

SCHEME OF STUDY & EXAMINATION AND
COURSE WISE DETAILS & CONTENTS

DIPLOMA IN COMPUTER APPLICATIONS

(C-21)

FOURTH SEMESTER

W.E.F 2022-23

JSS POLYTECHNIC FOR THE DIFFERENTLY ABLED (AUTONOMOUS), MYSURU – 570006

CURRICULUM STRUCTURE

IV SEMESTER SCHEME OF STUDIES -DIPLOMA IN COMPUTER APPLICATIONS (C 21)

Sl. No.	Course Category/ Teaching Department	Course Code	Course Title	Hours per week			Total Contact hrs/Week	Credits	CIE Marks		SEE Marks		Total Marks	Min Marks for Passing (including CIE Marks)	Assigned Grade	Grade Point	SGPA and CGPA
				L	T	P			Max	Min	Max	Min					
Integrated Courses																	
1	PC/CA	6441	Financial Accounting-IV	3	1	2	6	5	50	20	50	20	100	40			Both SGPA & CGPA
2	PC/CA	6442	Company Law and Secretarial Practice	3	1	2	6	5	50	20	50	20	100	40			
3	PC/CA	6443	Mass Communication and Journalism-II	3	1	2	6	5	50	20	50	20	100	40			
4	PC/CA	6444	Business Arithmetic	3	1	2	6	5	50	20	50	20	100	40			
5	PC/CA	6445	English Computer Typing - IV (Speed 40 WPM)	0	0	6	6	3	60	24	40	16	100	40			
6	PC/CA	6446	E-OFFICE	1	1	4	6	4	60	24	40	16	100	40			
AUDIT COURSES																	
7	AU/C A	6447	Indian Constitution	2	0	0	2	2	50	20	-	-	50	20			
Total				15	05	18	38	29	370	148	280	112	650	260			

PC: Programme Core:: AU-Audit Course:: L:Lecture:: T: Tutorial : P: Practice.: KA: Kannada

1. Theory course Semester End Examination (SEE) is conducted for 100 marks (3 Hrs duration)
2. Practical course CIE and SEE is conducted for 100 Marks (3 Hrs. duration)

Programme Coordinator

Principal

GOVERNMENT OF KARNATAKA
DEPARTMENT OF COLLEGIATE AND TECHNICAL EDUCATION
JSS POLYTECHNIC FOR THE DIFFERENTLY ABLED (AUTONOMOUS)
Programme: DIPLOMA IN COMPUTER APPLICATIONS

Course Code	6441	Semester	IV
Course Title	Financial Accounting - IV	Course Group	Core
No. of Credits	5	Type of Course	Lecture
Course Category	Core	Total Contact Hours	6 Hrs. / Week 96 Hrs. / Semester
Prerequisites	Basic Calculations	Teaching Scheme	[L : T : P] = 3 : 1 : 2
CIE Marks	50	SEE Marks	50

1. COURSE SKILL SET

The students shall be able to:

1. To understand the basic concepts of Department account .
2. Learn the journal entries and Ledger accounts in the book of Consignor and Consignee
3. Execute the Hire Purchase Transactions.
4. Learn to Prepare Royalty Chart
5. To Understand to prepare receipts and Payments account and Income and Expenditure account

2. COURSE OUTCOMES:

At the end of the course, students will be able to

	Course Outcome
CO1	Gain the knowledge of basic concepts of Departmental Accounts
CO2	Acquire and Apply the knowledge of the Journal Entries and Ledger account relating to Consignor and Consignee
CO3	Procure and Execute the Hire Purchase Transaction
CO4	Acquire and apply the knowledge of the Journal Entries and Ledger account relating to Lessee and Lessor
CO5	Acquire the knowledge to prepare receipts and Payment and Income and Expenditure account

3. COURSE CONTENT OUTLINE WITH TEACHING HOURS AND MARK FOR SEE

COURSE CONTENT AND BLUE PRINT OF MARKS FOR SEE Legend: Remembering Understanding, Application of Knowledge, Analysis and Evaluation.							
Unit No	Unit name	Hour	Questions to be set for SEE			Marks Weightage	Hours Weightage (%)
			R/ U /A				
			No of question of 1 Mark	No of questi on of 5 Marks	No of questio n of 10 Marks		
1	Departmental Accounts	19	10	-	02	30	20
2	Consignment Accounts	19	10	-	02	30	20
3	Hire Purchase and Instalment Purchase Systems	20	10	-	02	30	20
4	Royalty Accounts	19	10	-	02	30	20
5	Accounting Not for Profit Organisation	19	10	-	02	30	20
Total		96	24	-	10	150	100

4. DETAILS OF COURSE CONTENT

The following topics / subtopics is to be taught and accessed in order to develop Unit Skill Sets for achieving CO to attain identified skill sets:

UNIT NO. AND NAME	UNIT SKILL SET	THEORY TOPICS / SUBTOPICS	PRACTICAL TOPICS / SUBTOPICS T+P:1+2=3	HOURS L-T-P
UNIT – 1 Departmental Accounts	Learn to Prepare Departmental Account	1.1. Meaning and Methods of Departmental Accounts 1.2 Objectives and Advantages of Departmental Accounts 1.3 Accounting Procedure and Allocation of Common Expenses Departmental Trading and Profit and Loss Account 1.4 Columnar Trading and Profit and Loss Account. 1.5 Inter Departmental Transfers at Selling Price—Simple Problem 1.6 Preparation of Columnar Departmental Trading and Profit and Loss Account and Balance Sheet	1.1 Identify the Basis of Allocation of Common Expenses among the Different department 1.2 Allocation the Common Expenses among the different Department 1.3 Simple Problems on Preparation of Department trading and Profit and Loss account 1.4 Preparation of Columnar Departmental Trading and Profit and Loss Account and Balance Sheet.	13+2+4 =19
UNIT – 2 Consignment Accounts	Able to know the prepare Consignment account	2.1 Meaning of Consignment, Consignor and Consignee—Features of Consignment. 2.2 Differences Between Consignment and Sale—Meaning of Commission 2.3 Meaning of Proforma Invoice and Account Sales 2.4 Normal Loss (Meaning and Calculation) 2.5 Journal Entries in the book of Consignor and Consignee 2.6 Goods invoice at Cost Price (Simple Problem- Preparation of necessary ledger accounts) 2.7 Preparation of Necessary Ledger Account in the books of Consignor	2.1 Calculate the Normal Loss 2.2 Pass the Journal Entries in the books of Consignor and Consignee 2.3 Prepare the necessary ledger accounts when goods are sent at Cost Price 2.4 Prepare the necessary ledger accounts in the books of consigner (When there is normal in the problem)	10+3+6 =19

<p style="text-align: center;">UNIT - 3 Hire Purchase and Instalment Purchase Systems</p>	<p>Understand to Execute the Hire Purchase Transactions</p>	<p>3.1. Meaning of Hire Purchase System and Installment Purchase System – Differences Between Hire Purchase System and Installment Purchase System. Meaning of Important Terms used in Hire Purchase System—a) Hire Purchaser b) Hire Vendor, c) Cash Price d) Hire Purchase Price d) Installment Money or Instalments e) Hire Purchase Agreement f) Hire Purchase Charges Calculation of Interest Under Different Circumstances 3.3 Calculation of Interest Under Simple Method 3.4 Accounting Treatment on Hire Purchase System—(Journal Entries in the books of Hire Purchaser and Hire Seller)Net asset Method 3.5 Simple Problems(Necessary Ledger Accounts in the books of Hire Purchaser) 3.6 Simple Problems (Journal Entries and Necessary Ledger Accounts in the books of Hire Purchaser). Simple Problems (Journal Entries and Necessary Ledger Accounts in the books of Hire Seller or Hire Vendor) (Problems only on hire purchase system under Net Asset Method)</p>	<p>3.1 Pass the Journal Entries In the books of Hire Purchaser and Hire Seller 3.2 Prepare the necessary ledger accounts in the books of Hire Purchaser 3.3 Pass the Journal Entries and prepare the necessary ledger accounts in the books of Hire Vendor or Hire Seller.</p>	<p>13+2+4 =19</p>
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UNIT--4 Royalty Accounts	Understand to prepare Royalty Chart	4.1 Meaning of Royalty and Types of Royalties. 4.2 Important Terms Used – a) Lessor b) Lessee c) Minimum Rent d) Short workings 4.3. Preparation of Royalty Chart 4.4 Journal Entries in the books of Lessee 4.5 Journal Entries in the books of Lessor 4.6 Simple Problems (Preparation of Necessary Ledger Accounts without Opening Minimum Rent Account) 4.7 Simple Problems (Preparation of Necessary Ledger Accounts by Opening Minimum Rent Account)	4.1 Prepare the Royalty Chart. 4.2 Passing Journal Entries in the books of Lessee and Lessor 4.3 Preparation of Necessary Ledger Accounts without Opening Minimum Rent Account 4.4 Preparation of Necessary Ledger Account in the case of Royalty Account by opening Minimum Rent Account	13+2+4 =19
UNIT-5 Accounting Not for Profit Organisation	Understand to Prepare Receipts and Payments Account and Income and Expenditure Account	5.1 Meaning and Characteristics of Not for Profit Organizations. 5.2 Capital and Revenue Items (Meaning of Capital Receipts, Capital Expenditure, Revenue Receipts and Revenue Expenditure with Examples 5.3 Deferred Revenue Expenditure (meaning and examples) -- Classifying and Recognizing Revenue and Capital Items. 5.4 Meaning and Treatment of Some Important Items (Capital Fund, Subscription, Life Membership Fees, Legacies, Entrance Fees, Donations, Government Grants, Special Fund, Endowment Fund) 5.5 Meaning and Preparation of Receipts and Payments Account 5.6 Meaning and Preparation of Income and Expenditure Account. 5.7 Differences Between Receipts and Payments Account.	5.1 Identify the Capital and Revenue Items 5.2 Preparation of Receipts and Payments Account 5.3 Preparation of Income and Expenditure Account	14+2+4 =20

5. MAPPING OF CO WITH PO

CO	Course Outcome	PO Mapped	Unit Linked	CL R/U/A	Theory in Hrs.	Total Marks
1	Departmental Accounts	1,2,3,4,5,7	1	R/U/A	19	30
2	Consignment Accounts	1,2,3,4,5,7	2	R/U/A	19	30
3	Hire Purchase and Instalment Purchase Systems	1,2,3,4,5,7	3	R/U/A	20	30
4	Royalty Accounts	1,2,3,4,5,7	4	R/U/A	19	30
5	Accounting Not for Profit Organisation	1,2,3,4,5,7	5	R/U/A	19	30
Total					96	150

6. LEVELS OF CO, PO AND PSO MAPPING

Course	CO's	Programme Outcomes							Programme Specific Objectives		
		1	2	3	4	5	6	7	1	2	3
Financial Accounting - IV	CO1	3	2	2	-	1	1	2	2	2	1
	CO2	3	2	2	1	1	1	2	2	2	1
	CO3	3	2	2	1	1	1	2	2	2	1
	CO4	3	2	2	1	1	1	2	2	2	1
	CO5	3	2	2	1	1	1	2	2	2	1
<p>Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed. Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO. If >40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 3 If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2 If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1 If < 5% of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed.</p>											

7. INSTRUCTIONAL STRATEGY

There are various strategies that can be adopted by the teachers today related to the course outcomes.

- Teachers are suggested to do demonstration of subject in the class room for enhance the learning.
- Teachers can involve the students in the group discussions by which they can come out with their innovative thinking.
- Teachers conducting the guest lectures, workshops and seminars by involving the experts of the subjects make the students to get more knowledge exposure.
- Teachers provide case studies that can provide the necessary platform to communicate and collaborate about a situation that is concerned.
- Teachers need to take the students on industrial visits to get them exposure on working environment.
- By providing the course materials in soft copy, large font size Print outs and Braille Printouts it helps to the students to revise the contains in depth.
- Providing the E-books links students can understand the contents in depth.
- To understand the concepts in depth the YouTube Links are been Provide for the repetitive purpose and easy access.

