



CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY

Criteria 1

Curricular Aspects

Metric 1.3.2	Number of value-added courses for imparting transferable and life skills offered during last five years
1.3.2.1	How many new value-added courses are added within the last five years.

Supporting Documents

1	Brochure or any other document relating to value added courses (Year : 2016-17)
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Criteria 1.3.2- Number of value-added courses for imparting transferable and life skills

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Faculty of Technology & Engineering

M.S Patel Department of Civil Engineering

Chandubhai S. Patel Institute of Technology Charusat- Changa 388421

Phone: (+91) 2697 245081 Email: Sce.Civil@Charusat.ac.in

AUTOCAD 2016 TRAINING

In Association with Krishan CAD Center



Department of civil engineering in association with Krishna CAD Center is organizing evening training program in the department as per the following details. Interested students may register yourself with the department training co-ordinator.

Course Details :

Diploma in AutoCAD 2016 (Autodesk Product.)

- 2D Drafting Basic And Advance
- Productivity Tools Advance
- 3D Modeling Basic And Advance

Timing and Place:

4.30 to 6.30 PM

Room no 501 (CL-ME Building)

Course Duration

40 Days 2 Hrs Daily (1 Hr .Lecture + 1 Hr. Practical)

Certification :

AutoCAD 2016 Course Completion Certificate From Autodesk

AutoCAD 2016 Grading Certificate

About the Krishna Cad Center:

Krishna CAD Center was established in 10th April,2008, with the goal of provide world class education at economical rate.

Krishna CAD Center is one of the AutoDesk authorised training center network in the world.

Important Dates:

Registrations Starting : 31st August, 2016

1st Batch Starts : 6th September, 2016

Last Date of Full Payment : 13th September 2016

For More Information:
Dr. Prabhin Sukumaran
(Training Co-Ordinator)

SELECTION ON FIRST COM FIRST BASIS

**CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
(CHARUSAT),
CHANGA – 388 421**

Chandubhai S. Patel Institute of Technology

M. S. Patel Department of Civil Engineering

Name of Event/Course :	Certificate course on AutoCAD
Date and Time of Event :	6 th September 2016 to 22 nd October 2016
Event coordinator :	Prabhin Sukumaran
Resource person details (if any):	Krishna CAD Center, Anand

Objective of the course:

- To impart computer aided drawing skill in students

Major areas to be covered:

- 2D Drafting Basic And Advance
- PT Productivity Tools Advance
- 3D Modeling Basic And Advance

Course Outcome:

After successful completion of course:

- Students will be able use Computer Aided Drawing to prepare building plans.

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF TECHNOLOGY AND ENGINEERING

CHANDUBHAI S. PATEL INSTITUTE OF TECHNOLOGY

- ❖ Career Development and Placement cell introduce the course on “**Quantitative Aptitude and Logical Reasoning**” as a value added course. It is non-credit course. The objective of the course is to enhance the logical and soft skills of the students.
- ❖ Date and Time : 2nd July, 2016 To 24th September, 2016 (Every Saturday – Except third Saturday and declare holiday)
- ❖ About the course :

1. General Aptitude

- 1.1 Percentage
- 1.2 Profit Loss Discount
- 1.3 Time Speed Distance
- 1.4 Time & Work
- 1.5 Ratio Proportion
- 1.6 Allegation & Mixture
- 1.7 Permutations & Contribution
- 1.8 Probability
- 1.9 Data Interpretation

2. Logical Skills

- 2.1 Blood Relation
- 2.2 Number & Alpha Series
- 2.3 Coding – Decoding CSPIT, CHARUSAT

3. Soft Skill

- 3.1 Resume Building
- 3.2 Interview Skill, GD Skill
- 3.3 Communication

CHAROTAR UNIVERSITY OF SCIENCE & TECHNOLOGY
Faculty of Technology & Engineering
Chandubhai S. Patel Institute of Technology

Quantitative Aptitude and Logical Reasoning

A. Objective of the Course:

The main objectives of the course are

- The objective of the course is to enhance the candidate's aptitude. It also helps the students to find their weakness and strength.
- The students will be able to understand the importance of communication skills and this course will help them in achieving the expertise in communication skills.
- It is important for student's professional development.

B. Outline of the Course:

Sr. No.	Title of the Unit	Minimum Number of Hours
1	General Aptitude	20
2	Logical Skills	7
3	Soft Skills	5

Total hours: 32

C. Detail Syllabus

1	General Aptitude	20 Hours
1.1	Percentage	
1.2	Profit Loss Discount	
1.3	Time Speed Distance	
1.4	Time & Work	
1.5	Ratio Proportion	
1.6	Allegation & Mixtures	
1.7	Permutations & Combination	

1.8	Probability	
1.9	Data Interpretation	
2	Logical Skills	7 Hours
2.1	Blood Relations	
2.2	Number & Alpha Series	
2.3	Coding-Decoding CSPIT, CHARUSAT	
3	Soft Skills	5 Hours
3.1	Resume Building	
3.2	Interview skill, GD Skill	
3.3	Communication	

D. Instructional Method and Pedagogy:

- At the start of course, the course delivery pattern, prerequisite of the subject will be discussed.
- Lectures will be conducted with the aid of multi-media projector, black board, OHP and or Microsoft Teams.
- Attendance is compulsory.
- Assignments based on course content will be given to the students at the end of each unit/topic and will be evaluated at regular interval.

