

SCHEME OF STUDY & EXAMINATION AND  
COURSE WISE DETAILS & CONTENTS

DIPLOMA IN COMPUTER APPLICATIONS

(C-21)

THIRD SEMESTER

W.E.F 2022-23

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

**CURRICULUM STRUCTURE****III 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 CIE (including CIE Marks)	Assigned Grade	Grade Point	SGPA and CGPA
				L	T	P			Max	Min	Max	Min					
Integrated Courses																	
1	PC/CA	6431	Financial Accounting - III	3	1	2	6	5	50	20	50	20	100	40			Both SGPA & CGPA
2	PC/CA	6432	Business Management	3	1	2	6	5	50	20	50	20	100	40			
3	PC/CA	6433	Mass Communication and Journalism-I	3	1	2	6	5	50	20	50	20	100	40			
4	PC/CA	6434	Call Centre Training	3	1	2	6	5	50	20	50	20	100	40			
5	PC/CA	6435	English Computer Typing-III (Speed 35 WPM)	0	0	6	6	3	60	24	40	16	100	40			
6	PC/CA	6436	Networking and Trouble Shooting Lab	1	1	4	6	4	60	24	40	16	100	40			
AUDIT COURSES																	
7	AU/KA		ಸಾಹಿತ್ಯ ಸಿಂಚನ-II / ಬಳಕೆ ಕನ್ನಡ-II	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	<b>6431</b>	Semester	<b>III</b>
Course Title	<b>Financial Accounting - III</b>	Course Group	<b>Core</b>
No. of Credits	<b>5</b>	Type of Course	<b>Lecture</b>
Course Category	<b>Core</b>	Total Contact Hours	<b>6 Hrs. / Week</b> <b>96 Hrs. / Semester</b>
Prerequisites	<b>Basic Calculations</b>	Teaching Scheme	<b>[ L : T : P ] = 3 : 1 : 2</b>
CIE Marks	<b>50</b>	SEE Marks	<b>50</b>

**1. COURSE SKILL SET**

The students shall be able to:

1. Know about the provision and Computation of the Interest on Partners' Drawings, Appropriate profits for various purposes, Maintain Partners 'Capital Accounts in the prescribed methods.
2. Highlight the Accounting treatment at the time of admission of new partner.
3. Understand the amount payable to the retiring partner and its settlement.
4. Learn about the amount payable to the Executors of the deceased partner and its settlement.
5. Understand the Concept relating financial accounts of Joint Stock Company.

**2. COURSE OUTCOMES:**

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

	<b>Course Outcome</b>
<b>CO1</b>	Procure the knowledge on computation of Interest on Partners' Drawings, Prepare Profit and Loss Appropriation A/c, Maintain Partners 'Capital Accounts.
<b>CO2</b>	Acquire the Skill of Accounting Entries on the Admission of a New Partner and Prepare necessary ledger accounts and New Balance Sheet of the Firm.
<b>CO3</b>	Acquire the knowledge of Accounting Entries on the Retirement of a Partner and Death of a Partner. Prepare necessary ledger accounts and New Balance Sheet of the Firm.
<b>CO4</b>	Acquire and Apply the knowledge of Accounting Entries on the Dissolution of a Partnership Firm and Close the books of the Firm
<b>CO5</b>	Obtain and Apply the Knowledge of Accounting for Share capital
<b>CO6</b>	Acquire the knowledge of relating Financial Accounts of Joint Stock 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 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	ACCOUNTING FOR PARTNERSHIP FIRMS FUNDAMENTALS	10	10	01	-	15	10
2	PARTNERSHIP ACCOUNTS ADMISSION OF A PARTNER	17	05	01	02	30	20
3	PARTNERSHIP ACCOUNTS RETIREMENT AND DEATH OF A PARTNER	17	05	01	02	30	20
4	PARTNERSHIP ACCOUNTS DISSOLUTION OF PARTNERSHIP FIRM	15	10	01	-	15	10
5	ACCOUNTING FOR SHARE CAPITAL	20	10	-	02	30	20
6	FINANCIAL ACCOUNTS OF JOINT STOCK COMPANY	17	10		02	30	20
Total		96	50	04	80	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:

<b>UNIT NO. AND NAME</b>	<b>UNIT SKILL SET</b>	<b>THEORY TOPICS / SUBTOPICS</b>	<b>PRACTICAL TOPICS / SUBTOPICS T+P:1+2=3</b>	<b>HOURS L-T-P</b>
<b>UNIT – 1</b> <b>Accounting for Partnership firms</b> <b>Fundamentals</b>	Understand to solve Problems on Profit and Loss Appropriation Account	1.1 .Partnership: Meaning and features, Partnership Deed: Meaning and Contents . 1.2 Provision of Indian Partnership Act of 1932 in absence of Partnership deed, Maintenance of Capital Account of Partnership deed. Maintenance of Capital accounts of Partners. Fixed capital System – Fluctuating Capital System (Theory only ) 1.3. Interest on Partners drawings- Problems under direct Method only 1.4. Format of Profit and Loss Appropriation account – Meaning and Problem	1.1 Calculation of Interest on Drawings on Direct and Product method in any Partnership Firm  1.2 Act as Partner Prepare of Profit and Loss Appropriation Accounts	04+2+4=10
<b>UNIT – 2</b> <b>Partnership Accounts Admission of a Partner</b>	Understand to solve Problems on Admission of a Partner	2.1 Admission of a partner – Meaning- Points to be Studied at the time of admission of Partner , Ratios in Connection with admission of a Partner – a) Sacrifice ratio – Meaning - Problems on Sacrifice ratio b) New Profit Sharing Ratio – Meaning – - Problems on New Profit Sharing Ratio- Adjustment in Connection with Admission of a Partner 1. Revaluation of Assets and Liabilities of the Firm 2. Distribution of Reserves and Undistributed Profit or Losses 3. Capital Brought by the new Partner in cash 4. Goodwill and its treatments Methods of Valuation of Goodwill- Average Profit method- Problems 2.2 Simple Problems on Admission of a Partner	2.1 Assume you are admitted to a partnership firm and calculate sacrifice ratio and new profit sharing ratio.  2.2 As a partner of a firm how you treat the Goodwill under various circumstances 2.3 Prepare necessary accounts at the time of admission of partners. 2.4 Assume yourself as a existing partner, prepare accounts when you are admitting a new partner.	05+4+8=17