8. SUGGESTED LEARNING RESOURCES:

Sl. No	Author	Title of Books	Publication / Year
1	S N Maheshwari	Advanced Accountancy	
2	M.C.Shukla	Advanced Accounts Vol. – II	
3	B.S. Raman	Financial Accounting	
4	Kadkol	Financial Accounting	
5		Financial Accounting	II PUC Book By Department of Pre-University Education

9. COURSE ASSESSMENT AND EVALUATION CHART

Assessment Methods	Types of Assessment		Target	Assessment Methods	Max Marks	Types of Record	Course Outcomes for Assessment
DIRECT ASSESSMENT	CIE CONTINUOUS INTERNAL EVALUA-TION	IA Test	STUDENTS	Three tests (Average of Three tests will be Computed)	30	Blue Book	All Co's
		Assignment & Student activity		Average of Two Assignment/ Activity	20	Activity Book	Specified CO by the Course Coordinator
				Total CIE Marks	50		
	SEE SEMESTER END EXAMINA-TION	Semester End Exam		End of the Course	50	Answer Scripts	All Co's
				Total	100		
INDIRECT ASSESSMENT	Student Feedback		STUDENTS	Middle of the Course	Feed Back Forms		
	End of Course Survey			End of the Course			

10. COURSE ASSESSMENT SUMMARY

Sl. No.	Assessment	Duration	Max Marks	Conversion
1	CIE Assessment – 1 (Written Test – 1) At the end of 6 th Week	80 Minutes	30	Average of three written tests 30 Marks
2	CIE Assessment – 2 (Written Test – 2) At the end of 10 th Week	80 Minutes	30	
3	CIE Assessment – 3 (Written Test – 3) At the end of 15 th Week	80 Minutes	30	
4	CIE Assessment 4 (Student Activity / Assignment) At the end of 8 th Week	—	20	Average of three 20 Marks
5	CIE Assessment 5 (Student Activity / Assignment) At the beginning of 16 th Week	—	20	
Total Continuous Internal Evaluation (CIE) Assessment				50
6	Semester End Examination (SEE) Assessment (Written Test)	3 Hours	100	50
Total Marks				100
The First 3 CIE assessments (1, 2 & 3) will cover all the COs and the Coverage of CO will be decided by the concerned Course Coordinator.				
The Last 3 CIE assessments (4 & 5) will cover all the COs and the Coverage of CO will be in line with the coverage of first 3 CIE assessments.				

Note:

1. SEE (Semester End Examination) is conducted for 100 Marks theory courses for a time duration of 3 Hours.
2. Three CIE (written test), each of 30 marks for a time duration of 80 minutes shall be conducted. Also, two CIE (student activity or assignment) each of 20 marks shall be conducted. Any fraction at any stage during evaluation will be rounded off to the next higher digit
3. Assessment of assignment and student activity is evaluated through appropriate rubrics by the respective course coordinator. The secured mark in each case is rounded off to the next higher digit.

11. DETAILED COURSE CONTENTS

UNIT NO. AND NAME	DETAILED COURSE CONTENT	CO	PO	CONTACT HRS.	TOTAL
1. Departmental Accounts	Meaning and Methods of Departmental Accounts	1	1	1	19
	Objectives and Advantages of Departmental Accounts	1	1,2	1	
	Accounting Procedure and Allocation of Common Expense	1	1,2	1	
	Departmental Trading and Profit and Loss Accounts	1	1	2	
	Columnar Trading and Profit and Loss Account	1	1,5	1	
	Inter Departmental Transfers at Selling Price—Simple Problem	1	1	1	
	Preparation of Columnar Departmental Trading and Profit and Loss Account and Balance Sheet	1	1,5	3	
	Identify the Basis of Allocation of Common Expenses among the Different department .	1	1,7	3	
	Allocation the Common Expenses among the different Department	1	1,7	3	
	Simple Problems on Preparation of Department trading and Profit and Loss account	1	1,7	3	
2. Consignment Accounts	Meaning of Consignment, Consignor and Consignee—Features of Consignment.	2	1	1	19
	Differences Between Consignment and Sale—Meaning of Commission	2	1	1	
	Meaning of Proforma Invoice and Account Sales	2	1	1	
	Normal Loss (Meaning and Calculation)	2	1	1	
	Journal Entries in the book of Consignor and Consignee	2	1	1	
	Goods invoice at Cost Price (Simple Problem-Preparation of necessary ledger accounts)	2	1	1	
	Preparation of Necessary Ledger Account in the books of Consignor	2	1,2	1	
	Calculate the Normal Loss	2	1	3	
	Pass the Journal Entries in the books of Consignor and Consignee	2	1	3	
	Prepare the necessary ledger accounts when goods are sent at Cost Price	2	1	3	
	Prepare the necessary ledger accounts in the books	2	1	3	

	of consigner (When there is normal in the problem)				
3. Hire Purchase and Instalment Purchase Systems	Meaning of Hire Purchase System and Installment Purchase System – Differences Between Hire Purchase System and Installment Purchase System.	3	1	1	19
	Meaning of Important Terms used in Hire Purchase System—a) Hire Purchaser b) Hire Vendor, c) Cash Priced) Hire Purchase Price d) Instalment Money or Instalments e) Hire Purchase Agreement f) Hire Purchase Charges	3	1	1	
	Simple Problems (Journal Entries and Necessary Ledger Accounts in the books of Hire Purchaser	3	1	1	
	Accounting Treatment on Hire Purchase System— (Journal Entries in the books of Hire Purchaser and Hire Seller)Net asset Method	3	1	1	
	Simple Problems(Necessary Ledger Accounts in the books of Hire Purchaser)	3	1,2	3	
	Simple Problems (Journal Entries and Necessary Ledger Accounts in the books of Hire Seller or Hire Vendor) (Problems only on hire purchase system under Net Asset Method	3	1	3	
	Pass the Journal Entries In the books of Hire Purchaser and Hire Seller	3	1	3	
	Prepare the necessary ledger accounts in the books of Hire Purchaser	3	1	3	
	Pass the Journal Entries and prepare the necessary ledger accounts in the books of Hire Vendor or Hire Seller.	3	1	3	
4. Royalty Accounts	Meaning of Royalty and Types of Royalties.	4	1	2	19
	Important Terms Used – a) Lessor b)Lessee, Minimum Rent d) Short workings	4	1,5,7	2	
	Preparation of Royalty Chart	4	1,5,7	3	
	Journal Entries in the books of Lessee	4	1	3	
	Journal Entries in the books of Lessor	4	1	3	
	Simple Problems (Preparation of Necessary Ledger Accounts without Opening Minimum Rent Account	4	1	3	
	Simple Problems (Preparation of Necessary Ledger Accounts by Opening Minimum Rent Account	4	1	3	

5. Accounting Not for Profit Organisation	Meaning and Characteristics of Not for Profit Organizations.	5	1,5	3	20
	Capital and Revenue Items (Meaning of Capital Receipts, Capital Expenditure, Revenue Receipts and Revenue	5	2	3	
	Expenditure with Examples Deferred Revenue Expenditure (meaning and examples) -- Classifying and Recognizing Revenue and Capital Items.	5	2	3	
	Meaning and Treatment of Some Important Items (Capital Fund, Subscription, Life Membership Fees, Legacies, Entrance Fees, Donations, Government Grants, Special Fund, Endowment Fund	5	1,5	3	
	Meaning and Preparation of Receipts and Payments Account	5	1,5,7	4	
	Meaning and Preparation of Income and Expenditure Account. Differences Between Receipts and Payments Account.	5	1,5,7	4	
Total					96

12. RUBRICS FOR ACTIVITY

Dimension	RUBRICS FOR ASSESSING STUDENT ACTIVITIES SCALE					Marks
Marks	1. Unsatisfactory (59 and Below) 4	2. Developing (69-60) 8	3. Satisfactory (79-70) 12	4. Good (89-80) 16	5. Exemplary (100-90) 20	
1.Introduction/ Understanding	Contents Disorganized not able to understand the Importance of the topic	Somewhat organized Contents but not able to understand the importance of topic	Contents organized and Understand able Knowledge of the importance of the topic	Organize d and Understa nd the importan ce of the topic	A well Organized and easy to understand the importance of the topic	
2. Focus on the Topic/ Contents	Poor attempt is made to collect information in the context that shows poor understanding	Fewer attempts are made to collect information in the context that shows no understandi ng	Partially attempt is made to collect information in the context that shows little Understandi ng	Attempt is made to collect informati on in the context that Shows understa nding	Succeeds in collecting information that shows understandi ng	
3.Applications	Presentation is not clear	Meet task but lacks clarity and Consistency	Meet task but lacks some clarity and Consistency	Meet task clarity and Consiste ncy	Presentation is very clear	
Average Marks of 3 Dimensions=						/3
Maximum 20 Marks						

13. SUGGESTED LIST OF STUDENTS ACTIVITIES FOR CIE

Sl. No.	SUGGESTED ACTIVITIES
1	Identify and discuss the various functions of different departments in a Business Organisation.
2	Discuss the Accounting Procedure for preparation of Departmental Trading and Profit and Loss Account
3	Identify and Discuss the important terms used in Consignment Accounts.
4	Draft the Proforma Invoice and Account Sales.
5	Identify the Accounting Treatment when goods are issued at Selling price
6	Discuss the Important terms used in Hire Purchase System.
7	Illustrate the Calculation of Interest under different circumstances.
8	Discuss the Accounting Treatment in case of Hire Purchase System
9	List out and Discuss important terms used in Royalty Accounts.
10	Identify and Discuss the Accounting Treatment in case of Royalty Accounts
11	List out the different types of not for profit organisations and identify the differences between profit seeking organisations and not for profit organisations.
12	Classify and Recognise the Revenue and Capital Items.
13	Draft the format of Receipt and Payment Account and Income and Expenditure Account

GOVERNMENT OF KARNATAKA
DEPARTMENT OF COLLEGIATE AND TECHNICAL EDUCATION
JSS POLYTECHNIC FOR THE DIFFERENTLY ABLED (AUTONOMOUS)

Programme: DIPLOMA IN COMPUTER APPLICATIONS

Course Code	6442	Semester	IV
Course Title	Company Law and Secretarial Practice	Course Group	Core
No. of Credits	5	Type of Course	Lecture
Course Category	Core	Total Contact Hours	6 Hrs. / Week
			96 Hrs. / Semester
Prerequisites	English Knowledge	Teaching Scheme	[L : T : P] = 3 : 1 : 2
CIE Marks	50	SEE Marks	50

1. COURSE SKILL SET

The students shall be able to:

1. Understand the basic concepts of Company Secretary
2. Know the various stages of Formation of Company
3. Understand the Powers and Duties of Directors
4. Know the Principles of Meeting.

2. COURSE OUTCOMES:

At the end of the course, students will be able to

	Course Outcome
CO1	Obtain the knowledge of Basic Concepts of Company Secretary
CO2	Acquire the knowledge of various stages of Formation of Company
CO3	Obtain the knowledge of Powers and Duties of Directors
CO4	Acquire and apply the knowledge of Principles of Meeting
CO5	Obtain the knowledge of Winding Up of Company

3. COURSE CONTENT OUTLINE WITH TEACHING HOURS AND MARK FOR SEE

COURSE CONTENT AND BLUE PRINT OF MARKS FOR SEE Legend: Remembering Understanding, Application of Knowledge, Analysis and Evaluation.							
Unit No	Unit name	Hour	Questions to be set for SEE			Marks Weight age	Hours Weight age (%)
			R/ U /A				
			No of question of 1 Mark	No of question of 5 Marks	No of question of 10 Marks		
1	COMPANY FORMATION ACT 2	24	10	-	02	30	20
2	COMPANY SECRETARY	16	10	-	02	30	20
3	COMPANY MANAGEMENT	16	10	-	02	30	20
4	PRINCIPLES OF MEETING	24	10	-	02	30	20
5	WINDING UP OF COMPANY	16	10	-	02	30	20
Total		96	24	-	10	150	100

4. DETAILS OF COURSE CONTENT

The following topics / subtopics is to be taught and accessed in order to develop Unit Skill Sets for achieving CO to attain identified skill sets:

UNIT NO. AND NAME	UNIT SKILL SET	THEORY TOPICS / SUBTOPICS	PRACTICAL TOPICS / SUBTOPICS T+P:1+2=3	HOURS L-T-P
UNIT- 1 COMPANY FORMATION ACT 2013	Understand the knowledge of Formation of Joint Stock Company	1.1 Meaning of Joint Stock Company 1.2 Features of Joint Stock Company 1.3 Types of Company- Private , Public and One man Person Company 1.4 Stages in the Formation of Joint Stock Company 1.5 Promotion, Incorporation, Capital Subscription, Business Commencement 1.6 Secretarial Duties 1.7 Important Documents required to form a Joint Stock Company 1.8 MOA – AOA (Meaning & Clauses & Content) Memorandum’ v/s ‘Articles of Association 1.9 Prospectus: Meaning – Contents	1.1 Role Play on Secretarial Duties involved in Formation of Public Limited and Private Limited Companies. 1.2 Draft and Discuss the Pros and Cons relating to MOA & AOA. 1.3 Collect the Copy of the Prospectus (Any Company) and Discuss its Contents relating to Prospectus.	12-3-9=24