E. Students Learning Outcomes:

- The Students must at the end of the course be able to: Understand the concept communication skill and soft skill.
- Students can solve the complex problem of Quantitative aptitude and logical reasoning.

F. Recommended Study Material:

Reference Books:

1. Quantitative Aptitude by Dr. R S Aggarwal.

CHAROTAR UNIVERSITY OF SCIENCE & TECHNOLOGY
Faculty of Technology & Engineering
Chandubhai S. Patel Institute of Technology

CCNA Routing and Switching: Introduction to Networks

A. Objective of the Course:

The main objectives of the course are

- Work with routers, switches and wireless devices to configure and troubleshoot VLANs, Wireless LANs and Inter-VLAN routing.
- Develop critical thinking and problem-solving skills using real equipment and Cisco Packet Tracer.
- Configure and troubleshoot redundancy on a switched network using STP and Ether Channel.
- Explain how to support available and reliable networks using dynamic addressing and first-hop redundancy protocols.
- Create and configure file systems and file system attributes, such as permissions, encryption, access control lists, and network file systems
- Deploy, configure, and maintain systems, including software installation, update, and core services
- Manage users and groups
- Manage security, including basic firewall and SELinux configuration
- Perform basic container management
- It is important for student's professional development.

B. Outline of the Course:

Sr. No.	Title of the Unit	Minimum Number of Hours
1	Explore the Network	04
2	Configure a Network Operating System	05
3	Network Protocols and Communications	04
4	Network Access	04
5	Ethernet	04
6	Network Layer	04
7	IP Addressing	03
8	Subnetting IP Networks	03
9	Transport Layer	03

10	Application Layer	03
11	Build a Small Network	03

Total hours: 40

C. Detail Syllabus

1	Explore the Network	04 Hours
	Globally connected, LANs, WANs and the Internet, The Network as a platform, the changing network environment	
2	Configure a Network Operating System	05 Hours
	Introduction, IOS Bootcamp, Basic Device Configuration, Address Schemes	
3	Network Protocols and Communications	04 Hours
	Rules of Communication, Network Protocols and Standards, Data transfer in the network	
4	Network Access	04 Hours
	Physical layer protocols, Network Media, Data Link Layer Protocols, Media Access Control.	
5	Ethernet	04 Hours
	Ethernet Protocol, LAN Switches, Address Resolution Protocol	
6	Network Layer	04 Hours
	Network Layer Protocols, Routing, Routers, Configure a Cisco Router.	
7	IP Addressing	06 Hours
	IPv4 Network Addresses, IPv6 Network Addresses, Connectivity Verification.	
8	Subnetting IP Networks	03 Hours
	Subnetting an IPv4 Network, Addressing Schemes, Design Considerations for IPv6.	
9	Transport Layer	03 Hours
	Transport Layer Protocols, TCP and UDP.	
10	Application Layer	03 Hours
	Application Layer Protocols, Well-Known Application Layer Protocols and Services.	
11	Build a Small Network	03 Hours
	Network Design, Network Security, Basic Network Performance, Network Troubleshooting	

D. Students Learning Outcomes:

- Students will be able to build simple LANs
- Perform basic configurations for routers and switches, and
- Implement IP addressing schemes.

Faculty of Pharmacy

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
Ramanbhai Patel College of Pharmacy

Packaging Material and Technology I

Hours: 30

Objectives of the Course

The course is designed to make students familiar with cellulosic and plastic packaging material for packaging of various types of goods. It is also expected to impart the knowledge about technology involved in manufacturing those packaging material as well prototype packages. The subject emphasizes the fundamental requirements of ideal packaging material & characteristics of packaging materials available in the market.

Student Learning Outcomes/Objectives

At the end of the course, the student will be able to understand the fundamental concepts of packaging which further will be helpful in understanding other advanced aspects of packaging applications in various fields.

Outline of the Course:

Sr No.	Unit
1	Introduction
2	Packaging Materials
3	Packaging Technology

Detailed Syllabus

Sr. No	Units	References
1	Introduction Definition, introduction to packaging, role of packaging, components of packaging, Overview of the Packaging Development of Packaging and various aspects of it, Evaluation of packages and Physicochemical characteristics	3, 4, 7
2	Cellulosic and Plastic Packaging Materials Types of materials, general methods of manufacturing, their physico chemical properties, characteristics, quality control tests and applications i. Plastics: high-density polyethylene, low-density polyethylene, linear low-density polyethylene, Polypropylene, Polystyrene, PVC, nylon, plastic woven sacks and Polycarbonate, Biodegradable plastics, Considerations of Polyethylene in Drug Packaging. ii. Cellulose Materials: Manufacturing of paper and boards, specialty paper, corrugated boards, different types of cartons, sacks, and composite containers.	1, 2, 3, 4, 5,6,7
3	Manufacturing considerations and brief of various methods for manufacturing packages from following types:	1, 2, 3, 4, 5,6,7
	<i>i. Plastic containers</i> <i>ii. Closures and Caps</i> <i>iii. Paper and paperboard</i>	