<p style="text-align: center;"><b>UNIT-3</b> <b>PARTNERSHIP ACCOUNTS RETIREMENT AND DEATH OF A PARTNER</b></p>	<p>Understand to solve Problems on Retirement and Death of a Partner</p>	<p><b>RETIREMENT OF A PARTNER</b> 3.1 Meaning ,Ratios in connection with retirement of a partner : a) Gain Ratio [Meaning and problems] b) New profit sharing ratio [Meaning and problems] c) Difference between sacrifice and gain ratio d) point to be noted at the time of retirement of partner. Adjustments in connection with retirement of a partner i. Revaluation of assets and Liabilities of the firms 3.2 Calculation of gain ratio and new profit sharing Under various circumstances. 3.3 Treatment of Goodwill : 1] Created at its full value and retained. 2] Created at its full value and written off. 3) Settlement of amount due the retiring partner- Settlement in cash 3.4 Simple Problems on Retirement of a Partner <b>DEATH OF A PARTNER</b> 3.5 Death of a Partner –meaning of executor, a) Ascertain of the amount due to the deceased partner. b) Items to be taken into account at the time of death of a partner. c) Preparation of Deceased partner’s capital account or executors account. 3.6 Preparation of Deceased partner’s capital account or executors account.</p>	<p>3.1 Assume you are retiring partner from a partnership firm calculate Gain ratio and new profit sharing ratio. 3.2 Preparation of necessary accounts at the time of retirement of partner. 3.3 Preparation of accounts at the time of retirement. 3.4 Act as an executor of a Deceased partner’s and prepare capital account or executors account.</p>	<p>05+4+8=17</p>
<p style="text-align: center;"><b>UNIT--4</b> <b>PARTNERSHIP ACCOUNTS DISSOLUTION OF PARTNERSHIP FIRM</b></p>	<p>Students Able to solve Problems on Dissolution of a Partner</p>	<p>4.1 Dissolution of partnership – Meaning. Dissolution of partnership firm – Meaning. Difference between Dissolution of partnership and partnership firm 4.2 Circumstance of dissolution of a firm. Settlement of accounts on dissolution of a firm .Realization account : a) Format Realisation account b) Partner’s capital account c) Cash or bank account 4.3 Simple Problems on dissolution of partnership</p>	<p>4.1 Prepare Realisation Account at the time of dissolution.. 4.2 Prepare partners capital account at the time of dissolution. 4.3 Act as a partner and dissolve the partnership firm. 4.4 Prepare necessary accounts at the time of dissolution</p>	<p>3+4+8=15</p>

<b>UNIT-5</b> <b>ACCOUNTING FOR SHARE CAPITAL</b>	Learn about to solve Simple problems on Accounts for Share Capital	5.1 Meaning of Joint Stock Company. Features of Joint Stock Company. Share Capital of a Company— Meaning. 5.2 Shares: Meaning and Types – Equity share, Preference share. Meaning of: a) Issue of shares: b) Minimum subscription c) Application of shares d) Allotment of shares e) Calls on shares. 5.3 Problems on Journal entries relating issue of shares at par, premium and discount. 5.4 Problems on Journal entries relating to Calls-in arrears.	5.1 Collect the procedure for issue of shares. 5.2 Identify the journal entries relating to issue of shares. 5.3 Assume you are an accountant, Pass Journal Entries at the time of issue of shares at par and at premium. 5.4 As an accountant you have to give discount on issue of shares. Pass Journal Entries regarding this. 5.5 Pass journal entries while issuing shares to the shareholders as an account 5.6 Pass Journal Entries at the time of Forfeiture and re-issue of forfeited share	02+6+12=20
<b>UNIT-6</b> <b>FINANCIAL ACCOUNTS OF JOINT STOCK COMPANY</b>	Learn about to solve Simple problems on Income Statement and Financial Account	6.1 Financial Statements – Meaning, Objective of financial Statements. 6.2 Treatment of adjustment relating to financial statements. 6.3 Types of Financial Statement: a) Format of Income Statements 6.4 Simple Problems on Income Statement. 6.5 Preparation of Consolidated Financial Accounts under vertical format	6.1 Identify the items to be entered in financial statement. 6.2 Prepare an Income Statement of any Joint Stock Company as an accountant. 6.3 Identify the various schedules appearing in the balance sheet of Joint Stock Company. 6.4 Prepare a Balance Sheet of any Joint Stock Company 6.5 Prepare consolidated financial statement under vertical format for a company.	2+5+10=17

## 5. MAPPING OF CO WITH PO

CO	Course Outcome	PO Mapped	Unit Linked	CL R/U/A	Theory in Hrs.	Total Marks
1	ACCOUNTING FOR PARTNERSHIP FIRMS FUNDAMENTALS	1,2,3,4,5,7	1	R/U/A	10	15
2	PARTNERSHIP ACCOUNTS ADMISSION OF A PARTNER	1,2,3,4,5,7	2	R/U/A	17	30
3	PARTNERSHIP ACCOUNTS RETIREMENT AND DEATH OF A PARTNER	1,2,3,4,5,7	3	R/U/A	17	30
4	PARTNERSHIP ACCOUNTS DISSOLUTION OF PARTNERSHIP FIRM	1,2,3,4,5,7	4	R/U/A	15	15
5	ACCOUNTING FOR SHARE CAPITAL	1,2,3,4,5,7	5	R/U/A	20	30
6	FINANCIAL ACCOUNTS OF JOINT STOCK COMPANY	1,2,3,4,5,7	6	R/U/A	17	30
<b>Total</b>					<b>96</b>	<b>150</b>

## 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
<b>Financial Accounting - III</b>	CO1	3	2	2	1	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
	CO6	3	2	2	1	1	1	2	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 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	Introduction to Accountancy	T.S.Grewal	S.Chand and Company
2	Financial Accountancy	N.P.Srinivasan and Sakthivel Murugan	S Chand and Company
3	Accountancy Vol – II	B.S. Raman	II PUC
4	Accountancy Vol - II	Kadkol	II PUC
5	Accountancy II	T.V Raju and Shashidhar Murthy	
6	Accountancy II-	NCERT Books.	