UNIT – 2 COMPANY SECRETARY	Understand the Concepts of Company Secretary	2.1 Definition of Company Secretary 2.2 Meaning of Company Secretary 2.3 Importance of Company Secretary 2.4 Qualifications of Company Secretary 2.5 Qualities of Company Secretary 2.6 Duties and Responsibilities of Company Secretary 2.7 Appointment of Company Secretary. 2.8 Rights and Powers of Company Secretary 2.9 Dismissal of Company Secretary.	2.1 Conduct Brain Storming Session regarding an interview for the post of Company Secretary in addition to educational qualification and discuss general qualification and qualities that is required to be possessed. 2.2 Being the Secretary of Wipro Ltd, by exercising your powers perform the duties as a secretary	10-2-4=16
UNIT- 3 COMPANY MANAGEMENT	Understand the Qualification and Duties and Powers of Directors	3.1 Meaning and List of key personnel Management- Chief Executive Officer (CEO) - Chief Operating Officer (COO)- Chief financial officer (CFO)- Chief Technology Officer (CTO)- Chief Marketing Officer (CMO)- Chief Legal Officer (CLO) 3.2 Roles and Responsibilities of Key Personnel Management	3.1, Chief Executive Officer (CEO) Explain/Discuss the Qualities that may be expected from you by the Company 3.2 Assume, that you are Chief Legal Officer of Company and Mr. is the Director. How do you Prove that you are different from that of Director	7-2-4=16

UNIT- 4 PRINCIPLES OF MEETING	Understand the Principles of Meeting.	4.1 Meeting - Meaning - Essentials of Valid Meeting 4.2 Quorum of the Meeting and Proxy 4.3 Notice of Meeting - Agenda of the Meeting. 4.4 Minutes of Meeting- Resolution 4.5 Meaning and Types of Resolution 4.6 Company Meeting - Meaning Kinds of Meeting 4.7 Meaning of Statutory Meeting - Annual General Meeting – Extra Ordinary General Meeting – Provisions 4.8 Difference between Statutory Meeting and Annual General Meeting – Difference between Annual General Meeting and Extra Ordinary General Meeting	4.1 Conduct/Run a Successful Board Meeting using Agenda Topics and Modern Technologies 4.2 Identify the key components of Agendas and Meeting Minutes 4.3 Indicate Strength and Weaknesses of Sample agenda items and Meeting Minutes 4.4 Conduct one Skit with a Group of 10 students to discuss the Secretarial Duties relating to Share Holders Meeting 4.5 Conduct Class room Seminar to discuss the difference between Statutory Meeting, Annual General Meeting and Extra ordinary General Meeting. 4.6 Conduct the Case Study regarding Provision Applicable to Conduction of Company Meeting.	09-5-10=24
UNIT-5 WINDING UP OF COMPANY	Understand the Concept of Winding up of Company	5.1 Meaning of Winding up of Company 5.2 Reasons of Winding up of Company 5.3 Methods of Winding up of Company-Voluntary and Compulsory Winding Up of Company	5.1 If the Company is Insolvent, the Shareholder may trigger a winding up to avoid bankruptcy, what are the possible steps you have taken as to solve the winding up of company	13-1-2=16

5. MAPPING OF CO WITH PO

CO	Course Outcome	PO Mapped	Unit Linked	CL R/U/A	Theory in Hrs.	Total Marks
1	COMPANYFORMATION ACT 2013	1,2,3,4,5,6,7	1	R/U/A	24	30
2	COMPANY SECRETARY	1,2,3,4,5,6,7	2	R/U/A	16	30
3	COMPANYMANAGEMENT	1,2,3,4,5,6,7	3	R/U/A	16	30
4	PRINCIPLES OF MEETING	1,2,3,4,5,6,7	4	R/U/A	24	30
5	WINDING UP OF COMPANY	1,2,3,4,5,6,7	5	R/U/A	16	30
Total					96	150

6. LEVELS OF CO, PO AND PSO MAPPING

Course	CO's	Programme Outcomes							Programme Specific Objectives		
		1	2	3	4	5	6	7	1	2	3
Company Law and Secretarial Practice	CO1	3	1	1	1	1	1	1	2	2	2
	CO2	3	1	1	1	1	1	1	2	2	2
	CO3	3	1	1	1	1	1	1	2	2	2
	CO4	3	1	1	1	2	1	1	2	2	2
	CO5	3	1	1	1	1	1	1	2	2	2

Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed.

Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO.

If >40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 3

If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2

If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1

If < 5% of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed.

7. INSTRUCTIONAL STRATEGY

There are various strategies that can be adopted by the teachers today related to the course outcomes.

- Teachers are suggested to do demonstration of subject in the class room for enhance the learning.
- Teachers can involve the students in the group discussions by which they can come out with their innovative thinking.
- Teachers conducting the guest lectures, workshops and seminars by involving the experts of the subjects make the students to get more knowledge exposure.
- Teachers provide case studies that can provide the necessary platform to communicate and collaborate about a situation that is concerned.
- Teachers need to take the students on industrial visits to get them exposure on working environment.
- By providing the course materials in soft copy, large font size Print outs and Braille Printouts it helps to the students to revise the contains in depth.
- Providing the E-books links students can understand the contents in depth.
- To understand the concepts in depth the YouTube Links are been Provide for the repetitive purpose and easy access.

8. SUGGESTED LEARNING RESOURCES:

Sl. No	Author	Title of Books	Publication / Year
1	Secretarial Practice	D.P.Jain	
2	Secretarial Practice	M.C.Kuchhal	
3	Company Secretarial Practice	Acharya & Govekar	-
4	Company Secretarial Law & Practice	Reddy & Appannaiah	-
5	Corporate Administration	H.R. Appannaiah, V.Prabhu Dev and Sandeep P.N.Reddy	

9. COURSE ASSESSMENT AND EVALUATION CHART

Assessment Methods	Types of Assessment		Target	Assessment Methods	Max Marks	Types of Record	Course Outcomes for Assessment
DIRECT ASSESSMENT	CIE CONTINUOUS INTERNAL EVALUA-TION	IA Test	STUDENTS	Three tests (Average of Three tests will be Computed)	30	Blue Book	All Co's
		Assignment & Student activity		Average of Two Assignment/ Activity	20	Activity Book	Specified CO by the Course Coordinator
				Total CIE Marks	50		
	SEE SEMESTER END EXAMINA-TION	Semester End Exam		End of the Course	50	Answer Scripts	All Co's
				Total	100		
INDIRECT ASSESSMENT	Student Feedback		STUDENTS	Middle of the Course	Feed Back Forms		
	End of Course Survey			End of the Course			

10. COURSE ASSESSMENT SUMMARY

Sl. No.	Assessment	Duration	Max Marks	Conversion
1	CIE Assessment – 1 (Written Test – 1) At the end of 6 th Week	80 Minutes	30	Average of three written tests 30 Marks
2	CIE Assessment – 2 (Written Test – 2) At the end of 10 th Week	80 Minutes	30	
3	CIE Assessment – 3 (Written Test – 3) At the end of 15 th Week	80 Minutes	30	
4	CIE Assessment 4(Student Activity / Assignment) At the end of 8 th Week	—	20	Average of three 20 Marks
5	CIE Assessment 5 (Student Activity / Assignment) At the beginning of 16 th Week	—	20	
Total Continuous Internal Evaluation (CIE) Assessment				50
6	Semester End Examination (SEE) Assessment (Written Test)	3 Hours	100	50
Total Marks				100
The First 3 CIE assessments (1, 2 & 3) will cover all the COs and the Coverage of CO will be decided by the concerned Course Coordinator.				
The Last 2 CIE assessments (4 & 5) will cover all the COs and the Coverage of CO will be in line with the coverage of first 3 CIE assessments.				

Note:

1. SEE (Semester End Examination) is conducted for 100 Marks theory courses for a time duration of 3 Hours.
2. Three CIE (written test), each of 30 marks for a time duration of 80 minutes shall be conducted. Also, two CIE (student activity or assignment) each of 20 marks shall be conducted. Any fraction at any stage during evaluation will be rounded off to the next higher digit
3. Assessment of assignment and student activity is evaluated through appropriate rubrics by the respective course coordinator. The secured mark in each case is rounded off to the next higher digit.

11. DETAILED COURSE CONTENTS

UNIT NO. AND NAME	DETAILED COURSE CONTENT	CO	PO	CONTACT HRS.	TOTAL
1. COMPANY FORMATION ACT 2013	Meaning of Joint Stock Company	2	1	1	24
	Features and types Joint Stock Company	2	1	1	
	Stages in the Formation of Joint Stock Company	2	1	1	
	Promotion, Incorporation, Capital Subscription, Business Commencement	2	1	2	
	Secretarial Duties in stages in the Formation of Joint Stock Company	2	1	2	
	Important Documents required forming a Joint Stock Company	2	1	1	
	Meaning & Clauses & Content of MOA	2	1,2	2	
	Meaning & Clauses & Content of AOA	2	1	2	
	Memorandum v/s 'Articles of Association	2	1	2	
	Meaning and Contents of Prospectus	2	1	1	
	Role Play on Secretarial Duties involved in Formation of Public Limited and Private Limited Companies.	2	1	3	
	Draft and Discuss the Pros and Cons relating to MOA & AOA.	2	1	3	
	Collect the Copy of the Prospectus (Any Company) and Discuss its Contents relating to Prospectus.	2	1	3	
2. COMPANY SECRETARY	Definition of Company Secretary	1	1	1	16
	Meaning of Company Secretary	1	1,2	1	
	Importance of Company Secretary	1	1,2	1	
	Qualifications of Company Secretary	1	1	1	
	Qualities of Company Secretary	1	1,5	1	
	Duties of Company Secretary	1	1	1	
	Responsibilities of Company Secretary	1	1,5	1	
	Appointment of Company Secretary	1	1,7	1	
	Rights of Company Secretary	1	1,7	1	
	Dismissal of Company Secretary				
	Powers of Company Secretary	1	1,7	1	
	Dismissal of Company Secretary				
	Conduct Brain Storming Session regarding an interview for the post of Company Secretary in addition to educational qualification and discuss general qualification and qualities that is required to Succeed.	1	1,7	3	
	Being the Secretary of Wipro Ltd, by exercising your powers perform the duties as a secretary	1	1,7	3	

3 COMPANY MANAGEMENT	Meaning and List of key personnel Management	3	1	2	16
	Key Personnel Management - Chief Executive Officer (CEO)- Chief Operating Officer (COO)- Chief financial officer (CFO)- Chief Technology Officer (CTO)- Chief Marketing Officer (CMO)	3	1	7	
	Role and Responsibilities of key personnel Management	3	1	1	
	Chief Executive Officer (CEO) Explain/Discuss the Qualities that may be expected from you by the Company	3	1	3	
	Assume, that you are Chief Legal Officer of Company and Mr. is the Director. How do you Prove that you are different from that of Director	3	1	3	
4. PRINCIPLES OF MEETING	Meaning and Essentials of Valid Meeting	4	1	1	24
	Quorum of the Meeting and Proxy	4	1,5,7	1	
	Notice of Meeting - Agenda of the Meeting	4	1,5,7	1	
	Minutes of Meeting- Resolution	4	1	1	
	Meaning and Types of Resolution	4	1	1	
	Chairperson of the Meeting – Meaning – Duties & Responsibilities	4	1	1	
	Company Meeting - Meaning Kinds of Meeting	4	1	1	
	Meaning of Statutory Meeting - Annual General Meeting – Extra Ordinary General Meeting – Provisions	4	1	1	
	Difference between Statutory Meeting and Annual General Meeting – Difference between Annual General Meeting and Extra Ordinary General Meeting	4	1,5,7	1	
	Board Meeting - Requirements and Purposes of Board Meeting	4	1,5,7	2	
	Secretarial Duties & Responsibilities.	4	1,5,7	1	
	Conduct/Run a Successful Board Meeting using Agenda Topics and Modern Technologies Indicate Strength and Weaknesses of Sample agenda items and Meeting Minutes	4	1,5,7	3	
	Identify the key components of Agendas and Meeting Minutes	4	1,5,7	3	
	Conduct one Skit with a Group of 10 students to discuss the Secretarial Duties relating to Share Holders Meeting	4	1,5,7	3	
	Conduct Class room Seminar to discuss the difference between Statutory Meeting, Annual General Meeting and Extra ordinary General Meeting.	4	1,5,7	3	
5.WINDING UP OF COMPANY	Meaning of Winding up of Company	5	1,5	2	16
	Reasons of Winding up of Company	5	2	2	
	Methods of Winding up of Company	5	2	3	
	Voluntary Winding up of Company	5	1,5	3	
	Compulsory Winding up of Company	5	1,5,7	3	
	If the Company is Insolvent, the Shareholder may trigger a winding up to avoid bankruptcy, what are the possible steps you have taken as to solve the winding up of company	5	1,5,7	3	
Total					96