Recommended Study material

1. Encyclopedia of Pharmaceutical Technology Vol.1-3, Swarbric, J and Bolyln, J. C., Marcel Dekker, Inc., New York.
2. United States Pharmacopoeia-27(NF-22), 2004, United State of Pharmacoppeal convention, INC, 12601 Twinbrook Parkway, Rockville, MD 20852.
3. Pharmaceutical Packaging Technology, Dean, D. A. Evans, E. R. and Hall, j. H., Taylor and Francis, London.
4. Packaging of Pharmaceutical & Healthcare products, H. Lockhart, F. A. Paine, Champman and Hall, London.
5. Fundamentals of Packaging Technology, Saroka Walter, Institute of Packaging Professionals

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY**Ramanbhai Patel College of Pharmacy****Packaging Material and Technology II**

Hours: 30

Objectives of the Course

To make students familiar with the manufacturing and application of packages manufactured from glass and metals. The course is also set to provide preliminary information about need, principle and general methodologies adopted to carry out packaging compatibility studies.

Student Learning Outcomes/Objectives

At the end of the course, the student would be able to understand the application aspects of glass and metals in packaging. They should be expected to realize the selection criteria for adhesives and rubber for various applications. The students should also be able to understand product – package compatibility and methodology to evolve those parameters.

Outline of the Course

No.	Unit
1	Testing of Packing Materials
2	Testing of Packed containers
3	Compatibility studies on Packing

Detailed Syllabus

Sr. No.	Units	References
1	Compatibility studies on Packing Introduction to stability approaches for determination of shelf life studies for product in different types of packs, Impact of seals and closures on stability of product, Brief of compatibility studies including Analytical techniques in compatibility studies through a typical example.	1, 2
2	Glass and Metals as Packaging Materials Types of materials, general methods of manufacturing, their physico chemical properties, characteristics, quality control tests and applications i. Glass ii. Metal: Tin, Aluminum, Stainless steel iii. Rubbers and Elastomers: Properties, Types, Agents used for its manufacturing. iv. Adhesives: theory and principles of adhesion, factors affecting bond strength, different types of adhesives, adhesive tapes Manufacturing considerations, brief of various methods for manufacturing packages from following types and applications: <i>Glass containers</i> <i>Metal containers</i>	1, 2, 3, 4, 5
3	<i>Printing of Packages</i> Introduction to Various Methods of Printing and Applications	1, 2, 3, 4 3, 6

Recommended study materials

- 1 Pharmaceutial Packaging Technology, Edited by D.A.Dean, E.R.Evans, I.H.Hall, Taylor and Fransis.
- 2 Encyclopedia Of Packaging Technology, Edited By Kit L. Yam, 3rd Edition, A John Wiley & Sons, Inc., Publication.
- 3 Handbook of Packaging Technology, by Eiri Board (Engineers India Research Institute).
- 4 Global Legislation for Food Packaging Materials, edited by Rinus Rijk and Rob Veraart, Wiley.
- 5 Packaging Closures and Sealing Systems, Edited by Nigel Theobald and Beinda Winder, Blackwell Publishing, CRC Press.
- 6 Fundamentals of Packaging Technology, Saroka Walter, Institute of Packaging Professionals

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
Ramanbhai Patel College of Pharmacy
Packaging of Food Products

Hours:30

Objectives of the Course

The course is considers food article as a prototype FMCG products. The course is structured to disseminate the findings with respect to the fundamentals of food preservation and role of Packaging Technology applied to Food Materials. The course also aims to provide in-depth information on designing and selection of packages for different types of food products while keeping in mind the regulations for the same.

Student Learning Outcomes/Objectives

At the end of the course, the student would be able to understand the fundamental concepts of food preservation and role of package material for the same. It is also expected that the student would posses sufficient knowledge about the novel trends for the packaging of food material.

Outline of the Course

No.	Unit
1	Food Deterioration , Food Preservation and Determination of Shelf Life
4	Food in different Packaging
5	Packaging of Dairy Products and Current Legislations related to Food Packaging in India

Detailed Syllabus

Sr.No	Units	References
1	Food Deterioration and Methods of Preservation	1, 2, 4
	Reasons of food deterioration, Food preservation methods (high and low temperatures, drying and water activity control, chemical preservation, fermentation and other techniques)	
	Packaged Product Quality and Shelf Life	1, 2
	Introduction, Chemical/biochemical processes, Microbiological processes, Physical and physico-chemical processes, Migration from packaging to foods, indices of failure.	
2	Food in different Packaging	1, 4, 6, 10
	i. <i>Metal Packaging</i> : Processing of food and drinks in metal packages, Shelf life of canned foods. ii. <i>Glass containers</i> : Attributes of food packaged in glass containers, Thermal processing of glass packaged foods, Glass pack design and specification. iii. <i>Plastics Packaging</i> : Types and use of plastics in food packaging, Food contact and barrier properties iv. <i>Paper and Paper board packaging</i> : Introduction, functional properties or paper and paperboard	
3	Introduction to Active Packaging	1, 9
	Packaging of Dairy products	2, 5
	Classification of dairy products, requirements of packing and packages for different types of products.	
	Legislation	3
	Introduction to Prevention of food adulteration act, Food Purchase Order.	