**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 <sup>th</sup> Week	80 Minutes	30	Average of three written tests 30 Marks
2	CIE Assessment – 2 (Written Test – 2) At the end of 10 <sup>th</sup> Week	80 Minutes	30	
3	CIE Assessment – 3 (Written Test – 3) At the end of 15 <sup>th</sup> Week	80 Minutes	30	
4	CIE Assessment 4(Student Activity / Assignment ) At the end of 8 <sup>th</sup> Week	—	20	Average of three 20 Marks
5	CIE Assessment 5 (Student Activity / Assignment) At the beginning of 16 <sup>th</sup> 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
<b>1. Accounting for Partnership firms Fundamentals</b>	Partnership: Meaning and features, Partnership Deed: Meaning and Contents .	1	1	1	10
	Provision of Indian Partnership Act of 1932 in absence of Partnership deed, Maintenance of Capital Account of Partnership deed. Maintenance of Capital accounts of Partners. Fixed capital System – Fluctuating Capital System (Theory only )	1	1,2	1	
	Interest on Partners drawings- Problems under direct Method	1	1,2	1	
	Format of Profit and Loss Appropriation account – Meaning and Problems	1	1	1	
	Calculation of Interest on Drawings on Direct and Product method in any Partnership Firm	1	1,5	3	
	Act as Partner Prepare of Profit and Loss Appropriation Accounts	1	1	3	
<b>2. Partnership Accounts Admission of a Partner</b>	Admission of a partner – Meaning- Points to be Studied at the time of admission of Partner	2	1	1	17
	Ratios in Connection with admission of a Partner – a) Sacrifice ratio –Meaning - Problems on Sacrifice ratio	2	1	1	
	New Profit Sharing Ratio – Meaning – - Problems on New Profit Sharing Ratio- Adjustment in Connection with Admission of a Partner	2	1	1	
	Simple Problems on Admission of a Partner	2	1	2	
	Assume you are admitted to a partnership firm and calculate sacrifice ratio and new profit sharing ratio.	2	1	3	
	As a partner of a firm how you treat the Goodwill under various circumstances	2	1	3	
	Prepare necessary accounts at the time of admission of partners.	2	1	3	
	Assume yourself as a existing partner, prepare accounts when you are admitting a new partner	2	1	3	
<b>3.PARTNERSHIP ACCOUNTS RETIREMENT AND</b>	Meaning ,Ratios in connection with retirement of a partner : Gain Ratio [Meaning and problems]	3	1	1	17
	New profit sharing ratio [Meaning and problems]	3	1	1	
	Difference between sacrifice and gain ratio	3	1	1	
	Point to be noted at the time of retirement of partner. Adjustments in connection with retirement of a partner i. Revaluation of assets and Liabilities of the firms	3	1	1	
	Calculation of gain ratio and new profit sharing Under various circumstances	3	1	1	
	Treatment of Goodwill :	3	1	1	

	1] Created at its full value and retained. 2] Created at its full value and written off. 3) Settlement of amount due the retiring partner- Settlement in cash				
	Simple Problems on Retirement of a Partner DEATH OF A PARTNER	3	1	1	
	Death of a Partner –meaning of executor, a) Ascertain of the amount due to the deceased partner.	3	1	1	
	Items to be taken into account at the time of death of a partner	3	1	1	
	Preparation of Deceased partner's capital account or executors account.	3	1	1	
	Preparation of Deceased partner's capital account or executors account.	3	1	1	
	Assume you are retiring partner from a partnership firm calculate Gain ratio and new profit sharing ratio.	3	1	1	
	Preparation of necessary accounts at the time of retirement of partner	3	1	2	
	Preparation of accounts at the time of retirement.	3	1	3	
	Act as an executor of a Deceased partner's and prepare capital account or executors account				
<b>4. PARTNERSHIP ACCOUNTS DISSOLUTION OF PARTNERSHIP FIRM</b>	Dissolution of partnership – Meaning. Dissolution of partnership firm – Meaning. Difference between Dissolution of partnership and partnership firm	4	1	1	15
	Circumstance of dissolution of a firm. Settlement of accounts on dissolution of a firm .Realization account : a] Format Realisation account b] Partner's capital account c] Cash or bank account	4	1,5,7	1	
	Simple Problems on dissolution of partnership	4	1,5,7	1	
	Prepare Realisation Account at the time of dissolution.	4	1	3	
	Prepare partners capital account at the time of dissolution	4	1	3	
	Act as a partner and dissolve the partnership firm.	4	1	3	
	Prepare necessary accounts at the time of dissolution	4	1	3	
<b>5.ACCOUNTING FOR SHARE CAPITAL</b>	Meaning of Joint Stock Company. Features of Joint Stock Company. Share Capital of a Company— Meaning.	5	1	1	20
	Shares: Meaning and Types – Equity share, Preference share. Meaning of: a) Issue of shares: b) Minimum subscription c) Application of shares d) Allotment of shares e) Calls on shares.	5	1	3	
	Problems on Journal entries relating issue of shares at par, premium and discount	5	1	1	
	Problems on Journal entries relating to Calls-in arrears	5	1	1	
	Collect the procedure for issue of shares.	5	1	1	
	Identify the journal entries relating to issue of shares.	5	1	1	
	Assume you are an accountant, Pass Journal Entries at the time of issue of shares at par and at premium.	5	1	3	
	As an accountant you have to give discount on issue of shares. Pass Journal Entries regarding this	5	1	3	
	Pass journal entries while issuing shares to the shareholders as an	5	1	3	