12. RUBRICS FOR ACTIVITY

Dimension	RUBRICS FOR ASSESSING STUDENT ACTIVITIES SCALE					Mark s
Marks	1. Unsatisfactory (59 and Below) 4	2. Developing (69-60) 8	3. Satisfactory (79-70) 12	4. Good (89-80) 16	5. Exemplary (100-90) 20	
1.Introduction/ Understanding	Contents Disorganized not able to understand the Importance of the topic	Somewhat organized Contents but not able to understand the importance of topic	Contents organized and Understandabl e Knowledge of the importance of the topic	Organized and Understand d the importanc e of the topic	A well Organized and easy to understand the importance of the topic	
2. Focus on the Topic/ Contents	Poor attempt is made to collect information in the context that shows poor understanding	Fewer attempts are made to collect information in the context that shows no understanding	Partially attempt is made to collect information in the context that shows little Understanding	Attempt is made to collect informatio n in the context that Shows understand ing	Succeeds in collecting information that shows understandi ng	
3.Applications	Presentation is not clear	Meet task but lacks clarity and Consistency	Meet task but lacks some clarity and Consistency	Meet task clarity and Consistenc y	Presentation is very clear	
Average Marks of 3 Dimensions= /3						
Maximum 20 Marks						

13. SUGGESTED LIST OF STUDENTS ACTIVITIES FOR CIE

Sl. No.	SUGGESTED ACTIVITIES
1	Company Secretary as an Advisor by Suggesting the Role and Power of the Chairman and Director of Company.
2	Suggest Playing the Role of a Company Secretary at the time of Appointment and Dismissal of Company Secretary and ensuring their Rights and Powers.
3	Suggest to discuss in class room regarding various steps taken to Form a Joint Stock Company.
4	Drafting the Copy of Memorandum of Association and Articles of Association.
5	Collect and Discuss the Contents of Prospectus in Class Room Activity.
6	Mention the Top Ten steps to improve the Effectiveness of a Board of Directors.
7	Directors can be paid Maximum Remuneration as per the Provisions of Company's Act. Discuss.
8	What are the Basic Guidelines to Conducting a Successful Meeting, Play a Skit on How to Conduct a Meeting.
9	Discuss How to pass a Resolution at a Board Meeting and Draft Minutes of Resolution passed by Circulation.
10	Suggest and Five Interactive Meeting Ideas to Inspire your Team.
11	What should be done before conducting meeting? Discuss.
12	Conduct Class Room Seminar regarding Secretarial Duties before, during and after conducting the Board Meeting.
13	Explain the various circumstances in which company may be wound up by Tribunal.

GOVERNMENT OF KARNATAKA
DEPARTMENT OF COLLEGIATE AND TECHNICAL EDUCATION
JSS POLYTECHNIC FOR THE DIFFERENTLY ABLED (AUTONOMOUS)
Programme: DIPLOMA IN COMPUTER APPLICATIONS

Course Code	6443	Semester	IV
Course Title	MASS COMMUNICATION AND JOURNALISM-II	Course Group	Core
No. of Credits	5	Type of Course	Lecture
Course Category	Core	Total Contact Hours	6 Hrs. / Week
			96 Hrs. / Semester
Prerequisites	General Knowledge	Teaching Scheme	[L : T : P] = 3 : 1 : 2
CIE Marks	50	SEE Marks	50

1. COURSE SKILL SET

The students shall be able to:

1. Understand the importance, functions & scope of communication media.
2. Describe the growth and development of communication and media.
3. Understand the art of writing for the print, radio & TV
4. Develop skill of writing, report, editing and photography.

2. COURSE OUTCOMES:

At the end of the course, students will be able to

	Course Outcome
CO1	Obtain the knowledge of Basic News communication.
CO2	Acquire the knowledge of various functions Print media.
CO3	Acquire the knowledge of structure and construction of news.
CO4	Differences between the print & electronic media
CO5	Obtain the knowledge of media role in the society.

3. COURSE CONTENT OUTLINE WITH TEACHING HOURS AND MARK FOR SEE

COURSE CONTENT AND BLUE PRINT OF MARKS FOR SEE Legend: Remembering Understanding, Application of Knowledge, Analysis and Evaluation.							
Unit No	Unit name	Hour	Questions to be set for SEE			Marks Weightage	Hours Weightage (%)
			R/ U /A				
			No of question of 1 Mark	No of questi on of 5 Marks	No of question of 10 Marks		
1	Understanding News	20	10	02	-	30	20
2	Different forms of News papers	20	10	02	01	30	20
3	Structure and Construction of new	16	10	02	-	30	20
4	Different mediums	20	10	02	02	30	20
5	Role of Media in a Democracy	20	10	02	02	30	20
Total		96	50	50	50	150	100

4. DETAILS OF COURSE CONTENT

The following topics / subtopics is to be taught and accessed in order to develop Unit Skill Sets for achieving CO to attain identified skill sets:

UNIT NO. AND NAME	UNIT SKILL SET	THEORY TOPICS / SUBTOPICS	PRACTICAL TOPICS / SUBTOPICS T+P:1+2=3	HOURS L-T-P
UNIT – 1 Understanding News	Understand the basic concepts of Communication & news	1.1 Ingredients of news 1.2 News: meaning, definition 1.3 nature The news process: from the event to the reader (how news is carried from event to reader) 1.4 Hard news vs. Soft news, basic components of a news 1.5 Story attribution, embargo, verification, balance and fairness, brevity, dateline, credit line, by-line.	1.1 Explain the importance of Communication 1.2 Draft the charterstics of good communication	10-05-05=20
UNIT- 2 Different forms of print	Understand the knowledge of Different forms of News papers	2.1 A Historical Perspective 2.2 Broad sheet 2.3 Tabloid sheet 2.4 Tabloid press Language of news- 2.5 Robert Gunning: Principles of clear writing Rudolf Flesch formula skills to write news	2.1 Visit a news paper office and know the forms of media. 2.2 list out the job roles of news paper office.	15-05-05=20

UNIT- 3 structure and construction of news	Understand the Qualities of construction of news	3.1 Organizing a news story 3.2 5W's and 1H 3.3 Inverted pyramid Criteria for news worthiness, 3.4 Principles of news selection 3.5 Use of archives, sources of news, use of internet	3.1 List the 20 questions of 5w's & 1H questions. 3.2 Use of internet in media and prepare a news paper with 10 items.	07-03-06=16
UNIT- 4 Different mediums	Understand the Different mediums like print, digital and journalism media.	4.1 A Comparison Language and principles of writing. 4.2 Basic differences between the print, electronic and online journalism.	4.1 Conduct one Skit with a Group of 10 students to discuss the importance of Media. 4.2 Explain the Importance of print, electronic and online journalism in the class room.	10-05-05=20
UNIT-5 Role of Media in a Democracy	Understand the Role of Media in a Democracy	5.1 Responsibility to Society 5.2 Press and Democracy 5.3 Contemporary debates and issues. 5.4 media Ethics in journalism	5.1 Importance's of media in a democratic set up.	10-05-05=20

5.MAPPING OF CO WITH PO

CO	Course Outcome	PO Mapped	Unit Linked	CL R/U/A	Theory in Hrs.	Total Marks
1	Obtain the knowledge Of Basic News communication.	1,2,5,7	1	R/U/A	20	30
2	Acquire the knowledge Of various functions Print media.	1,2,5,7	2	R/U/A	20	30
3	Acquire the knowledge of structure and construction of news.	1,2,5,7	3	R/U/A	16	30
4	Differences between the print & electronic media	1,2,5,7	4	R/U/A	20	30
5	Obtain the knowledge of media role in the society.	1,2,5,7	5	R/U/A	20	30
Total					96	150

6. LEVELS OF CO, PO AND PSO MAPPING

Course	CO's	Programme Outcomes							Programme Specific Objectives		
		1	2	3	4	5	6	7	1	2	3
MASS COMMUNICATION AND JOURNALISM-II	CO1	3	2	1	1	2	1	3	3	2	1
	CO2	3	2	1	1	2	1	3	3	2	1
	CO3	3	2	1	1	2	1	3	3	2	1
	CO4	3	2	1	1	2	1	3	3	2	1
	CO5	3	2	1	1	2	1	3	3	2	1
<p>Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed.</p> <p>Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO.</p> <p>If >40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 3</p> <p>If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2</p> <p>If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1</p> <p>If < 5% of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed.</p>											

7. INSTRUCTIONAL STRATEGY

There are various strategies that can be adopted by the teachers today related to the course outcomes.

- Teachers are suggested to do demonstration of subject in the class room for enhance the learning.
- Teachers can involve the students in the group discussions by which they can come out with their innovative thinking.
- Teachers conducting the guest lectures, workshops and seminars by involving the experts of the subjects make the students to get more knowledge exposure.
- Teachers provide case studies that can provide the necessary platform to communicate and collaborate about a situation that is concerned.
- Teachers need to take the students on industrial visits to get them exposure on working environment.
- By providing the course materials in soft copy, large font size Print outs and Braille Printouts it helps to the students to revise the contains in depth.
- Providing the E-books links students can understand the contents in depth.
- To understand the concepts in depth the YouTube Links are been Provide for the repetitive purpose and easy access.

8. SUGGESTED LEARNING RESOURCES:

Sl. No	Author	Title of Books	Publication / Year
1	Bruce D. Itule and Douglas A. Anderson	News writing and reporting for today's media	McGraw Hill Publication, 2000
2	M.L. Stein, Susan Paterno & R. Christopher Burnett.	News writer's Handbook: An Introduction to Journalism;	Blackwell Publishing, 2006
3	George Rodmann	Mass Media in a Changing World;	McGraw Hill Publication, 2007. -
4	Carole Flemming and Emma Hemmingway	An Introduction to Journalism;	Vistaar Publications, 2006.-
5	Richard Keeble.	The Newspaper's Handbook	Routledge Publication, 2006.

9. COURSE ASSESSMENT AND EVALUATION CHART

Assessment Methods	Types of Assessment		Target	Assessment Methods	Max Marks	Types of Record	Course Outcomes for Assessment
DIRECT ASSESSMENT	CIE CONTINUOUS INTERNAL EVALUA-TION	IA Test	STUDENTS	Three tests (Average of Three tests will be Computed)	30	Blue Book	All Co's
		Assignment & Student activity		Average of Two Assignment/ Activity	20	Activity Book	Specified CO by the Course Coordinator
				Total CIE Marks	50		
	SEE SEMESTER END EXAMINA-TION	Semester End Exam		End of the Course	50	Answer Scripts	All Co's
				Total	100		
INDIRECT ASSESSMENT	Student Feedback		STUDENTS	Middle of the Course	Feed Back Forms		
	End of Course Survey			End of the Course			

10. COURSE ASSESSMENT SUMMARY

Sl. No.	Assessment	Duration	Max Marks	Conversion
1	CIE Assessment – 1 (Written Test – 1) At the end of 6 th Week	80 Minutes	30	Average of three written tests 30 Marks
2	CIE Assessment – 2 (Written Test – 2) At the end of 10 th Week	80 Minutes	30	
3	CIE Assessment – 3 (Written Test – 3) At the end of 15 th Week	80 Minutes	30	
4	CIE Assessment 4(Student Activity / Assignment) At the end of 8 th Week	—	20	Average of two 20 Marks
5	CIE Assessment 5 (Student Activity / Assignment) At the beginning of 16 th Week	—	20	
Total Continuous Internal Evaluation (CIE) Assessment				50
6	Semester End Examination (SEE) Assessment (Written Test)	3 Hours	100	50
Total Marks				100
The First 3 CIE assessments (1, 2 & 3) will cover all the COs and the Coverage of CO will be decided by the concerned Course Coordinator.				
The Last 2 CIE assessments (4 & 5) will cover all the COs and the Coverage of CO will be in line with the coverage of first 3 CIE assessments.				

Note:

1. SEE (Semester End Examination) is conducted for 100 Marks theory courses for a time duration of 3 Hours.
2. Three CIE (written test), each of 30 marks for a time duration of 80 minutes shall be conducted. Also, two CIE (student activity or assignment) each of 20 marks shall be conducted. Any fraction at any stage during evaluation will be rounded off to the next higher digit
3. Assessment of assignment and student activity is evaluated through appropriate rubrics by the respective course coordinator. The secured mark in each case is rounded off to the next higher digit.