Recommended study materials:

- 1 Food and Beverage Packaging Technology, Second Edition, Edited by Richard Coles, Mark Kirwan, A John Wiley & Sons, Ltd., Publication.
- 2 Food Packaging and Shelf Life, A Practical Guide, edited by Gordon L. Robertson, CRC Press, Taylor and Francis Group.
- 3 Global Legislation for Food Packaging Materials, edited by Rinus Rijk and Rob Veraart, Wiley.
- 4 Plastic Packaging Materials for Food, Edited by O.G.Piringer and A.L.Baner, Wiley.
- 5 Hand Book Of Milk Processing Dairy Products And Packaging Technology, by Eiri Board (Engineers India Research Institute).
- 6 Handbook of Packaging Technology, by Eiri Board (Engineers India Research Institute).
- 7 Thermal Processing of Packed Food, Donald Holdsworth, Ricardo Simpson, Springer.
- 8 Understanding Consumers of Food Products, Edited by Lynn Frewer and Hans Van Trijp, CRC Press, Woodhead Publishing Limited, England.
- 9 Smart Packaging Technologies for fast moving consumer goods, Editor Joseph Kerry and Paul Butler, Wiley.
- 10 Hand Book of Food Packaging Technology, by Eiri Board (Engineers India Research Institute).
- 11 Packaging Closures and Sealing Systems, Edited by Nigel Theobald and Beinda Winder, Blackwell Publishing, CRC Press.

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
Ramanbhai Patel College of Pharmacy
FORMULATION DESIGN AND EVALUATION- SKIN AND NAIL CARE PRODUCTS

Hours: 30

Objectives of the Course

This course aims to provide comprehensive knowledge regarding the designing, formulation, and manufacturing, quality control, packaging and labeling of various skin care products. This course also addresses the formulation challenges including their remedies.

Student Learning Outcomes/Objectives

At the end of the course, the student will be able to understand the fundamental concepts of formulation and product development of various skin care and nail care products.

Outline of the Course:

Sr No.	Unit
1	Skin care products -I
2	Skin care products -II
3	Nail Care Products

Detailed Syllabus

Sr. No	Units
1	Skin care products -I Anatomy and physiology of skin, classification of various skin care products. Formulation, evaluation, packaging and labeling of various skin care products like skin creams and lotions, suntan and anti sunburn, skin bleaching, skin tonics, anti aging cream.
2	Skin care products -II Formulation, evaluation, packaging and labeling of various skin care products like face powder, body powders, lipstick, lip rouge, lip glosses, eye mascara, eye shadow, eyebrow cosmetics, anti perspirants and deodorants and bath preparations.
3	Nail Care Products Anatomy and physiology of nail, classification of various nail care products. Formulation, evaluation, packaging and labeling of various nail care products like cuticle cream, oil, nail bleaches, nail stain removers, nail lacquers and removers.

Reference Books

1. Cosmetics Formulation Manufacturing & Quality Control, P.P.Sharma, 4th Ed., Vandana Publications.
2. Harry's Cosmeticology, Radolph Harry, 8th edition, Chemical Publishing Company.
3. Perfumes, Soaps, Detergents and Cosmetics, S.C. Bhatia, 1st edition, CBS publishers.
4. Poucher's Perfumes, Cosmetics and Soaps, H. Butler, 10th edition, Kluwer Academic Publishers.
5. Handbook of Cosmetic Science and Technology, Andre Barel, Marc Paye, Howard I. Maibach, CRC Press.
6. Cosmetic technology, Nanda S, Nanda A, Khar RK., Birla Publications Pvt. Ltd.
7. Cosmetics: Science and Technology, Balsam S.M. and Sagarin Edward, 2nd Ed, Wiley Interscience.

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
Ramanbhai Patel College of Pharmacy
FORMULATION DESIGN AND EVALUATION- HAIR, DENTAL AND BABY CARE
PRODUCTS

Hours: 30

Objectives of the Course

This course is designed to provide in depth knowledge regarding the designing, formulation, and manufacturing, quality control, packaging and labeling of various hair care and dental products.

This course also addresses the formulation aspects related to Baby care products.

Student Learning Outcomes/ objectives

At the end of the course, the student will be able to understand the formulation and development of various hair care and dental care products. The students will also understand the differences in formulation of products for adults and babies.

Outline of the Course

No.	Unit
1	Hair care products
2	Dental care products
3	Baby care products

Detailed Syllabus

Sr. No.	Units
1	Hair care products Anatomy and physiology of hair, classification of various hair care products. Formulation, evaluation, packaging and labeling of various hair care products like shampoo, conditioner, hair tonics, hair wave sets, lacquer, rinses, hair grooming preparation, hair bleaches and colorants, depillatories and depilatories preparations.
2	Dental care products Anatomy and physiology of teeth, classification of various teeth care products. Formulation, evaluation, packaging and labeling of various teeth care products like tooth paste, tooth gel, tooth powder, mouth washes and teeth whitening agents.
3	Baby care products Introduction, difference in adult and baby formulations, classification of various baby care products. Formulation, evaluation, packaging and labeling of various baby care products.