	account				
	Pass Journal Entries at the time of Forfeiture and re-issue of forfeited share	5	1	3	
<b>6 FINANCIAL ACCOUNTS OF JOINT STOCK COMPANY</b>	Financial Statements – Meaning, Objective of financial Statements.	6	1,5	1	17
	Treatment of adjustment relating to financial statements.	6	2	1	
	Types of Financial Statement: a) Format of Income Statements	6	2	1	
	Simple Problems on Income Statement	6	1,5	1	
	Preparation of Consolidated Financial Accounts under vertical format	6	1,5,7	1	
	Identify the items to be entered in financial statement.	6	1,5,7	1	
	Prepare an Income Statement of any Joint Stock Company as an accountant	6	1,5,7	2	
	Identify the various schedules appearing in the balance sheet of Joint Stock Company	6	1,5,7	3	
	Prepare a Balance Sheet of any Joint Stock Company	6	1,5,7	3	
	Prepare consolidated financial statement under vertical format for a company	6	1,5,7	3	
<b>Total</b>					<b>96</b>

**12. RUBRICS FOR ACTIVITY**

<b>Dimension</b>	<b>RUBRICS FOR ASSESSING STUDENT ACTIVITIES SCALE</b>					<b>Marks</b>
<b>Marks</b>	<b>1. Unsatisfactory ( 59 and Below) 4</b>	<b>2. Developing (69-60) 8</b>	<b>3. Satisfactory (79-70) 12</b>	<b>4. Good (89-80) 16</b>	<b>5. Exemplary (100-90) 20</b>	
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 Understandab le 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 Understandin g	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	Assuming you are going to start a partnership firm and draft a partnership deed.
2	List the steps in admitting a new partner to partnership firm.
3	Select a suitable method for treating Goodwill when you admit a new partner into your Firm.
4	Discuss and frame the steps to be followed at the time of retirement of partner
5	Identify the duties and powers of the executor
6	Illustrate the reasons for dissolution of partnership and partnership firm.
7	Identify the steps to be followed in the procedure of dissolution of the partnership firm.
8	Identify the procedure for issue of shares.
9	Draft an allotment letter and Share certificate.
10	Draft a Letter of regret and a notice of Forfeiture.
11	Identify any 5 items appearing under each schedule of Company Financial Statements
12	Division of authorised capital into Equity and Preference share capital.
13	Collect information from any JSC and prepare financial statement.
14	Assuming you are going to start a partnership firm and draft a partnership deed.

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

**Programme: DIPLOMA IN COMPUTER APPLICATIONS**

Course Code	<b>6432</b>	Semester	<b>III</b>
Course Title	<b>BUSINESS MANAGEMENT</b>	Course Group	<b>Core</b>
No. of Credits	<b>5</b>	Type of Course	<b>Lecture</b>
Course Category	<b>Core</b>	Total Contact Hours	<b>6 Hrs. / Week</b> <b>96 Hrs. / Semester</b>
Prerequisites	<b>English Knowledge</b>	Teaching Scheme	<b>[ L : T : P ] = 3 : 1 : 2</b>
CIE Marks	<b>50</b>	SEE Marks	<b>50</b>

**1. COURSE SKILL SET**

The students shall be able to:

1. Understand the basic concepts of Management
2. Know the various functions of Management
3. Understand the Qualities of Leadership
4. Know the Communication skill and Controlling Techniques.

**2. COURSE OUTCOMES:**

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

	<b>Course Outcome</b>
<b>CO1</b>	Obtain the knowledge of Basic Concepts of Management.
<b>CO2</b>	Acquire the knowledge of various functions of Management Process
<b>CO3</b>	Acquire the knowledge of Process of Management Planning and Business Management Decision Making
<b>CO4</b>	Acquire and apply the knowledge of Dynamic qualities of Leadership in Management
<b>CO5</b>	Procure the knowledge of Communication Skill and Controlling techniques

**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	Management	24	10	-	02	30	20
2	Planning &Decision making	16	10	-	02	30	20
3	Organising &Leadership	16	10	-	02	30	20
4	Communication & controlling	16	10	-	02	30	20
5	Coordination & Motivation	24	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
<b>UNIT – 1</b> <b>Management</b>	Understand the basic concepts of Management	1.1 Concepts of Management – Definition of Management by C. K. Prahalad 1.2 Characteristics of Management 1.3 Importance. of Management 1.4 Functions of Management 1.5 Arts, Science or Profession 1.6 Management and Administration	1.1 Conduct Brain Storming Session regarding the Importance and Characteristics of Management 1.2 Being the Employee of an Organisation, Differentiate between and Administration by analysing the different Functions of Management. 1.3 Role Play as an Employee in all the Three Levels of Management	15-3-6=24