11. DETAILED COURSE CONTENTS

UNIT NO. AND NAME	DETAILED COURSE CONTENT	CO	PO	CONTACT HRS	TOTAL
1. Understanding New	Ingredients of news	1	1,2,5,7	4	20
	News: meaning, definition	1	1,2,5,7	2	
	nature The news process: from the event to the reader (How news is carried from event to reader)	1	1,2,5,7	2	
	Hard news vs. Soft news, basic components of a news	1	1,2,5,7	2	
	Story attribution, embargo, verification, balance and fairness, brevity, dateline, credit line, by-line.	1	1,2,5,7	2	
	Ingredients of news	1	1,2,5,7	1	
	News: meaning, definition	1	1,2,5,7	2	
	nature The news process: from the event to the reader (how news is carried from event to reader)	1	1,2,5,7	2	
	Hard news vs. Soft news, basic components of a news	1	1,2,5,7	2	
	Story attribution, embargo, verification, balance and fairness, brevity, dateline, credit line, by-line.	1	1,2,5,7	1	
2. Different forms of News paper	A historical Perspective	2	1,2,5,7	4	20
	Yellow Journalism	2	1,2,5,7	4	
	Penny press	2	1,2,5,7	4	
	Tabloid press Language of news-	2	1,2,5,7	4	
	Robert Gunning: Principles of clear writing , Rudolf Flesch formula skills to write news	2	1,2,5,7	4	
3. Structure and Construction of news	Organizing a news story	3	1,2,5,7	3	16
	5W's and 1H	3	1,2,5,7	3	
	Inverted pyramid Criteria for news worthiness,	3	1,2,5,7	3	
	Principles of news selection 3.5 Use of archives, sources of news, use of internet	3	1,2,5,7	3	
	Organizing a news story	3	1,2,5,7	4	

4. Different mediums	A Comparison Language and principles of writing.	4	1,2,5,7	1	20
	4.2 Basic differences between the print, electronic and online journalism.	4	1,2,5,7	1	
	A Comparison Language and principles of writing.	4	1,2,5,7	1	
	4.2 Basic differences between the print, electronic and online journalism.	4	1,2,5,7	1	
	A Comparison Language and principles of writing.	4	1,2,5,7	1	
5. Role of Media in a Democracy	Responsibility to Society Press and Democracy	5	1,2,5,7	1	20
	Contemporary debates and issues.	5	1,2,5,7	1	
	media Ethics in journalism	5	1,2,5,7	1	
	Responsibility to Society 5.2 Press and Democracy	5	1,2,5,7	1	
Total					96

6. RUBRICS FOR ACTIVITY

Dimension	RUBRICS FOR ASSESSING STUDENT ACTIVITIES SCALE					Mark s
Marks	1. Unsatisfactory (59 and Below) 4	2. Developing (69-60) 8	3. Satisfactor y (79-70) 12	4. Good (89-80) 16	5. Exemplary (100-90) 20	
1.Introduction/ Understanding	Contents Disorganized not able to understand the Importance of the topic	Somewhat organized Contents but not able to understand the importance of topic	Contents organized and Understand able Knowledge of the importance of the topic	Organize d and Understa nd the importan ce of the topic	A well Organized and easy to understand the importance of the topic	
2. Focus on the Topic/ Contents	Poor attempt is made to collect information in the context that shows poor understanding	Fewer attempts are made to collect information in the context that shows no understandi ng	Partially attempt is made to collect information in the context that shows little Understandi ng	Attempt is made to collect informati on in the context that Shows understa nding	Succeeds in collecting information that shows understandi ng	
3.Applications	Presentation is not clear	Meet task but lacks clarity and Consistency	Meet task but lacks some clarity and Consistency	Meet task clarity and Consiste ncy	Presentation is very clear	
Average Marks of 3 Dimensions=						/3
Maximum 20 Marks						

13. SUGGESTED LIST OF STUDENTS ACTIVITYS FOR CIE

SL.N O	SUGGESTED ACTIVITIES
1	Two Letters to the Editor to be published in any registered newspaper.
2	Present a two minute long radio segment on a topic of your choice.
3	Prepare a news script of three minute duration.
4	Write a travel or a personality feature.
5	Letters to the Editor – Publish 2 letters in any of the Local or National Dailies
6	Make a comparative analysis of any two regional/national newspapers.
7	Compare any two magazines.

GOVERNMENT OF KARNATAKA
DEPARTMENT OF COLLEGIATE AND TECHNICAL EDUCATION
JSS POLYTECHNIC FOR THE DIFFERENTLY ABLED (AUTONOMOUS)

Programme: DIPLOMA IN COMPUTER APPLICATIONS

Course Code	6444	Semester	IV
Course Title	BUSINESS ARITHMETIC	Course Group	Core
No. of Credits	5	Type of Course	Lecture
Course Category	Core	Total Contact Hours	6 Hrs. / Week
			96 Hrs. / Semester
Prerequisites	Basic Calculations	Teaching Scheme	[L : T : P] =1 : 2 : 3
CIE Marks	50	SEE Marks	50

1. COURSE SKILL SET

The students shall be able to:

1. Know and use the terminologies/ formulas
2. To Develop useful capabilities related to numerical
3. Understand the Methods of calculations
4. Inculcate Skills necessary for simple calculations

2. COURSE OUTCOMES:

At the end of the course, students will be able to

	Course Outcome
CO1	Apply the basic knowledge of Average in Business activities.
CO2	Apply the basic knowledge of Percentage in Business activities.
CO3	Use the knowledge of Ratio and Proportion with reference to partnership.
CO4	Apply the basic knowledge of Simple and Compound Interest in business.
CO5	Apply the knowledge of Profit and Loss in Business and Competitive exam

3. COURSE CONTENT OUTLINE WITH TEACHING HOURS AND MARK FOR SEE

COURSE CONTENT AND BLUE PRINT OF MARKS FOR SEE							
Legend: Remembering Understanding, Application of Knowledge, Analysis and Evaluation.							
Unit No	Unit name	Hour	Questions to be set for SEE			Marks Weightage	Hours Weightage (%)
			R/ U /A				
			No of question of 1 Mark	No of questi on of 5 Marks	No of questio n of 10 Marks		
1	Average	10	10	-	02	30	20
2	Percentage	10	10	-	02	30	20
3	Ratio and Proportion	29	10	-	02	30	20
4	Simple Interest and Compound Interest	28	10	-	02	30	20
5	Profit and Loss	19	10	-	02	30	20
Total		96	24	-	10	150	100

4. DETAILS OF COURSE CONTENT

The following topics / subtopics is to be taught and accessed in order to develop Unit Skill Sets for achieving CO to attain identified skill sets:

UNIT NO. AND NAME	UNIT SKILL SET	THEORY TOPICS / SUBTOPICS	PRACTICAL TOPICS / SUBTOPICS T+P:1+2=3	HOURS L-T-P
UNIT - 1 Average	Understand to solve Simple problems on average	1.1 Meaning for Average 1.2 Use for Average 1.3 Formula for Average 1.4 Explanation for Average with few Examples (Simple Problems)	1.1 Solve Simple Problems on Average	2-4-4=10
UNIT-2 Percentage	Understand to solve Simple problems on Percentage	2.1 Meaning of percentage 2.2 Importance of percentage 2.3 Conversion of Fraction into percentage 2.4 Conversion of percentage into fraction (Simple Problems)	2.1 Solve Simple Problems on Percentage 2.2 Solve Simple Problems on Conversion of Fraction into percentage 2.3 Solve Simple Problems on Conversion of percentage into fraction	2-4-4=10
UNIT-3 Ratio and Proportion with reference to partnership	Understand to solve Simple problems on Ratio and Proportion	3.1 Division of profits in proportion to capitals of partners when all of them invest at the same time 3.2 Division of profits when partners bring capital at different intervals. (Simple Problems)	3.1 Solve Simple Problems on Ratio and Proportion 3.2 Solve Simple Problems on Division of profits in proportion to capitals of partners when all of them invest at the same time 3.3 Solve Simple Problems on Division of profits when partners bring capital at different intervals	5-10-13=29

<p style="text-align: center;">UNIT- 4 Simple and Compound Interest</p>	<p>Understand to solve Simple problems on Simple and Compound Interest</p>	<p>4.1 To find interest when Principal, Time & Rates are given. 4.2 To Find amount when Principal, time and rates are given. 4.3 To find Time when Principal, Interest & Rates are given. 4.4 to find Rate when Interest, Principal & Time are given. (Simple Problems)</p>	<p>4.1 Solve Simple Problems on Simple and Compound Interest 4.2 Solve Simple Problems on to find Simple and Compound interest. 4.3 Solve Simple Problems on to find amount in SI and CI 4.4 Solve Simple Problems on to find Time in SI and CI 4.5 Solve Simple Problems on to find rate in SI and CI</p>	<p>5-10-13=28</p>
<p style="text-align: center;">UNIT-5 Profit and Loss</p>	<p>Understand to solve Simple problems on Profit and Loss</p>	<p>5.1 Introduction – Terminologies used – cost price – selling price - gain or loss. 5.2 to find gain or loss when SP & CP are given 5.3 to find gain % when SP & CP are given 5.4 to find loss% when SP & CP are given 5.5 to find CP when SP & gain % are given 5.6 to find CP when SP & loss % are given 5.7 to find SP when CP & gain % are given 5.8 to find SP when CP & loss % are given (Simple Problems)</p>	<p>5.1 Solve Simple Problems on Profit and Loss 5.2 Solve Simple Problems on Finding Selling and Cost Price</p>	<p>3-6-10=19</p>

5. MAPPING OF CO WITH PO

CO	Course Outcome	PO Mapped	Unit Linked	CL R/U/A	Theory in Hrs.	Total Marks
1	Average	1,2,3,4,5,7	1	R/U/A	10	30
2	Percentage	1,2,3,4,5,7	2	R/U/A	10	30
3	Ratio and Proportion	1,2,3,4,5,7	3	R/U/A	29	30
4	Simple and Compound Interest	1,2,3,4,5,7	4	R/U/A	28	30
5	Profit and Loss	1,2,3,4,5,7	5	R/U/A	19	30
Total					96	150

6. LEVELS OF CO, PO AND PSO MAPPING

Course	CO's	Programme Outcomes							Programme Specific Objectives		
		1	2	3	4	5	6	7	1	2	3
Business Arithmetic	CO1	3	2	1	1	1	-	2	2	2	2
	CO2	3	2	1	1	1	-	2	2	2	2
	CO3	3	2	1	2	1	-	2	2	2	2
	CO4	3	2	1	1	1	-	2	2	2	2
	CO5	3	2	1	1	1	-	2	2	2	2

Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed.

Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO.

If >40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 3

If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2

If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1

If < 5% of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed.

7. INSTRUCTIONAL STRATEGY

There are various strategies that can be adopted by the teachers today related to the course outcomes.

- Teachers are suggested to do demonstration of subject in the class room for enhance the learning.
- Teachers can involve the students in the group discussions by which they can come out with their innovative thinking.
- Teachers conducting the guest lectures, workshops and seminars by involving the experts of the subjects make the students to get more knowledge exposure.
- Teachers provide case studies that can provide the necessary platform to communicate and collaborate about a situation that is concerned.
- Teachers need to take the students on industrial visits to get them exposure on working environment.
- By providing the course materials in soft copy, large font size Print outs and Braille Printouts it helps to the students to revise the contains in depth.
- Providing the E-books links students can understand the contents in depth.
- To understand the concepts in depth the YouTube Links are been Provide for the repetitive purpose and easy access.

8. SUGGESTED LEARNING RESOURCES:

Sl. No	Author	Title of Books	Publication / Year
1	Arithmetic for Competitive Examinations	R S Aggarwal	
2	Elements of Commercial Arithmetic	Patwardhan K S	
3	Arithmetic Subjective and Objective	Agarwal	-
4	Commercial Arithmetic	Jather and Berri	-
5	Commercial Arithmetic	Vijayakumar	

9. COURSE ASSESSMENT AND EVALUATION CHART

Assessme nt Methods	Types of Assessment		Target	Assessment Methods	Max Marks	Types of Record	Course Outcomes for Assessment
DIRECT ASSESSMENT	CIE CONTINUOUS INTERNAL EVALUA-TION	IA Test	STUDENTS	Three tests (Average of Three tests will be Computed)	30	Blue Book	All Co's
		Assignment & Student activity		Average of Two Assignment/ Activity	20	Activity Book	Specified CO by the Course Coordinator
				Total CIE Marks	50		
	SEE SEMESTER END EXAMINA-TION	Semester End Exam		End of the Course	50	Answer Scripts	All Co's
				Total	100		
INDIRECT ASSESSMENT	Student Feedback		STUDENTS	Middle of the Course	Feed Back Forms		
	End of Course Survey			End of the Course			

10. COURSE ASSESSMENT SUMMARY

Sl. No.	Assessment	Duration	Max Marks	Conversion
1	CIE Assessment – 1 (Written Test – 1) At the end of 6 th Week	80 Minutes	30	Average of three written tests 30 Marks
2	CIE Assessment – 2 (Written Test – 2) At the end of 10 th Week	80 Minutes	30	
3	CIE Assessment – 3 (Written Test – 3) At the end of 15 th Week	80 Minutes	30	
4	CIE Assessment 4(Student Activity / Assignment) At the end of 8 th Week	—	20	Average of three 20 Marks
5	CIE Assessment 5 (Student Activity / Assignment) At the beginning of 16 th Week	—	20	
Total Continuous Internal Evaluation (CIE) Assessment				50
6	Semester End Examination (SEE) Assessment (Written Test)	3 Hours	100	50
Total Marks				100
The First 3 CIE assessments (1, 2 & 3) will cover all the COs and the Coverage of CO will be decided by the concerned Course Coordinator.				
The Last 2 CIE assessments (4 & 5) will cover all the COs and the Coverage of CO will be in line with the coverage of first 3 CIE assessments.				