Reference Books

1. Cosmetics Formulation Manufacturing & Quality Control, P.P. Sharma, 4th Ed., Vandana Publications.
2. Harry's Cosmetology, Radolph Harry, 8th edition, Chemical Publishing Company.
3. Perfumes, Soaps, Detergents and Cosmetics, S.C. Bhatia, 1st edition, CBS publishers.
4. Poucher's Perfumes, Cosmetics and Soaps, H. Butler, 10th edition, Kluwer Academic Publishers.
5. Handbook of Cosmetic Science and Technology, Andre Barel, Marc Paye, Howard I. Maibach, CRC Press.
6. Cosmetic technology, Nanda S, Nanda A, Khar RK., Birla Publications Pvt. Ltd.
7. Cosmetics: Science and Technology, Balsam S.M. and Sagarin Edward, 2nd Ed, Wiley Interscience.

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
Ramanbhai Patel College of Pharmacy

REGULATORY ASPECTS IN COSMETICS INDUSTRY

Hours:30

Objectives of the Course

The course is prepared with the aim to familiarize the students with the principles of regulatory requirements in context of cosmetic industry.

Student Learning Outcomes/ objectives

At the end of the course, the student would be able to understand the fundamental concepts and essential component to maintain the quality of cosmetic products and meet the regulatory guidelines.

Outline of the Course

No.	Unit
1	Regulation of cosmetics in India, Provisions applicable to cosmetics in Drug & Cosmetic Act 1940
2	An introductory study of acts/ laws of that affect cosmetic product design, manufacture and distribution in India((with latest amendments)
3	Cosmetic advertising & labeling claims, Global regulatory issues in cosmetic industry

Detailed Syllabus

Sr.No	Units
1	Regulation of cosmetics in India, Provisions applicable to cosmetics in Drug & Cosmetic Act 1940 and Rules 1945
2	An introductory study of acts/ laws of that affect cosmetic product design, manufacture and distribution in India (with latest amendments) • Environmental protection act • Factory act • Consumer protection act • Patent act with Patent Rules
3	Cosmetic advertising & labeling claims, Global regulatory issues in cosmetic industry

Reference Books

1. Cosmetics Formulation Manufacturing & Quality Control, P.P. Sharma, 4th Ed., Vandana Publications
2. Cosmetic Regulation in a Competitive Environment, Norman F. Estrin, James M. Akerson, Marcel Dekker
3. Consumer Testing and Evaluation of Personal Care Products, Howard R. Moskowitz, Marcel Dekker Incorporated
4. Global Regulatory Issues for the Cosmetics Industry, C.E. Betton, Elsevier Science.
5. The Cosmetic Industry: Scientific and Regulatory Foundations, Norman F. Estrin, Marcel Dekker Incorporated.
6. Drugs and Cosmetics act 1940 and Rules 1945
7. Environmental Protection act
8. Factory Act
9. Patent act 2005

Faculty of Management Studies



CHARUSAT
CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY

30 Hours Bridge Course for fresher MBA | PGDM Students on

COMMUNICATION SKILLS-I

Take your Managerial Communication to the Next Level!

August 08-13, 2016 | 30 Hours | 9:10 AM – 4:20 PM

- **Objectives:** To hone basic linguistic and communication skills; learn styles of communication and gain insights into how to deal with people with different communication styles; help learners use the language effectively for various functions

Course Contents

An Introduction to Communication

- Communication: Definition, Process, Barriers; Introduction to C's of Communication; Types of Communication in the Professional World

Introduction to Listening Skills

- Listening: Need and Significance; Types of Listening; Techniques to improve Listening Skills

Introduction to Reading Skills

- Introduction to the importance of Reading Skills; Reading different types of texts; Reading, Interpreting and Analyzing; Reading and Interpreting Reports and Case Studies

Introduction to Writing Skills

- Basics of good formal Writing; Good Writing Skills: Paraphrasing and Summarising; Writing for Professional purposes : Report, Emails

Presentation Skills

- Basics of Public Speaking in a formal context; Understanding the art of Good Speaking: Use of Rhetoric; Developing Effective Presentation Skills: From audience analysis to preparing effective PowerPoint presentations

Faculty Coordinator: Dr. Bhaskar Pandya (9824269101) HSS Department, I²IM



INDUKAKA IPCOWALA INSTITUTE OF MANAGEMENT (I²IM)
FACULTY OF MANAGEMENT STUDIES (FMS)
DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES (HSS)

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
FACULTY OF MANAGEMENT STUDIES
DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES
MBA Programme
A Bridge Course on Communication Skills – I

Scheme:

Semester	Course Name	Contact Hours	Marks
1	Communication Skills-1	30	100

Course Objectives:

- To hone basic linguistic and communication skills (of students) required in a business organization, namely: Listening, Speaking, Reading and Writing
- To help learners develop familiarity with varied styles of communication and gain insights into how to deal with people with different communication styles
- To help learners use the language effectively for various functions

Course Components:

Module No.	Title/Topic	Contact Sessions
1	An Introduction to Communication • Communication: Definition, Process, Barriers • Introduction to C's of Communication • Types of Communication in the Professional World	04
2	Introduction to Listening Skills • Listening: Need and Significance • Types of Listening • Techniques to improve Listening Skills	05
3	Introduction to Reading Skills • Introduction to the importance of Reading Skills • Reading different types of texts • Reading, Interpreting and Analyzing • Reading and Interpreting Reports and Case Studies	07
4	Introduction to Writing Skills • Basics of good formal Writing • Good Writing Skills: Paraphrasing and Summarising • Writing for Professional purposes : Report, Emails	06

5	Presentation Skills • Basics of Public Speaking in a formal context • Understanding the art of Good Speaking: Use of Rhetoric • Developing Effective Presentation Skills: From audience analysis to preparing effective PowerPoint presentations • Managing Questions and Answers from the audience	08
Total		30

Instruction Methods and Pedagogy

The course is based on pragmatic learning. Classroom Teaching will be facilitated by Reading Material, Classroom Discussions, Task-based learning, projects, assignments and various interpersonal activities like case-studies, critical reading, group-work/pair-work, and presentations.