<b>UNIT- 2</b> <b>Planning &amp; Decision making</b>	Understand the knowledge of Process of Management Planning and Decision Making	2.1 Planning Process 2.2 Decision Making 2.3 Process of Management Planning 2.4 Meaning of Strategy 2.5 Stages in Decision making 2.6 Techniques of Decision Making -CPM and PERT 2.7 Meaning and Types of Business Forecasting 2.8 Importance of Business Forecasting.	2.1 Draw the Planning Process 2.2 Identify the different Stages in Decision Making for launching a New Product	10-2-4=16
<b>UNIT- 3</b> <b>Organising &amp; Leadership</b>	Understand the Qualities of Leadership	3.1 Organising and Leadership  3.2 Organisation Structure – Principles of Organisation. 3.3 Departmentation – Delegation and Decentralisation of Authority and Responsibility – Meaning and Importance. 3.4 Leadership Concepts, Types and Qualities	3.1 Chalk out the Organization structure of any Educational Institution. 3.2 Visit a nearby Bank /Organization and discuss how the Delegation and Decentralization of Authority is Carried on. 3.3 Play a Skit on different types of Leadership/ case study	7-3-6=16
<b>UNIT- 4</b> <b>Communication &amp; controlling</b>	Understand the Communication skill and Controlling Techniques.	4.1 Communication and Controlling 4.2 Business Communication – Meaning, Elements and Importance of Communication 4.3 Process of Communication 4.4 Channels of Communication 4.5 Barriers of Communication 4.5 Controlling – Meaning – Definition- Techniques	4.1 Choose the different Channels from where you are conducting a Cultural Fest of your Institution 4.2 Identify the different Controlling Techniques in a Mall/ Store	10-2-4=16
<b>UNIT-5</b> <b>Coordination &amp; Motivation</b>	Understand emerging trends and Motivational theories.	5.1 Co-ordination –Need and Importance of Coordination 5.2 Motivation –Meaning- Needs- Importance of Motivation	5.1 Conduct one Skit with a Group of 10 students to discuss the importance of Co-ordination 5.2 Identify the various Theories of Motivation Maslow's Hierarchy of Needs, McClelland's Three Needs, Theory X & Y and Herzberg's Motivation Theory.	15-3-6=24

**5. MAPPING OF CO WITH PO**

CO	Course Outcome	PO Mapped	Unit Linked	CL R/U/A	Theory in Hrs.	Total Marks
1	Management	1,2,5,7	1	R/U/A	24	30
2	Planning & Decision making	1,2,5,7	2	R/U/A	16	30
3	Organising & Leadership	1,2,5,7	3	R/U/A	16	30
4	Communication & Controlling	1,2,5,7	4	R/U/A	16	30
5	Coordination & Motivation	1,2,5,7	5	R/U/A	24	30
<b>Total</b>					<b>96</b>	<b>150</b>

**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
<b>Business Management</b>	CO1	3	1	1	1	1	1	1	1	1	1
	CO2	3	1	1	1	1	1	1	1	1	1
	CO3	3	1	1	1	1	1	1	1	1	1
	CO4	3	1	1	1	2	1	1	1	1	1
	CO5	3	1	1	1	1	1	1	1	1	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 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:**

<b>Sl. No</b>	<b>Author</b>	<b>Title of Books</b>	<b>Publication / Year</b>
1	Koontz & O'Donnell,	Management.	
2	Appaniah & Reddy,	Essentials of Management.	
3	L M Prasad	Principles of Management.	-
4	Rustum & Davar,	Principles and Practice of Management	-
5	Sharma & Shashi K Guptha	Principles of Management	

## 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 <sup>th</sup> Week	80 Minutes	30	Average of three written tests 30 Marks
2	CIE Assessment – 2 (Written Test – 2) At the end of 10 <sup>th</sup> Week	80 Minutes	30	
3	CIE Assessment – 3 (Written Test – 3) At the end of 15 <sup>th</sup> Week	80 Minutes	30	
4	CIE Assessment 4(Student Activity / Assignment ) At the end of 8 <sup>th</sup> Week	—	20	Average of three 20 Marks
5	CIE Assessment 5 (Student Activity / Assignment) At the beginning of 16 <sup>th</sup> 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
<b>1. Management</b>	Concepts of Management	1	1	1	24
	Definition of Management by C K Prahalad	1	1,2	1	
	Characteristics of Management	1	1,2	1	
	Importance. of Management	1	1	2	
	Functions of Management	1	1,5	2	
	Arts of Management	1	1	1	
	Science of Management	1	1,5	2	
	Profession of Management	1	1,7	2	
	Management and Administration	1	1,7	2	
	Evolution of Management	1	1,7	1	
	Conduct Brain Storming Session regarding the Importance and Characteristics of Management	1	1,7	3	
	Being the Employee of an organisation, differentiate between and Administration by Analysing the different Functions of Management.	1	1,7	3	
<b>2. Planning &amp; Decision making</b>	Role Play as an Employee in all the Three Levels of Management	1	1,5	3	16
	Meaning of Planning	2	1	1	
	Importance of Planning	2	1	1	
	Meaning of Decision Making	2	1	1	
	Importance of Decision Making	2	1	1	
	Process of Management Planning	2	1	1	
	Strategy Formulation	2	1	1	
	Stages in Decision making	2	1,2	1	
	Techniques of Decision Making CPM & PERT	2	1	1	
	Meaning of Business Forecasting	2	1	1	
	Types and Importance of Business Forecasting	2	1	1	
	Draft and Discuss the Process of Management Planning.	2	1	3	
<b>3 Organising &amp; Leadership</b>	Identify the different Stages in Decision Making for launching a New Product	2	1	3	16
	Basic Concept of Organising and Leadership	3	1	1	
	Organisation Structure - Principles of Organisation	3	1	1	
	Meaning and Importance of Departmentation	3	1	1	
	Meaning and Importance of Delegation	3	1	1	
	Meaning and Importance of Decentralisation of Authority and Responsibility	3	1	1	
	Leadership Concepts	3	1,2	1	
	Types of Leaders and Qualities of Leader	3	1	1	