Note:

1. SEE (Semester End Examination) is conducted for 100 Marks theory courses for a time duration of 3 Hours.
2. Three CIE (written test), each of 30 marks for a time duration of 80 minutes shall be conducted. Also, TWO CIE (student activity or assignment) each of 20 marks shall be conducted. Any fraction at any stage during evaluation will be rounded off to the next higher digit
3. Assessment of assignment and student activity is evaluated through appropriate rubrics by the respective course coordinator. The secured mark in each case is rounded off to the next higher digit.

11. DETAILED COURSE CONTENTS

UNIT NO. AND NAME	DETAILED COURSE CONTENT	CO	PO	CONTACT HRS.	TOTAL
1. Average	Meaning for Average	1	1	1	19
	Use for Average	1	1,2	1	
	Formula for Average	1	1,2	1	
	Explanation for Average with few Examples	1	1	1	
	Simple Problems on Average	1	1,5	3	
	Simple Problems on Average	1	1	3	
2. Percentage	Meaning of percentage	2	1	1	10
	Importance of percentage	2	1	1	
	Conversion of Fraction into percentage	2	1	1	
	Conversion of percentage into fraction	2	1	1	
	Simple problems on Percentage	2	1	3	
	Simple problems on Percentage	2	1	3	
3 Ratio and Proportion with reference to partnership	Introduction on Ratio and Proportion	3	1	2	29
	Division of profits in proportion to capitals of partners when all of them invest at the same time	3	1	4	
	Division of profits when partners bring capital at different intervals	3	1	4	
	Simple problems on Ratio and Proportion	3	1	6	
	Simple problems on Ratio and Proportion	3	1,2	6	
	Simple problems on Ratio and Proportion	3	1	6	
4. Simple and Compound Interest	To find interest when Principal, Time & Rates are given.	4	1	2	28
	To Find amount when Principal, time and rates are given.	4	1,5,7	2	
	To find Time when Principal, Interest & Rates are given	4	1,5,7	3	
	To find Rate when Interest, Principal & Time are given	4	1	3	
	Simple problems on Simple interest	4	1	3	
	Simple problems on Simple interest	4	1	6	
	Simple problems on Compound interest	4	1	3	
	Simple problems on Compound interest	4	1	6	

5. Profit and Loss	Introduction – Terminologies used – cost price – selling price - gain or loss.	5	1,5	2	19
	To find gain or loss when SP & CP are given	5	2	3	
	To find gain % when SP & CP are given	5	2	3	
	To find loss% when SP & CP are given	5	1,5	3	
	To find CP when SP & gain % are given	5	1,5,7	2	
	To find CP when SP & loss % are given	5	1,5,7	2	
	To find SP when CP & gain % are given	5	1,5,7	2	
	To find SP when CP & loss % are given	5	1,5,7	2	
Total					96

12. RUBRICS FOR ACTIVITY

Dimension	RUBRICS FOR ASSESSING STUDENT ACTIVITIES SCALE					Marks
Marks	1. Unsatisfactory (59 and Below) 4	2. Developing (69-60) 8	3. Satisfactory (79-70) 12	4. Good (89-80) 16	5. Exemplary (100-90) 20	
1.Introduction/ Understanding	Contents Disorganized not able to understand the Importance of the topic	Somewhat organized Contents but not able to understand the importance of topic	Contents organized and Understand able Knowledge of the importance of the topic	Organize d and Understa nd the importan ce of the topic	A well Organized and easy to understand the importance of the topic	
2. Focus on the Topic/ Contents	Poor attempt is made to collect information in the context that shows poor understanding	Fewer attempts are made to collect information in the context that shows no understandi ng	Partially attempt is made to collect information in the context that shows little Understandi ng	Attempt is made to collect informati on in the context that Shows understa nding	Succeeds in collecting information that shows understanding	
3.Applications	Presentation is not clear	Meet task but lacks clarity and Consistency	Meet task but lacks some clarity and Consistency	Meet task clarity and Consiste ncy	Presentation is very clear	
Average Marks of 3 Dimensions=						/3
Maximum 20 Marks						

13. SUGGESTED LIST OF STUDENTS ACTIVITIES FOR CIE

Sl.NO	SUGGESTED ACTIVITIES
1	Suggest the various Methods of Calculation of Cost and Selling Price.
2	Collect the Various Competitive exam questions on topic of Average and Percentage and try to solve them.
3	Collect the Various Competitive exam questions on topic of Cost and Selling Price topics and try to solve them.
4	Collect the Various Competitive exam questions on topic of Gain or loss topics and try to solve them
5	Collect the Various Competitive exam questions on Simple and Compound interest try to solve them

GOVERNMENT OF KARNATAKA
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JSS POLYTECHNIC FOR THE DIFFERENTLY ABLED (AUTONOMOUS)

Programme: DIPLOMA IN COMPUTER APPLICATIONS

Course Code	6445	Semester	IV
Course Title	English Computer Typing-IV (Speed 40 WPM)	Course Group	Core
No. of Credits	4	Type of Course	Tutorial & Practice
Course Category	Core	Total Contact Hours	6 Hrs. / Week 96 Hrs. / Semester
Prerequisites	English Knowledge	Teaching Scheme	[L : T : P] 0:0:6
CIE Marks	60	SEE Marks	40

1. COURSE SKILL SET

The students shall be able to:

1. Type a Passage of 350 Words at 35 WPM for 10 Minutes

2. COURSE OUTCOMES

At the end of the course, students will be able to

Course Outcome	
CO1	Type a Simple English Passage at the rate of 36 WPM
CO2	Type a Simple English Passage at the rate of 37 WPM
CO3	Type a Simple English Passage at the rate of 38 WPM
CO4	Type a Simple English Passage at the rate of 40 WPM

3. COURSE CONTENT OUTLINE WITH TEACHING HOURS AND MARK FOR SEE

UNIT NO	UNIT TITLE	TEACHING HOURS	DISTRIBUTION LEVELS (Marks)			TOTAL
			R	U	A	
01	Type the Passages at 36 WPM	20	-	-	-	-
02	Type the Passages at 37 WPM	20	-	-	-	-
03	Type the Passages at 38 WPM	20	-	-	-	-
04	Type the Passages at 40 WPM	36	50	30	20	100
Total Hours of instruction		96	50	30	20	100

(R = Remember, U = Understand, A = Apply and above levels (Bloom's Revised Taxonomy))

4. DETAILS OF COURSE CONTENT

The following topics / subtopics is to be taught and accessed in order to develop Unit Skill Sets for achieving CO to attain identified skill sets:

UNIT NO. AND NAME	UNIT SKILL SET	TOPICS / SUBTOPICS	HOURS L-T-P
UNIT - 1 TYPE THE PASSAGES AT 36 WPM	Practicing of 360 words in 10 Minutes	Type the Passages at 36 WPM	0-00-20=20
UNIT - 2 TYPE THE PASSAGES AT 37 WPM	Practicing of 370 words in 10 Minutes	Type the Passages at 37 WPM	0-00-20=20
UNIT - 3 TYPE THE PASSAGES AT 38 WPM	Practicing of 380 words in 10 Minutes	Type the Passages at 38 WPM	0-0-20=20
UNIT - 4 TYPE THE PASSAGES AT 40 WPM	Practicing of 400 words in 10 Minutes	Type the Passages at 40 WPM	0-00-36=36

5. MAPPING OF CO WITH PO

CO	Course Outcome	PO Mapped	Unit Linked	CL R/U/A	Theory in Hrs.	Total Marks
1	Type a Simple English Passage at the rate of 36 WPM	1,2,3,4,5,7	1	R/U/A	20	-
2	Type a Simple English Passage at the rate of 37 WPM	1,2,3,4,5,7	2	R/U/A	20	-
3	Type a Simple English Passage at the rate of 38 WPM	1,2,3,4,5,7	3	R/U/A	20	-
4	Type a Simple English Passage at the rate of 40 WPM	1,2,3,4,5,7	4	R/U/A	36	100
Total					96	100

6. LEVELS OF CO, PO AND PSO MAPPING

Course	CO's	Programme Outcomes							Programme Specific Objectives		
		1	2	3	4	5	6	7	1	2	3
English Computer Typing-IV (Speed 40 WPM)	CO1	3	2	2	1	1	1	3	2	2	1
	CO2	3	2	2	1	1	1	3	2	2	1
	CO3	3	2	2	1	1	1	3	2	2	1
	CO4	3	2	2	1	1	1	3	2	2	1
Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed. Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO. If >40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 3 If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2 If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1 If < 5% of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed.											

7. INSTRUCTIONAL STRATEGY

There are various strategies that can be adopted by the teachers today related to the course outcomes.

- Teachers by demonstrating screen reading software (NVDA and JAWS) which enables students to use computer.
- By providing the Real time problems for practice the students can look at the challenges in a fresh perspective.
- By providing the course materials in soft copy, large font size Print outs and Braille Printouts it helps to the students to revise the contains in depth.
- Providing the Typing Master links students can understand the contents in depth.
- To understand the concepts in depth the YouTube Links are been Provide for the repetitive purpose and easy access.

8. SUGGESTED LEARNING RESOURCES:

Sl. No.	Author	Title of Books	Publication / Year
1		Speed Builder Series	Four in one speed paper, Jr Gr. and DCP Students
2	Sri.R.V.Nagaraja Rao	A Text Book of Touch Typewriting	
3	S.R.Siddaraju.	English Typewriting Text Book	

9. COURSE ASSESSMENT AND EVALUATION CHART

Assessment Methods	Types of Assessment		Target	Assessment Methods	Max Marks	Types of Record	Course Outcomes for Assessment
DIRECT ASSESSMENT	CIE CONTINUOUS INTERNAL EVALUA- TION	IA Test	STUDENTS	Two Speed Tests (Average of two test will be computed)	20	Blue Book	All Co's
		Assignment & Student activity		Three Speed Tests (Average of three test will be computed)	20	Activity Book	Specified CO by the Course Coordinator
				Student Activity / Assignment	20		
				Total CIE Marks	60		
	SEE SEMESTER END EXAMINATION	Semester End Exam		End of the Course	40	Answer Scripts	All Co's
				Total	100		
INDIRECT ASSESSMENT	Student Feedback		STUDENTS	Middle of the Course	Feed Back Forms		
	End of Course Survey			End of the Course			

10. COURSE ASSESSMENT SUMMARY

Sl. No.	Assessment	Duration	Max Marks	Conversion
1	CIE Assessment – 1 Speed Test-1 (36 WPM) At the end of 6 th Week	28 Minutes	20	Average of two tests 20 Marks
2	CIE Assessment – 2 Speed Test-2 (40 WPM) At the end of 15 th Week	28 Minutes	20	
3	CIE Assessment -3 Speed Test-1 (37 WPM) At the end of 8 th Week	28 Minutes	20	Average of Three tests 20 Marks
4	CIE Assessment -4 Speed Test-2 (38 WPM) At the end of 10 ^h Week	28 Minutes	20	
5	CIE Assessment 5 Speed Test-3 (39 WPM) At the end of 13 th Week	28 Minutes	20	
6	CIE Assessment 6 Speed test (40 WPM) (Student Activity / Assignment) At the beginning of 16 th Week	—	20	20 Marks
Total Continuous Internal Evaluation (CIE) Assessment				60
7	Semester End Examination (SEE) Speed Examination (40 WPM)	3 Hours	100	40
Total Marks				100

Note:

1. SEE (Semester End Examination) is conducted for 100 Marks theory courses for a time duration of 3 Hours.
2. Two CIE each of 20 marks for time duration of 28 minutes shall be conducted. Also, three CIE (Test/student activity or assignment) each of 20 marks for the time duration of 28 minutes shall be conducted. Any fraction at any stage during evaluation will be rounded off to the next higher digit
3. Assessment of assignment and student activity is evaluated through appropriate rubrics by the respective course coordinator. The secured mark in each case is rounded off to the next higher digit.