Evaluation:

Students' performance in the course will be evaluated on a continuous basis through the following components:

Sl. No.	Component	Number	Marks per incidence	Total Marks
1	Pre-Test	1	30	30
2	Assignments (Oral and Written)	4	10	40
3	Post-Test	1	30	30
Total				100

Learning Outcomes:

At the end of the course, the students should have polished their grammar and developed the ability to communicate effectively in business situations, they should be able to communicate message accurately, handle situation that require thoughtful communication, to use appropriate words and tones and so on.

Reference Books:

- Sanjay Kumar and PushpLata (First Edition, 2011), *Communication Skills*, Oxford University Press, New Delhi
- Krishna Mohan and Meena Banerji (2010), *Developing Communication Skills*, Macmillan Publications India Ltd., New Delhi
- M V Rodriques (2013), *Effective Business Communication*, Concept Publishing Company (P) Ltd., New Delhi

- Mohan and Meenakshi Raman (2006), *Effective English Communication Krishna*, McGraw-Hill Publishing Company Limited, New Delhi
- Geoffrey Leech & Jan Swartvik (1994), *A Communicative Grammar of English*, Longman Publications, New York
- Jones Leo (1979), *Functions of English*, Cambridge University Press, UK

Reference Reading:

- <http://www.communicationskills.co.in/index.html>
- <http://www.hodu.com/default.htm>
- <http://www.bbc.co.uk/worldservice/learningenglish>
- <http://www.englishlearner.com/tests/test.html>
- <http://www.englishclub.com/vocabulary/idioms-body.htm>
- <http://dictionary.cambridge.org>



CHARUSAT
CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY

**A Bridge
Course On
English Language and
Communication @
1st Semester
BBA (July 4-9,
2016)**

This course aims at enhancing English Language and Communication of new enrolled students at the institute. Special care will be taken to LSRW Skills of Beginner Learners of English Language. This course will help you gain confidence in using English Language effectively.	The course will cover following topics: • Parts of Speech • Tenses and Moods • Active-Passive • Direct Indirect • Interrogatives • Introduction to Functional Communication • Communication for Persona, Academic and Social Use • Practice of Functional Communication
Timing	9:10 AM to 4:20 PM
Duration	30 Hours

For any query, Contact: Mr. Kaushik Trivedi (9904987756) HSS Department, I²IM



**INDUKAKA IPCOWALA INSTITUTE OF MANAGEMENT (I²IM)
FACULTY OF MANAGEMENT STUDIES (FMS)
DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES (HSS)**

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
FACULTY OF MANAGEMENT STUDIES
DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES
BBA Programme
A Bridge Course on English Language and Communication

Teaching Scheme:

Semester	Course Name	Contact Hours	Marks
1	English Language and Communication	30	100

Course Objectives:

- To develop familiarity with English language and communication
- To learn the basic use of language at personal, academic and professional fronts

Course Components:

Module No.	Title/Topic	Contact Sessions
1	English Language • Parts of Speech • Tenses and Moods • Active-Passive • Direct Indirect • Interrogatives	10
2	Functional Communication • Introduction to Functional Communication • Communication for Persona, Academic and Social Use • Practice of Functional Communication	20
Total		30

Instruction Methods and Pedagogy

Teaching will be facilitated by reading material, discussion, task-based learning, projects, assignments and various interpersonal activities like case studies, critical reading, group work, independent and collaborative research, presentations, etc.

Evaluation:

Students' performance in the course will be evaluated on a continuous basis through the following components:

Sl. No.	Component	Number	Marks per incidence	Total Marks
1	Pre-Test	1	30	30
2	Assignments (Oral and Written)	4	10	40
3	Post-Test	1	30	30
Total				100

Learning Outcomes:

At the end of the course, the students should have developed familiarity and orientation towards English language and basic patterns of communication.

Reference Books:

- Sanjay Kumar and PushpLata (First Edition, 2011), *Communication Skills*, Oxford University Press, New Delhi
- Krishna Mohan and Meena Banerji (2010), *Developing Communication Skills*, Macmillan Publications India Ltd., New Delhi
- M V Rodriques (2013), *Effective Business Communication*, Concept Publishing Company (P) Ltd., New Delhi
- Mohan and Meenakshi Raman (2006), *Effective English Communication Krishna*, Mcgraw-Hill Publishing Company Limited, New Delhi
- Geoffrey Leech & Jan Swartvik (1994), *A Communicative Grammar of English*, Longman Publications, New York
- Jones Leo (1979), *Functions of English*, Cambridge University Press, UK

Reference Reading:

- <http://www.communicationskills.co.in/index.html>
- <http://www.hodu.com/default.htm>
- <http://www.bbc.co.uk/worldservice/learningenglish>
- <http://www.englishlearner.com/tests/test.html>
- <http://www.englishclub.com/vocabulary/idioms-body.htm>
- <http://dictionary.cambridge.org>



CHARUSAT
CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY

Indukaka Ipcowala Institute of Management

A Bridge Course for the 3rd Semester BBA Students

Academic English and Communication Skills: Speaking and Writing

June 27 - July 2, 2016 | 30 Hours | 9:10 AM – 4:20 PM

A course aims to hone basic linguistic and communication skills (of students) required in a business organization, namely Speaking and Writing, and help learners develop familiarity with Academic English.