	Chalk out the Organization structure of any Educational Institution.	3	1	3	
	Visit a nearby Bank /Organization and discuss how the Delegation and Decentralization of Authority is carried on.	3	1	3	
	Play a Skit on different types of Leadership	3	1	3	
4. Communication & controlling	Communication and controlling	4	1	1	16
	Meaning of Business Communication	4	1,5,7	1	
	Elements and Importance of Communication	4	1,5,7	1	
	Process of Communication	4	1	1	
	Channels of Communication	4	1	2	
	Barriers of Communication	4	1	2	
	Meaning – Definition of Controlling	4	1	2	
	Choose the different Channels from where you are conducting a Cultural Fest of your Institution	4	1,5,7	3	
	Identify the different Controlling Techniques in a Departmental Store	4	1,5,7	3	
5. Coordination & Motivation	Meaning of Co-ordination	5	1,5	2	24
	Need of Co-ordination	5	2	1	
	Importance of Coordination	5	2	2	
	Meaning and need of Motivation	5	1,5,7	2	
	Importance of Motivation	5	1,5,7	2	
	Conduct one Skit with a Group of 10 students to discuss the importance of Co-ordination	5	1,5,7	3	
	Identify the various Theories of Motivation Maslow's Hierarchy of Needs	5	1,5,7	3	
	Identify the various Theories of X & Y	5	1,5,7	3	
	Identify the various Theories of Motivation, McClelland's Three Needs Theory,	5	1,5,7	3	
	Identify the various Theories of Motivation Herzberg's Motivation Theory	5	1,5,7	3	
<b>Total</b>					<b>96</b>

**12. RUBRICS FOR ACTIVITY**

<b>Dimension</b>	<b>RUBRICS FOR ASSESSING STUDENT ACTIVITIES SCALE</b>					<b>Mark s</b>
<b>Marks</b>	<b>1. Unsatisfactory ( 59 and Below) 4</b>	<b>2. Developing (69-60) 8</b>	<b>3. Satisfactory (79-70) 12</b>	<b>4. Good (89-80) 16</b>	<b>5. Exemplary (100-90) 20</b>	
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 Understandab le Knowledge of the importance of the topic	Organized and Understan 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 understandin g	Partially attempt is made to collect information in the context that shows little Understandin g	Attempt is made to collect informatio n in the context that Shows understand ing	Succeeds in collecting information that shows understandin g	
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**

<b>Sl.NO</b>	<b>SUGGESTED ACTIVITIES</b>
1	Suggest the various Characteristics of Good Management.
2	Differentiate between Management and Administration.
3	Suggest and discuss the different Levels of Management and Principles of Management.
4	Draft and discuss the Process of Management Planning.
5	Highlight the importance of Decision and Forecasting.
6	Mention the Organization Structure and Principles of Organization.
7	Suggest how the delegation of Authority and Responsibility is undertaken.

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

Course Code	<b>6433</b>	Semester	<b>III</b>
Course Title	<b>MASS COMMUNICATION AND JOURNALISM-I</b>	Course Group	<b>Core</b>
No. of Credits	<b>5</b>	Type of Course	<b>Lecture</b>
Course Category	<b>Core</b>	Total Contact Hours	<b>6 Hrs. / Week</b>
			<b>96 Hrs. / Semester</b>
Prerequisites	<b>General Knowledge</b>	Teaching Scheme	<b>[ L : T : P ] = 3 : 1 : 2</b>
CIE Marks	<b>50</b>	SEE Marks	<b>50</b>

**1. COURSE SKILL SET**

The students shall be able to:

1. Understand the importance, functions & scope of communication and media.
2. Describe the growth and development of communication and media
3. Understand the art of writing, report and editing.
4. Understand the importance language in communication.

**2. COURSE OUTCOMES:**

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

	<b>Course Outcome</b>
<b>CO1</b>	Acquire the knowledge of Communication Skills.
<b>CO2</b>	Acquire the knowledge of mass Communication.
<b>CO3</b>	Obtain the basic Knowledge of History of Human Communication.
<b>CO4</b>	Obtain the Importance of News.
<b>CO5</b>	Obtain the basic knowledge of Media skills.

**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	Hou r	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	Fundamentals of Communication	20	10	02	-	30	20
2	Defining Mass Communication	20	10	02	01	30	20
3	History of Human Communication	16	10	02	-	30	20
4	Principles of News	20	10	02	02	30	20
5	Media Skills	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 Fundamentals of Communication	Understand the basic concepts of Fundamentals of Communication	1.1 what is communication 1.2 Elements of communication 1.3 Types of communications 1.4 Characteristics of Mass Communication 1.5 Functions of Mass Communication	1.1 Explain the importance of Communication 1.2 Draft the Characteristics of good communication. 1.3 Interact with your friends regarding communicative tools.	10-05-05=20

<b>UNIT- 2</b> Defining Mass Communication	Understand the concepts of mass communication	2.1 Mass Communication 2.2 Nature - Scope 2.3 Mass Communication - Definition - Process; 2.4 mass media and modern society - Functions 2.5 Mass Media and democracy	2.1 Browse the website and know the meaning of mass communication.  2.2 list out the importance of mass communication.  2.3 Identify the values of mass media.	15-02-03=20
<b>UNIT- 3</b> History of Human Communication	Able to know the history of human communication	3.1 A brief history and its importance. 3.2 Understanding the history of human communication 3.3 When human communication began? 3.4 How people started communicating? 3.5 Verbal and non-verbal communication: importance and types	3.1 List the 20 news papers of post independence.  3.2 list out names of world press club members.  3.3 list 1 lakh crossed circulated news paper in India.	07-03-06=16
<b>UNIT- 4</b> Principles of News	Understand the <b>Principles of news</b>	4.1 Changing value of news. 4.2 News Perspectives, 4.3 How news developed, 4.4 a brief history from past to present News: 4.5 Meaning & definition Sources and elements of news 4.6 Characteristics of news	4.1 identify the values of news. 4.2 list out the benefits of news values.  .	10-05-05=20
<b>UNIT-5</b> Media Skills	Understand the <b>media skills</b>	5.1 Excellent Communication. 5.2 media skill -best -communication. 5.3 Creativity. One of the most important attributes of social media marketing skills is creativity 5.4 Writing Ability 5.5 Content Creation	5.1 Making a Newspaper with 10 news items  5.2 create one blog on crime news.  5.3 make a group and do 10 pages film/ sports/ crime/ political magazine.	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	Acquire the knowledge of Communication Skills.	1,2,5,7	1	R/U/A	20	30
2	Acquire the knowledge of mass Communication.	1,2,5,7	2	R/U/A	20	30
3	Obtain the basic Knowledge of History of Human Communication.	1,2,5,7	3	R/U/A	16	30
4	Obtain the Importance of News.	1,2,5,7	4	R/U/A	20	30
5	Obtain the basic knowledge of Media skills.	1,2,5,7	5	R/U/A	20	30
<b>Total</b>					<b>96</b>	<b>150</b>