11.DETAILED COURSE CONTENTS

UNIT NO. AND NAME	DETAILED COURSE CONTENT	CO	PO	CONTACT HRS.	TOTAL
1.Type the Passages at 36 WPM	Type the Passages at 36 WPM	1	1,2,3,4,5,7	20	20
2.Type the Passages at 37 WPM	Type the Passages at 37 WPM	2	1,2,3,4,5,7	20	20
3.Type the Passages at 38 WPM	Type the Passages at 38 WPM	3	1,2,3,4,5,7	20	20
4.Type the Passages at 40 WPM	Type the Passages at 40 WPM	4	1,2,3,4,5,7	36	36
Total					96

12. RUBRICS FOR ACTIVITY

Dimension	RUBRICS FOR ASSESSING STUDENT ACTIVITIES SCALE					Marks
	1. Unsatisfactory (59 and Below) 4	2. Developing (69-60) 8	3. Satisfactory (79-70) 12	4. Good (89-80) 16	5. Exemplary (100-90) 20	
1.Introduction/ Understanding	Contents Disorganized not able to understand the Importance of the topic	Somewhat organized Contents but not able to understand the importance of topic	Contents organized and Understand able Knowledge of the importance of the topic	Organized and Understand the importance of the topic	A well Organized and easy to understand the importance of the topic	
2.Focus on the Topic/ Contents	No Focus on the topic and No idea	Main idea is not clear and random Collection of information	Main idea is somewhat clear. but there is a need for more supporting information is general	Main idea is clear but the Supporting information is general	Well focused topic and main idea stands out and supported by detailed information.	
3.Applications	Poor attempt in Understanding and Applications	Students need to understand more about the contents and apply.	Students is not able to understand Completely. However, applications needs improvement.	Students is able to understand but apply Partly the knowledge about the Contents	Students is able to understand and apply the knowledge about the Contents	
Average Marks of 3 Dimensions=						/3
Maximum 20 Marks						

13. SUGGESTED LIST OF STUDENTS ACTIVITIES FOR CIE

SL.NO	SUGGESTED ACTIVITIES
1	Type the hardcopy study material
2	Type the News papers
3	Type the other printed matters.

14. SCHEME OF EXAMINATION FOR BOTH CIE AND SEE

Duration of Examination: 3 Hours

Speed Typing for PVI & VI : 40 (10 + 30) Minutes

Remaining Time is for taking Print Outs, Valuation and other works.

1. Type a Passage of 400 Words at 40WPM for 10 Minutes
2. Time Extension may be given to VI as per rules.
3. Question paper for PVI and VI should be in Braille and / or Large Font as the case may be.
4. The typed answer script printout should be taken for Valuation.
5. Half Mark has to be deducted for each of the following Mistakes:
 - a. Omission of words
 - b. Commission of words
 - c. Mis-Spelt words
 - d. Space between the Letters of the same Word
 - e. Failure to leave space between the Words
 - f. Failure to leave required space after Full stop and other Punctuations
 - g. Failure to observe Upper and Lower Capitals
 - h. Wrong Splitting of Words
 - i. Improper Indentation of Paragraphs
6. Minimum Passing Marks is 24 in the End Examination and 40 including I A.

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Programme: DIPLOMA IN COMPUTER APPLICATIONS

Course Code	6446	Semester	IV
Course Title	E-OFFICE	Course Group	Core
No. of Credits	4	Type of Course	Tutorial & Practice
Course Category	Core	Total Contact Hours	6 Hrs. / Week 96 Hrs. / Semester
Prerequisites	English Knowledge & Basic Computer Skills	Teaching Scheme	[L : T : P] 0:2:4
CIE Marks	60	SEE Marks	40

1. COURSE SKILL SET

The students shall be able to:

1. Know about handling Social media for providing assistance in organisation Development
2. Understand the effectiveness of online Communication
3. Know the online documenting and Cloud storage
4. Know the Online Scheduling of work and travel plant

2. COURSE OUTCOMES

At the end of the course, students will be able to

	COURSE OUTCOMES
CO1	Acquire the knowledge on handling Social media for providing assistance in organisation Development
CO2	Obtain the Knowledge about the effectiveness of online Communication
CO3	Acquire and apply the Knowledge on online documenting and Cloud storage
CO4	Obtain and Apply the Knowledge on Online Scheduling of work and travel plant

3. Course Content

Week	C O	PO	Lecture (Knowledge Criteria)	Tutorial (Activity Criteria)	Practice (Performance Criteria)
			1 Hours/ Week	1 hours/ week	4 hours/week
1	1		1. Meaning and Importance of social media 2. Important Features of social media- Twitter, WhatsApp, Facebook, Instagram, LinkedIn, MS Team	Refer Table 1	1. Creating Twitter Business account and Profile using website /App
2	1		1. Twitter-Terminologies used @ (at), hashtag, Block, Book Marks, direct message, Follow, Followers, Like, Lists, Retweet, Timeline, Trends.	Refer Table 1	2. Tweeting Message/ Advertisement through text, pictures, videos, GIFs 3. Twitter Analytics Usage of Hashtags , Personalised Settings.
3	1		Meaning of Business WhatsApp Account and its Features- Labels, Business Profile, Quick Replies, Automated Messages, Groups, Broadcast List, Messages Statistics	Refer Table 1	1. Creating WhatsApp Business account (WAB) and Set up Business profile, catalogue and labels 2. Sharing catalogue link to customers. 3. Sending away messages, greeting messages, quick replies, using WhatsApp web for business account, viewing WhatsApp statistics. 4. Privacy settings and providing WhatsApp business short links to customers and tagging WhatsApp business to Facebook and Instagram.
4	1		1. Meaning and importance of business Facebook page 2. Facebook Best Practices	Refer Table 1	1. Designing Facebook business page and preview for desktop and mobile by adding Page Information,

					Category and Description 2. Updating the Profile, Securing the Account through Two Factor Authentication, Privacy Settings
5	1		3. Terminologies - Post, Story, Room, Ad, Group, Event		1. Creating Post, Story, Room, Ad, Group, Event
6	1		1. Meaning of Business Instagram 2. Features and Benefits of Instagram for business 3. Important Instagram Business Account terminologies – Hashtags, Types of Hashtags, Stories, Influencer, Instagram Analytics, Instagram Contest	Refer Table 1	1. Creating Instagram Business Account and Profile 2. Posting Text, Images and Videos through Instagram Business Account 3. Using different types of Hashtags 4. Creating Instagram Stories 5. Perform Instagram Analytics 6. Privacy settings in Instagram
7	1		1. Meaning and Objectives of of Linkedin and procedure to open a Linkedin Account 2. Difference between Free and Paid Linkedin Accounts 3. Why Linkedin is Better than other Social Media Networks For Business	Refer Table 1	1. Opening Linkedin Account 2. Doing Research about Customers through “Find a person you know” 3. Searching for Jobs 4. Learn a New Skill – Through Videos and Courses 5. Posting a Job 6. Creating Advertisement 7. Privacy Settings in Linkedin
8	2		1. Meaning of Webpage, Website and WebServer 2. Features of a Good Website 3. FTP Site Introduction 4. Upload and Downward of Files	Refer Table 1	1. Creating Website using Google Site for General, Portfolio, Event, Help Center, Project and Team purposes 2. Using features of Layout, Collapsible Text, Table of Contents, Image, Button, Divider, Placeholder, Textbox, Images, Pages and Themes 3. Linking Files from YouTube, Calendar, Maps, Documents

9	2		1. Meaning of Email and facilities given in Email Account – Labels, Settings, Themes, Snooze, Archive and Thrash	Refer Table 1	1. Creating an Email Account with security measures 2. Customizing the Email Account by selecting options under Settings, Themes, etc. 3. Creating Emails Group
10	2		1. Meaning, Importance and Requirements for Google Meet	Refer Table 1	1. Conducting Google Meet by Creating and sending Link, Sending Invitation, Adjusting the Settings – Changing Layout, Background, Using White Board during Meet 2. Scheduling Meeting through Google Meet App and Google Calendar and sending Scheduled Meeting Link through Email, etc.
11	2		1. Meaning & Features of YouTube, Featured Channel	Refer Table 1	1. Creating YouTube Channel, Setting Profile, Add Description, Adding Channel Link to other Social Media 2. Uploading Video to YouTube 3. Downloading Video from YouTube
12	3		1. Meaning of Spread Sheet, Difference between Offline and Online Spread Sheet, Advantages of Online Spreadsheet 2. Types of Online Spread Sheet	Refer Table 1	1. Creating and Sharing Spread Sheets - General, Budget, To-do List, Schedule, Travel Planner, Invoice, Financial Statements, Purchase Order, Employee Shift Schedule, Project Management Sheets, Education Sheets
13	3		1. Meaning of PPT, Difference between Offline PPT and Online PPT 2. Types of Online PPT	Refer Table 1	1. Creating and Sharing Google Presentations Slides - General, Big Idea, Photo Album, Portfolio, Status Report, Case Study, Employee Certificate, Field Trip, Student Certificate
					1. Creating Google Forms -

14	3		1. Meaning of Data Collection – Primary and Secondary Data Collection 2. Meaning and Types of Google Forms	Refer Table 1	General, Contact Information, Quiz/Survey, Event Registration, Event Feedback, Order Form, Job Application, Customer Feedback, Worksheet 2. Adding Title, Question, Image to the Forms and Importing Questions 3. Customizing the Forms by using Features like Collecting Emails, Limiting to 1 Response, Edit After Response, Confirmation Message
15	3		1. Meaning and Importance of PDF File 2. Meaning and Importance of Password Protection of PDF File 3. Introduction and Usage of Google Drive	Refer Table 1	1. Converting WORD, EXCEL, PPT Files to PDF Files and vice versa 2. Store / Upload Files to Drive 3. Retrieving Files from Drive 4. Sharing the Files from Drive
16	4		1. Meaning and Importance of Work Scheduling 2. Meaning and various tasks in Travel Arrangements	Refer Table 1	1. Scheduling Appointments / Events in Google Calendar 2. Scheduling Meeting by Adding Guests List and sending online invitation 3. Setting the Reminder, Location and Notification 4. Adding Attachments while sending Invite
Total in hours			16	16	64

Table 1 – Tutorial (Activity Criteria)

CO 1	1. Tweet a Message having Text, Picture and Video
	2. Analyze the Twitter usage through Analytics option
	3. Create a WAB Account for a Readymade Garments Manufacturing Company with suitable Profile
	4. Prepare a Catalogue and send its link to a group of Customers in WAB
	5. Tag the WAB Account Short Links to Customers with Facebook and Instagram
	6. Design a Facebook Business Page for Mobile which shall have Page Information, Category and Description
	7. Secure the Facebook Business Page with Two Factor Authentication
	8. Create a Story projecting the Business
	9. Create an Event for the Launch of a New Product
	10. Create Instagram Business Account with suitable Profile
	11. Post Image and Video to project the various Products sold by your business
	12. Create an Instagram Story to show the important milestones of your business
	13. Through “Find a person you know” conduct a Research about the Customers
	14. Post a Job Advertisement in LinkedIn to recruit Personal Secretary
	15. Create an Advertisement to showcase the newly launched Product
	16. Through “Find a person you know” conduct a Research about the Customers
	17. Post a Job Advertisement in LinkedIn to recruit Personal Secretary
	18. Create an Advertisement to showcase the newly launched Product
CO 2	1. Create a Website using Google Site to showcase the business by adding the necessary features among Layout, Collapsible Text, Contents Table, Image, Button, Divider, Placeholder, Textbox, Pages and Themes
	2. Create Website using Templates related to General, Portfolio, Event, Help Center, Project and Team purposes
	3. Create an Email Account by setting the Security
	4. Using “Settings”, customize the Email Account by selecting Inbox, Accounts and Import, Filters and Blocked Addresses, Forwarding and POP/MAP, Chat and Meet and Offline
	5. Create an Email Group of potential Customers
	6. Conduct a Google Meet and send the Link through Email and also through other Social Media
	7. Conduct a Google Meet by adjusting the Settings of Changing Layout, Background and use White Board during the Meet
	8. Schedule a Meeting through Google Meet App and Google Calendar and send Scheduled Meeting Link through Email, etc.
	9. Create a YouTube Channel and Set the Profile, Add Description and send Channel Link to other Social Media
	10. Upload a Video to the Channel already created
	11. Download a Video from YouTube through a suitable YouTube Downloader App

CO 3	1. Create and Share Spread Sheet for the following purposes General, Budget, To-do List, Schedule, Travel Planner, Invoice, Financial Statements, Purchase Order, Employee Shift Schedule, Project Management Sheets, Education Sheets
	2. Create and Share Google Presentation Slides for the following purposes General, Big Idea, Photo Album, Portfolio, Status Report, Case Study, Employee Certificate, Field Trip, Student Certificate
	3. Create and Share Google Forms for the following purposes General, Contact Information, Quiz/Survey, Event Registration, Event Feedback, OrderForm, Job Application, Customer Feedback, Worksheet
	4. Create and Share Google Form using Features like Collecting Emails, Limiting to 1 Response, Edit After Response, Confirmation Message
	5. Convert WORD, EXCEL, PPT Files to PDF Files and vice versa
	6. Store / Upload Files to Drive
	7. Retrieve Files from Drive
	8. Share the Files from Drive
CO 4	1. Schedule Appointments / Events in Google Calendar
	2. Schedule Meeting using Google Calendar by Adding Guests List and sending online invitation
	3. Set the Reminder, Location and Notification for the Scheduled Meeting
	4. Add Attachments while sending Invite

NOTE: In Tutorial Hour, Students shall be asked to complete the given Assignments based on the topics taught in the previous classes and present the same. After such Presentation, students may be properly guided to improve their skills.