Content:

- Module-1: An Introduction to Academic English
- Module-2: Basics of Communication and Language Skills
- Module-3: Introduction to Reading Skills
- Module-4: Introduction to Writing and Academic Writing Styles
- Module-5: Basics of effective Speaking

Faculty Coordinator: Mr. Robert Parmar (9925466788) HSS Department, I²IM



INDUKAKA IPCOWALA INSTITUTE OF MANAGEMENT (I²IM)
FACULTY OF MANAGEMENT STUDIES (FMS)
DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES (HSS)

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
FACULTY OF MANAGEMENT STUDIES
DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES
BBA Programme

A Bridge Course on Academic English and Communication Skills: Speaking and Writing

Scheme:

Semester	Course Name	Contact Hours	Marks
3	Academic English and Communication Skills: Speaking and Writing	30	100

Course Objectives:

- To hone basic linguistic and communication skills namely: Listening, Speaking, Reading and Writing
- To help learners develop familiarity with Academic English
- To help learners use the language fluently in formal contexts

Course Components:

Module No.	Title/Topic	Contact Sessions
1	An Introduction to Academic English • Academic English : Need and Characteristics • Role and function of Academic English today • Characteristics of Academic Writing Styles	04
2	Basics of Communication and Language Skills • Communication and Language • Function and Use of Language in a formal Context • Basic Language Skills: Listening, Speaking, Reading, Writing	07
3	Introduction to Reading Skills • Basics of Reading Skills • Developing Reading Techniques • Practicing Reading Comprehension	05
4	Introduction to Writing and Academic Writing Styles • Mechanics of 'Academic Writing Style'	06

	• Mechanics of Writing : Cohesion and Unity • Developing Topic Sentences and Paragraphs	
5	Basics of effective Speaking • Effective Speaking: Strategies • Tips and Traits of an effective Speaker • Pronunciation, Intonation and Pause • Speaking in Context : Role plays, Extempore, Debate	08
Total		30

Instruction Methods and Pedagogy

The course is based on pragmatic learning. Classroom Teaching will be facilitated by Reading Material, Classroom Discussions, Task-based learning, projects, assignments and various interpersonal activities like case-studies, critical reading, group-work/pair-work, and presentations.

Evaluation:

Students' performance in the course will be evaluated on a continuous basis through the following components:

Sl. No.	Component	Number	Marks per incidence	Total Marks
1	Pre-Test	1	30	30
2	Assignments (Oral and Written)	4	10	40
3	Post-Test	1	30	30
Total				100

Learning Outcomes:

At the end of the course, the students should have developed understanding and proficiency in language skills, they should be able to communicate message accurately and speak and present effectively; they should be able to write error free and lucid paragraphs with relative ease and less supervision.

Reference Books:

- Sanjay Kumar, P. L. (2015). Communication Skills. Oxford University Press India. (for Module I, III and V)
- Meenakshi Raman, P. S. (2006). Business Communication. Meenakshi Raman, Prakash Singh. (for module I and IV)

- J.P Parikh, AnshuSurve, Swarnabharati, AsmaBahrainwala (2011). Business Communication: Basic Concepts and Skills.
- R.K. Bansal, J.B. Harrison (2000). Spoken English.
- ParulPopat&KaushalKotadia. (2015).Communication Skills. Pearson Publication



CHARUSAT
CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY

Indukaka Ipcowala Institute of Management (I²IM)

A Bridge Course for the 5th Semester BBA Students

Academic Writing, Research & Communication Skills

Sharpen, Learn and Relearn

June 27- July 2, 2016 | 30 Hours | 9:10 AM – 4:20 PM

Take your Language skills to the next level. Prepare yourself to take on the academic and professional world through terrific Language Skills!!

Content:

- Module-1: Introduction to Academic Writing
- Module-2: Formal Academic Language
- Module-3: Writing for Research
- Module-4: Developing Academic Writing Skills
- Module-5: Presentation skills

Faculty Coordinator: Mr. Gaurav Thakarar (9662762841) HSS Department, I²IM



INDUKAKA IPCOWALA INSTITUTE OF MANAGEMENT (I²IM)
FACULTY OF MANAGEMENT STUDIES (FMS)
DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES (HSS)

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
FACULTY OF MANAGEMENT STUDIES
DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES
BBA Programme (5th Sem)

A Bridge Course on Academic Writing, Research & Communication Skills

Teaching Scheme:

Semester	Course Name	Contact Hours	Marks
5	Academic Writing, Research & Communication Skills	30	100

Course Objectives:

- To hone and develop critical thinking and advanced writing skills for research
- To help learners develop familiarity with academic vocabulary
- To help learners use the language effectively in a formal environment.

