
2. Perform hands on experiment using 8085 kit.
3. Storing and displaying the content stored at different registers and memory location
4. Implementation of 8085 programs involving data transfer and arithmetic instruction set.
5. Implementation of 8085 programs involving logical and bit manipulation instruction set.
6. Implementation of 8086 programs involving branch instruction and machine control instruction set.
7. Implementation of DOS debugs utility.
8. Use of assembler directive and find the count and the sum of even, odd numbers from the given array.
9. Implementation of string data transfer instructions and use of Db directive for declaration of 2-D array
10. Implementation of Dos interrupts to read char from keyboard and display on the screen.
11. Implementation of basic logic instruction, shift and rotate instruction and BCD and ACSII arithmetic instructions.
12. To study memory management unit of 80386 processor which include address calculation, descriptor and paging mechanisms.

S. Y. B. Tech (Computer Science and Engineering) Sem – III

6. C Programming (PCC-CS306)

TEACHING SCHEME	EXAMINATION SCHEME
Theory : 3 Hrs / Week	**Theory :** ---
Tutorial : ---	**Term work:** 50 marks
Practical: 4 Hrs. / Week	**Practical :** 50 marks

Prerequisite: Digital Electronics ,Computer Fundamentals

Course Objectives:
1. To learn concepts of arrays and pointers in C
2. To learn file handling in C
3. To learn memory management in C
4. To learn structures in C

Course Outcomes:
Upon successful completion of this course, the student will be able to –
1. Articulate the principles of procedure oriented problem solving and programming.
2. Explain programming fundamentals including statements, control flow and recursion
3. Able to formulate problems and implement algorithms in C   .   .
4. Analyze and use data structures to solve the complex problem statements.   .
5. Demonstrate file operations using file handling concepts through developing applications.

Unit No.	Contents	No. of Lectures
1	**Introduction to C:** The Form of a C Program, The Library and Linking, Separate Compilation, Compiling a C Program, C's Memory Map; Expressions – The Basic Data Types, Modifying the Basic Types, Identifies Names, Variables, The Four C Scopes, Type Qualifiers-const, volatile, Storage Class Specifiers; Statements - Selection Statements, Iteration Statements, Jump Statements, Expression Statements, Block Statements.	6
2	**Console I/O & Basics of Array and Strings.** Console I/O: Reading and Writing Characters, Reading and Writing Strings, Formatted Console I/O, printf(), scanf(), Suppressing Input. Arrays and Strings- Two-Dimensional Arrays, Arrays of Strings, Multidimensional Arrays, Array Initialization, Variable-Length Arrays.	6
3	**Functions:** The General Form of a Function, Understanding the Scope of a Function, Parameter passing, Passing arrays to functions, Function Arguments, argc and argv-Arguments to main(),The return Statement, What Does main( ) Return?,	6

Recursion, Function Prototypes, Declaring Variable Length Parameter Lists, The inline Keyword.

| 4 | **Pointers:** | 6 |

What Are Pointers?, Pointer Variables, The Pointer 0perators, Pointer Expressions, Pointers and Arrays, Arrays of Pointers, Multiple Indirection, Initializing Pointers, Pointers to Functions and structures, C's Dynamic Allocation Functions, restrict-Qualified Pointers, Problems with Pointers.

Structures, Unions, Enumerations, and typedef :   6

5   Structures, Arrays of Structures, Passing Structures to Functions, Structure Pointers, Arrays and Structures Within Structures, Unions, Bit-Fields, Enumerations, Using sizeof to Ensure Portability, typedef .

File I/O :

6   File I/O, Standard C vs. Unix File I/O, Streams and Files, File System Basics, fread( )   6
and fwrite(), fseek() and Random-Access I/O, fprintf( ) and fscanf(), The Standard Streams.

Instructions for Practical Examinations:

It should consist of minimum 10-12 experiments based on the syllabus and concepts mention below. Students of different batches should implement different programs. Student should perform all experiments using GCC under Linux environment.

TEXT BOOKS:

1. C the Complete Reference by Herbert Schild (Tata McGraw Hill) 4th Edition.
2. The C Programming Language- Brian W. Kernighan, Dennis Ritchie 2nd Edition.

REFERENCE BOOKS:

1. Programming in ANSI C by E. Balaguruswamy.(Tata McGraw   Hill)4th Edition.
2. Let Us C By Yashavant P. Kanetkar, 5th Edition.
List of Experiments

1. Branching Statements
2. Looping
3. Arrays
4. Functions
5. Storage Class.
6. Structures.
7. Implementation of STACK.
8. Implementation of QUEUE.
9. Implementation of LINKED LIST.
10. Copy Contents of one file to another file.
11. Implementation of GRAPH.
12. Implementation of TREE.