**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
<b>MASS COMMUNICATION AND JOURNALISM-I</b>	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
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	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**

<b>Sl. No.</b>	<b>Assessment</b>	<b>Duration</b>	<b>Max Marks</b>	<b>Conversion</b>
1	CIE Assessment – 1 (Written Test – 1) At the end of 6 <sup>th</sup> Week	80 Minutes	30	Average of three written tests 30 Marks
2	CIE Assessment – 2 (Written Test – 2) At the end of 10 <sup>th</sup> Week	80 Minutes	30	
3	CIE Assessment – 3 (Written Test – 3) At the end of 15 <sup>th</sup> Week	80 Minutes	30	
4	CIE Assessment 4 (Student Activity / Assignment ) At the end of 8 <sup>th</sup> Week	—	20	Average of two 20 Marks
5	CIE Assessment 5 (Student Activity / Assignment) At the beginning of 16 <sup>th</sup> 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
<b>1. Fundamentals of Communication</b>	What is communication?	1	1,2,5,7	4	<b>20</b>
	Elements of communication	1	1,2,5,7	4	
	Types of communications	1	1,2,5,7	4	
	Characteristics of Mass Communication	1	1,2,5,7	4	
	Functions of Mass Communication	1	1,2,5,7	4	
<b>2. Defining Mass Communication</b>	Mass Communication Nature – Scope	2	1,2,5,7	4	<b>20</b>
	Mass Communication – Definition – Process	2	1,2,5,7	6	
	Mass media and modern society – Functions	2	1,2,5,7	4	
	Mass Media and democracy	2	1,2,5,7	6	
<b>3. History of Human Communication</b>	A brief history and its importance.	3	1,2,5,7	3	<b>16</b>
	Understanding the history of human communication	3	1,2,5,7	3	
	When human communication began?	3	1,2,5,7	3	
	How people started communicating?	3	1,2,5,7	3	
	Verbal and non-verbal communication: importance and types	3	1,2,5,7	4	
<b>4. Principles of News</b>	Changing value of news. 4.2 News Perspectives,	4	1,2,5,7	4	<b>20</b>
	How news developed,	4	1,2,5,7	4	
	a brief history from past to present News:	4	1,2,5,7	4	
	Meaning & definition Sources and elements of news	4	1,2,5,7	4	
	Characteristics of news	4	1,2,5,7	4	
<b>5. Media Skills</b>	Excellent Communication. Media skill –best - communication.	5	1,2,5,7	6	<b>20</b>
	Creativity. One of the most important attributes of social media marketing skills is creativity	5	1,2,5,7	4	
	Writing Ability	5	1,2,5,7	6	
	Content Creation	5	1,2,5,7	4	
<b>Total</b>					<b>96</b>

## 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. 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 35nform ation 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.
8	Prepare a report on national festival in 200 words.
9	Explain the importance of Photography in media.
10	Identify the job role in Mass Communication & Journalism.

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

Course Code	<b>6434</b>	Semester	<b>III</b>
Course Title	<b>CALL CENTRE TRAINING</b>	Course Group	<b>Core</b>
No. of Credits	<b>5</b>	Type of Course	<b>Lecture</b>
Course Category	<b>Core</b>	Total Contact Hours	<b>6 Hrs. / Week</b>
			<b>96 Hrs. / Semester</b>
Prerequisites	<b>English Knowledge</b>	Teaching Scheme	<b>[ L : T : P ] = 3 : 1 : 2</b>
CIE Marks	<b>50</b>	SEE Marks	<b>50</b>

**1. COURSE SKILL SET**

The students shall be able to:

1. Understand the basic concepts of call centre.
2. Know the various function of call centre
3. Understand the requirements of call centre
4. Should be able to work in a call centre.

**2. COURSE OUTCOMES:**

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

	<b>Course Outcome</b>
<b>CO 1</b>	Develop the skills of the communication to handle customers in call centre.
<b>CO 2</b>	Obtain the knowledge of handling customers.
<b>CO 3</b>	Acquire and apply the knowledge of Qualities of Telephonic etiquettes
<b>CO 4</b>	Obtain the Knowledge of Improving Communicationskill and Controlling Techniques
<b>CO 5</b>	Obtain and Apply the knowledge of strong listener

**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 Mark s		
1	Introduction of call centre	24	10	-	02	30	20
2	Handling Customers	16	10	-	02	30	20
3	Telephonic Etiquettes	16	10	-	02	30	20
4	Communicative skills	16	10	-	02	30	20
5	Listening skills	24	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:

<b>5 UNIT NO. AND NAME</b>	<b>UNIT SKILL SET</b>	<b>THEORY TOPICS / SUBTOPICS</b>	<b>PRACTICAL TOPICS / SUBTOPICS T+P:1+2=3</b>	<b>HOURS L-T-P</b>
<b>UNIT – 1</b> <b>Introduction of call centre</b>	Understand the basic concepts of call centre	1.1 Concepts of call centre— Definition of call centre 1.2 Technology of callcentre 1.3 Importance. Of Callcentre 1.4 Functions of Call centre 1.5 Interactive skills in callcentre 1.6 Developing communication skills	1.1 Conduct Brain Storming Session regarding the Importance and Characteristics of Call centre 1.2 Being the Employee of an Organisation, differentiate between and Administration by Analysing the different Functions of Call centre 1.3 Role Play as an Employee in all the Three tiers of Call centre	15-3-6=24
<b>UNIT-2</b> <b>Handling customers in call centre's</b>	Understand the knowledge of handling customers in call centre	2.1 Being polite 2.2 Being patient 2.3 Talking relevantly 2.4 Maintaining the time 2.5 Following the script 2.6 Understanding the customers 2.7 Feedback of the customers 2.8 Working on neutral accent 2.9 Importance of Customers	2.1 Mock customer and representative activity 2.2 Clarifying all the speculations of the customer	10-2-4=16