Course Components:

Module No.	Title/Topic	Contact Sessions
1	An Introduction to Academic Writing • Basics of Academic Writing : Need and Significance • Developing critical Thinking for academic writing and research	04
2	Formal Language for Academic purposes • Basic Language functions: Greeting and Introductions • Interpretation and sharing of opinions • Academic Vocabulary	05
3	Writing for Research • Characteristics of Research Writing • Formats of documents needed for Writing for Research	07
4	Introduction to Writing Skills • Good Writing Skills: Paraphrasing and Summarizing • Writing for Professional purposes : Report, Emails, Abstract • Learn to quote and cite: Introduction to style manuals	08
5	Presentation Skills • Presenting in a formal context	06

	• Preparation and Delivery in groups • Managing Q & A	
Total		30

Instruction Methods and Pedagogy

The course is based on pragmatic learning. Classroom Teaching will be facilitated by Reading Material, Classroom Discussions, Task-based learning, projects, assignments and various interpersonal activities like case-studies, critical reading, group-work/pair-work, and presentations.

Evaluation:

Students' performance in the course will be evaluated on a continuous basis through the following components:

Sl. No.	Component	Number	Marks per incidence	Total Marks
1	Pre-Test	1	30	30
2	Assignments (Oral and Written)	4	10	40
3	Post-Test	1	30	30
Total				100

Learning Outcomes:

At the end of the course, the students should have polished their basic writing skills and developed the ability to communicate formally in business and academic situations, they should be able to communicate message accurately, handle situation that require thoughtful communication, to use appropriate words and tones and so on. They should be able to work on small academic projects within minimal language based guidance.

Reference Books:

Academic Writing for International Students, Routledge

Academic Writing: A Guide for Management Students and Researchers. Monipally, M.M. & Pawar, B.S. Sage. 2010. New Delhi

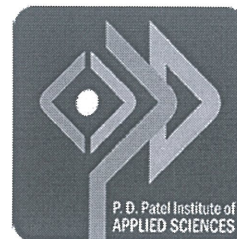
Effective Academic Writing Level - 1,2,3,4 (Second Edition) By: Alice Savage, Patricia Mayer, Masoud Shafiei, Rhonda Liss, & Jason Davis; **Publisher:** Oxford

Writing Your Thesis (2nd Edition) by Paul Oliver, Sage

Faculty of Sciences



CHARUSAT
CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY



**Department of Biological Sciences
PD Patel Institute of Applied Sciences
Charotar University of Science and Technology**

SCIENTIFIC SEMINARS 2016-17

Department of Biological Sciences, PDPIAS, CHARUSAT has introduced a course on Scientific Seminars for improving academic speaking skill of the students in the form of presentation of Seminars.

It is a Value added course (with more than 30 contact hours per year) whose objective is to improve the oratory skills of the students with enhancement of their confidence in public speaking. The course is non-credited and has been introduced to last year (semester VI) of Bachelor of Science (Biology) students.

Date and Time : Every second and fourth Saturday of the semester (Except third Saturday and declared holiday).

Scientific Seminars 2016-17

CREDITS: 0

B.Sc. semester VI (BT/BC/MI)

HOURS: Min 30h

Department of Biological Sciences, PDPIAS, CHARUSAT has introduced a course on Scientific Seminars for improving academic speaking skill of the students in the form of presentation of Seminars.

It is a Value added course (with more than 30 contact hours per year) whose objective is to improve the oratory skills of the students with enhancement of their confidence in public speaking. The course is non-credited and has been introduced to last year (semester VI) of Bachelor of Science (Biology) students.

Date and Time : Every second and fourth Saturday of the semester (Except third Saturday and declared holiday).

COURSE DESCRIPTION:

1. Distribution of students among the teaching faculties as mentors

Students allotment to teachers for overall guidance and mentorship of improvement of students oratory skills

2. Selection and discussion of the topic selected by student with the respective mentors.

Students have to interact with their respective mentors about the topics selected and guidance for analysis of data and literature available for the selected topic to be presented.

3. Preparation of the presentation of the topic by the student in guidance of the mentor

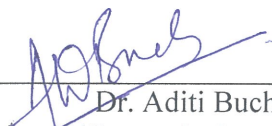
Students prepare the presentation under the mentor guideship for comfortable delivery of academic seminars

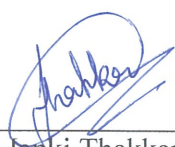
4. Presentation of the topic by the student in front of the faculties and students

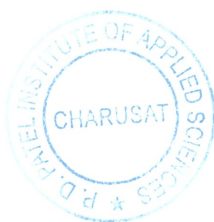
Students prepare and demonstrate their final seminar in front of the staff and student assembly in the department.

COURSE OUTCOME:

- Seminars help students by increasing their English fluency, confidence of speaking and improvement of conversational skills.
- The student will be able to read, understand, discuss and present complex subjects in the field of Biology.


Dr. Aditi Buch
(Course Incharge)


Dr. Janki Thakkar
(HOD, Biological Sciences)



HEAD
DEPT. OF BIOLOGICAL SCIENCES
P. D. PATEL INSTITUTE OF APPLIED SCIENCES
CHAROTAR UNIVERSITY OF SCIENCE & TECHNOLOGY
CHARUSAT CAMPUS, CHANGA-388421
DI. ANAND (GUJARAT)