5. MAPPING OF CO WITH PO

CO	Course Outcome	PO Mapped	Unit Linked	CL R/U/A	Theory in Hrs.	Total Marks
1	Acquire the knowledge on handling Social media for providing assistance in organisation Development	1,2,4,6,7	1	R/U/A	21	25
2	Obtain the Knowledge about the effectiveness of online Communication	1,2,3,4,5,6,7	2	R/U/A	27	25
3	Acquire and apply the Knowledge on online documenting and Cloud storage	1,2,4,6,7	3	R/U/A	24	25
4	Obtain and Apply the Knowledge on Online Scheduling of work and travel plan	1,2,3,4,5,6,7	4	R/U/A	24	25
Total					96	100

6. LEVELS OF CO, PO AND PSO MAPPING

Course	CO's	Programme Outcomes							Programme Specific Objectives		
		1	2	3	4	5	6	7	1	2	3
E-OFFICE	CO1	1	1	2	2	2	2	2	3	2	2
	CO2	1	1	2	2	2	2	2	3	2	2
	CO3	1	1	2	2	1	2	2	3	2	2
	CO4	1	1	2	2	2	2	2	3	2	2
Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed. Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO. If >40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 3 If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2 If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1 If < 5% of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed.											

7. INSTRUCTIONAL STRATEGY

There are various strategies that can be adopted by the teachers today related to the course outcomes.

- Teachers can involve the students in the group discussions by which they can come out with their innovative thinking.
- Teachers conducting the guest lectures, workshops and seminars by involving the experts of the subjects make the students to get more knowledge exposure.
- Teachers provide case studies that can provide the necessary platform to communicate and collaborate about a situation that is concerned.
- By providing project work and filed work it creates an opportunity for students to get the wide range of exposure of different environments.
- Teachers by demonstrating screen reading software (NVDA and JAWS) which enables students to use computer.
- By providing the Real time problems for practice the students can look at the challenges in a fresh perspective.
- By providing the course materials in soft copy, large font size Print outs and Braille Printouts it helps to the students to revise the contents in depth.
- Providing the E-books links students can understand the contents in depth.
- To understand the concepts in depth the YouTube Links are been Provide for the repetitive purpose and easy access.

8. SUGGESTED LEARNING RESOURCES:

Sl. No	Links for References
1	https://www.businessnewsdaily.com/7488-twitter-for-business.html
2	https://blog.hubspot.com/marketing/twitter-for-business
3	How to use Twitter Analytics by Larry Kim
4	https://help.twitter.com/en/using-twitter/tailored-suggestions
5	https://www.sontiq.com/resources/how-to-adjust-your-twitter-privacy-settings/
6	https://help.twitter.com/en/using-twitter/how-to-use-hashtags
7	https://sproutsocial.com/insights/twitter-chats/
8	https://morph.ai/blog/a-complete-guide-to-whatsapp-business-in-2020/

09. COURSE ASSESSMENT SUMMARY

Sl. No.	Assessment	Duration	Max Marks	Conversion
1	CIE Assessment – 1 (Written Test – 1) At the end of 6 th Week (Theory Test)	80 Minutes	30	Average of two written tests 30 Marks
2	CIE Assessment – 2 (Written Test – 2) At the end of 15 th Week (Theory Test)	80 Minutes	30	
3	CIE Assessment –3 At the end of 8 th Week (Skill Test)	180 Minutes	20	Average of three Practical tests 20 Marks
4	CIE Assessment –4 At the end of 10 th Week (Skill Test)	180 Minutes	20	
5	CIE Assessment 5 At the end of 13 th Week (Skill Test)	180 Minutes	20	
6	CIE Assessment 6 (Student Activity / Assignment) At the Beginning of 16 th Week	-	10	10 Marks
Total Continuous Internal Evaluation (CIE) Assessment				60
7	Semester End Examination (SEE) Assessment (Written Test)	3 Hours	100	40
Total Marks				100

Note:

1. SEE (Semester End Examination) is conducted for 100 Marks Practical courses for a time duration of 3 Hours.
2. Two CIE (written test),(Theory Test) each of 30 marks for a time duration of 80 minutes shall be conducted. Three CIE (Practical Test) each of 20 marks for a time duration of 180 minutes shall be conducted Also, One CIE (student activity or assignment) of 10 marks shall be conducted. Any fraction at any stage during evaluation will be rounded off to the next higher digit
3. Assessment of assignment and student activity is evaluated through appropriate rubrics by the respective course coordinator. The secured mark in each case is rounded off to the next higher digit.

10. RUBRICS FOR ACTIVITY

Dimension	RUBRICS FOR ASSESSING STUDENT ACTIVITIES SCALE					Marks
Marks	1. Unsatisfactory (59 and Below) 4	2. Developing (69-60) 8	3. Satisfactory (79-70) 12	4. Good (89-80) 16	5. Exemplary (100-90) 20	
1.Introduction/ Understanding	Contents Disorganized not able to understand the Importance of the topic	Somewhat organized Contents but not able to understand the importance of topic	Contents organized and Understand able Knowledge of the importance of the topic	Organize d and Understa nd the importan ce of the topic	A well Organized and easy to understand the importance of the topic	
2.Focus on the Topic/ Contents	No Focus on the topic and No idea	Main idea is not clear and random Collection of information	Main idea is somewhat clear. but there is a need for more supporting information is general	Main idea is clear but the Supporti ng informati on is general	Well focused topic and main idea stands out and supported by detailed information.	
3.Applications	Poor attempt in Understanding and Applications	Students need to understand more about the contents and apply.	Students is not able to understand Completely. However, applications needs improveme nt.	Students is able to understa nd but apply Partly the knowled ge about the Contents	Students is able to understand and apply the knowledge about the Contents	
Average Marks of 3 Dimensions=						/3
Maximum 20 Marks						

11. SUGGESTED LIST OF STUDENTS ACTIVITIES FOR CIE

Sl.NO	SUGGESTED ACTIVITIES
1	Create and write the steps for a business account on twitter app
2	Create the Google Meet link and write the steps for it.
3	Create a Google form on feedback for an event conducted
4	Schedule the meeting on Google calendar and Set the reminder of it.

12. SCHEME OF EXAMINATION FOR BOTH CIE AND SEE:

Sl.No	Particulars	Marks
1	Writing	10
2	Execution	50
3	Record	20
4	Viva-voce	20
Total		100

GOVERNMENT OF KARNATAKA
DEPARTMENT OF COLLEGIATE AND TECHNICAL EDUCATION
JSS POLYTECHNIC FOR THE DIFFERENTLY ABLED (AUTONOMOUS)

Programme: DIPLOMA IN COMPUTER APPLICATIONS

Course Code	6447	Semester	IV
Course Title	Indian Constitution	Course Group	Core
No. of Credits	2	Type of Course	Tutorial & Practice
Course Category	Audit Course	Total Contact Hours	2 Hrs. / Week
			32 Hrs. / Semester
Prerequisites	English Knowledge	Teaching Scheme	[L : T : P] 2:0:0
CIE Marks	50	SEE Marks	NIL

1. COURSE SKILL SET

The students shall be able to:

1. Understand the Preamble, Salient features and importance of Indian Constitution
2. Know the Fundamental Rights and Duties
3. Understand the Parliamentary System of governance, Structure, Function, powers of central, State Governments (Legislative, Executive) and Judiciary
4. Understand the Panchayat Raj Institution and Local Self - Government and NHRC

2. COURSE OUTCOMES

At the end of the course, students will be able to

	Course Outcomes
CO1	Acquire the Knowledge of Preamble, Salient features and importance of Indian Constitution
CO2	Acquire and Apply the Knowledge of Fundamental Rights and Duties
CO3	Obtain the Knowledge of Parliamentary System of governance, Structure, Function, powers of central, State Governments (Legislative, Executive) and Judiciary
CO4	Inculcate the Knowledge of Panchayat Raj Institution and Local Self - Government and NHRC

3. DETAILS OF COURSE CONTENT

The following topics / subtopics is to be taught and accessed in order to develop Unit Skill Sets for achieving CO to attain identified skill sets:

Week	CO	Detailed Course Contents	Contact Hours
1	1	Introduction to constitution of India- Formation and Composition of the constituent Assembly- Salient features of the constitution- Preamble to the Indian Constitution	2
2	1.2	Fundamental Rights- Definition, The right to equality, the right to freedom, the right against exploitation, the right to freedom of religion.	2
3	1.2	Cultural and educational rights and the right to constitutional remedies	2
4	1.2	Fundamental Duties of Indian Constitution	
5	1.3	Parliamentary System of governance- Structure of Parliament- Lok Sabha and Rajya Sabha.	2
6	1.3	Functions of Parliament- Legislative, Executive, Financial Function , Powers of Lok Sabha.	
7	1.3	Structure of union executive, power and position of President. Vice-President, Prime Minister and Council of Ministers	2
8	1.3	Structure of Judiciary: Jurisdiction and functions of Supreme Court, High Court, and subordinate Courts	2
9	1.3	Structure of state legislation, Legislative and Legislative council	2
10	1.3	Functions of State legislature, Structure of state executive- Powers and positions of Governor.	2
11	4	Powers and positions of Speaker, Deputy Speaker, Chief Minister and Council of ministers	
12	4	Local Self- Government- Meaning- Three tier system, village panchayat- taluk panchayat –Zilla panchayat	2
13	4	. Local bodies- Municipalities and Corporation,	
14	4	Human Rights- Definition-Constitutional Provision- rights to life and liberty.	2
15	4	National Human Rights Commission Constitution- Powers and Function of the Commission	2
16	4	Briefly description of concept of patents, copy Right, Trademark	2
Total			32

4. LEVELS OF CO, PO AND PSO MAPPING

Course	CO's	Programme Outcomes							Programme Specific Objectives		
		1	2	3	4	5	6	7	1	2	3
Indian Constitution	CO1	1	1	1	1	1	1	1	3	2	2
	CO2	1	1	1	1	1	1	1	3	2	2
	CO3	1	1	1	1	1	1	1	3	2	2
	CO4	1	1	1	1	1	1	1	3	2	2
<p>Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed. Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO. If >40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 3 If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2 If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1 If < 5% of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed.</p>											

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- Providing the E-books links students can understand the contents in depth.
- To understand the concepts in depth the YouTube Links are been Provide for the repetitive purpose and easy access.

6. SUGGESTED LEARNING RESOURCES:

Sl. No	Author	Title of Books	Publication / Year
1	Dr. Durga Das Basu	Introduction to the Constitution of India	
2	Hemalatha H.M and Rameshwari Varma, Hema Prakashana.	Empowerment of rural women in India	

7. COURSE ASSESSMENT AND EVALUATION CHART

Sl. No	Assessment	Test Week	Duration In minutes	Max marks	Conversion
1.	CIE-1 Written Test	5	80	30	Average of threetests 30
2.	CIE-2 Written Test	9	80	30	
3	CIE-3 Written Test	13	80	30	
4.	CIE-4 MCQ	6	60	20	Average of twoCIE = 20
5	CIE-5 Open Book Test	12	60	20	
Total CIE Marks					50
Semester End Examination (Practice)			-	-	-
Total Marks					50

08. RUBRICS FOR ACTIVITY

Dimension	RUBRICS FOR ASSESSING STUDENT ACTIVITIES SCALE					Marks
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Maximum 20 Marks						