S. Y. B. Tech (Computer Science and Engineering) Sem – III

7. SOFT SKILLS (HM-CS307)

TEACHING SCHEME	EXAMINATION SCHEME
Theory : ---	**Theory : ---**
Tutorial : ---	**Term work:** 25 Marks
Practical: 2 Hrs. / Week	**Practical :** 25 Marks

Prerequisite: English language
Course Objectives:
1. To make the engineering students aware of the importance, the role and the content of soft skills through instruction, knowledge acquisition, demonstration and practice.
2. To develop and nurture the soft skills of the students through individual and group activities.
3. To expose students to right attitudinal and behavioral aspects and to build the same through activities
4. To encourage the all round development of students by focusing on soft skills.

Course Outcomes:
Upon successful completion of this course, the student will be able to –
1. Effectively communicate through verbal/oral communication and improve the listening skills
2. Actively participate in group discussion / meetings / interviews and prepare & deliver presentations.
3. Function effectively in multi-disciplinary and heterogeneous teams through the knowledge of team work, Inter-personal relationships, conflict management and leadership quality.

Contents

Unit No

1 **Understanding Communication Skills:** Verbal Communication - Effective Communication - Active listening – Articulation Paraphrasing – Feedback Non- Verbal Communication- Body Language of self and others

2 **Behavioral Skills /Self Development:** SWOT Analysis, Confidence improvement, values, positive attitude, positive thinking and self esteem.

3 **Leadership and Team Building**
Culture and Leadership- Salient Features of Corporate Culture, Leadership Styles,Leadership Trends,Team Building- Team Development Stages, Types of Teams, Attributes of a successful team – Barriers involved

4 **Developing Writing skills**
E-mail writing, report writing, resumes writing, practice.

	Stress and Time Management
5	Stress in Today's Time- Identify the Stress Source, Signs of Stress, Ways to Cope with Stress. Healthier Ways to Combat Stress, Steps to be taken in the Organizations: Open communication, Time Management, Working towards Your Goals, Smart Work, Prioritize your Tasks
	Professional Skill
6	Ethics, Etiquette and Mannerism-All types of Etiquette (at Meetings, Etiquette at Dining. Involuntary Awkward Actions, Public Relations Office(PRO)'s Etiquettes) Technology Etiquette: Phone Etiquette, Email Etiquette, Social Media Etiquette, Video Conferencing Etiquette, Interview Etiquette. Dressing Etiquettes: for Interview, offices and social functions. Ethical Values: Importance of Work Ethics, Problems in the Absence of Work Ethics.

TERM WORK:

1. The instructor shows videos to enhance skills supporting career aspects and discussion about same videos. Multiple set of observations based on videos can be prepared by students.
2. Multiple set of activity based assignments can be prepared to allow multiple skills exposure for example a group task encouraging discussions, team building, value sharing, leadership and role play all at the same time. Every student must be given adequate opportunity to participate actively in each activity.
3. Each student will write one report based on visit / project / business proposal etc.
4. Faculty may arrange one or more sessions from following: Yoga and Meditation. Stress management, relaxation exercises, and fitness exercises. Time management and personal planning sessions.
5. The student must prepare the journal in the form of report elaborating the activities performed in the lab. Continuous assessment of laboratory work is to be done based on overall performance and lab assignments performance of student. Each lab assignment assessment will assign grade/marks based on parameters with appropriate weightage. Suggested parameters for overall assessment as well as each lab assignment assessment include- timely completion, performance, punctuality, neatness, enthusiasm, participation and contribution in various activities-SWOT analysis, presentations, team activity, event management, group discussion, Group exercises and interpersonal skills and similar other activities/assignments.

TEXT BOOKS:
1. Developing Communication Skills by Krishna Mohan and Meera Banerji; MacMillan   India Ltd., Delhi
2. Gajendra Singh Chauhan, Sangeeta Sharma: Soft Skills – An Integrated Approach to Maximize Personality, WILEY INDIA, ISBN: 13:9788126556397
3. Essentials of Effective Communication, Ludlow and Panthon; Prentice Hall of India.

REFERENCE BOOKS:
1. Indrajit Bhattacharya, ―An Approach to Communication Skills‖, Delhi, Dhanpat Rai, 2008.
2. Seven Spiritual Laws of Success - Deepak Chopra
3. Simon Sweeney, ―English for Business Communication‖, Cambridge University Press, ISBN 13:978-0521754507.