<b>UNIT- 3</b> <b>Telephonic</b> <b>etiquettes</b>	Understand the Qualities of Telephonic etiquettes	3.1 Functions of telephonic etiquettes 3.2 Do's and don'ts of telephonic activities 3.3 Articulation of the voice 3.4 Concepts of Telephonic etiquettes and Types	3.1 Improvising telephonic etiquettes 3.2 Improving listening skills  3.3 Time management	7-3-6=16
<b>UNIT- 4</b> <b>Communicative skills</b>	Improving Communication skill and Controlling Techniques.	4.1 Communication and Controlling 4.2 Communication – Meaning and Importance 4.3 Process of Communication 4.4 Types of Communication. 4.5 Neutral accent	4.1 Communicating with ease 4.2 Communicating relevantly	10-2-4=16
<b>UNIT -5</b> <b>Listening</b>	Becoming strong listener	5.1 Types of listening  5.2 Effective listening  5.3 Effect of poor listening	5.1 Conduct one Skit with a Group of 10 students to discuss the importance of Listening skills 5.2 Conduct Class room Seminar on Listening skills  5.3 Barriers of listening and overcoming those	15-3-6=24



**5. MAPPING OF CO WITH PO**

<b>C O</b>	<b>Course Outcome</b>	<b>PO Mapped</b>	<b>Unit Linked</b>	<b>CL R/U/A</b>	<b>Theory in Hrs.</b>	<b>Total Marks</b>
1	Introduction of call centre	1,2,5,7	1	R/U/A	24	30
2	Handling Customers	1,2,5,7	2	R/U/A	16	30
3	Telephonic Etiquettes	1,2,5,7	3	R/U/A	16	30
4	Communicative skills	1,2,5,7	4	R/U/A	16	30
5	Listening skills	1,2,5,7	5	R/U/A	24	30
<b>Total</b>					<b>96</b>	<b>150</b>

**6. LEVELS OF CO, PO AND PSO MAPPING**

<b>Course</b>	<b>CO's</b>	<b>Programme Outcomes</b>							<b>Programme Specific Objectives</b>		
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>CALL CENTRE TRAINING</b>	CO 1	3	1	1	1	1	1	1	2	2	1
	CO 2	3	1	1	1	1	1	1	2	2	1
	CO 3	3	1	1	1	1	1	1	2	2	1
	CO 4	3	1	1	1	2	1	1	2	2	1
	CO 5	3	1	1	1	1	1	1	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 &gt;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 &lt; 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 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	Author	Title of Books	Publication / Year
1	Donnie	Workforce management	
2	Brad cleveland ,	Contact centre skills .	
3	Mike Desmatais	Call centre resolution .	-
4	Rennie charles	Effective customer service	-
5	Brad peterson	Management in call centre	

**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 <sup>th</sup> Week	80 Minutes	30	Average of three written tests 30 Marks
2	CIE Assessment – 2 (Written Test – 2) At the end of 10 <sup>th</sup> Week	80 Minutes	30	
3	CIE Assessment – 3 (Written Test – 3) At the end of 15 <sup>th</sup> Week	80 Minutes	30	
4	CIE Assessment 4(Student Activity / Assignment ) At the end of 8 <sup>th</sup> Week	—	20	Average of three 20 Marks
5	CIE Assessment 5 (Student Activity / Assignment) At the beginning of 16 <sup>th</sup> 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**

<b>UNIT NO. AND NAME</b>	<b>DETAILED COURSE CONTENT</b>	<b>CO</b>	<b>PO</b>	<b>CONTACT HRS.</b>	<b>TOTAL</b>
<b>1.Basics of call Centre</b>	Introduction to call centre	1	1	1	24
	Definition of Call centre	1	1,2	1	
	Technology of Call centre	1	1,2	1	
	Abbreviations in call centre	1	1	2	
	Functions of Levels in call centres	1	1,5	2	
	3 tiers of call centre	1	1	1	
	Skills management	1	1,5	2	
	Types and kinds of call centre	1	1,7	2	
	Management and Administration	1	1,7	2	
	Concepts of call centre	1	1,7	1	
	Conduct Brain Storming Session regarding the Importance and Characteristics of Call centre	1	1,7	3	
	Being the Employee of an organisation, differentiate between and Administration by Analysing the different Functions of Call centre	1	1,7	3	
	Role Play as an Employee in all the Three Levels of Call centre	1	1,5	3	
<b>2.Handling Customers</b>	Mock talk between customers and CSR	2	1,5	1	16
	Knowing Types of customers	2	2	1	
	Solving the problems of the customer	2	2	1	
	Behavioral approach towards the customer	2	1,5	1	
	Converting negative customer into positive customer	2	1,5,7	1	
	Being calm Towards the customers	2	1,5,7	1	
	Kinds of customers	2	1,5,7	1	
	Importance of Motivation To customers	2	1,5,7	1	
	Conduct one Skit with a Group of 10 students to discuss the importance of Handling customers	2	1,5,7	2	
	Role play of representative and customers in the class	2	1,5,7	3	
	Practicing selling products to customers	2	1,5,7	3	

3. Telephonic etiquettes	Nature of telephonic etiquettes	3	1,5,7	1	16
	Do's of telephony etiquettes	3	1,5,7	1	
	Tones of telephony etiquettes	3	1,5,7	1	
	Don'ts of telephonic etiquettes	3	1,5,7	1	
	Working of telephonic etiquettes	3	1,5,7	1	
	Leadership Concepts	3	1,5,7	1	
	Types of Leaders	3	1,5,7	1	
	Being leader	3	1,5,7	3	
	Visit a nearby call centre to have The nature of the work in Call centre	3	1,5,7	3	
	Play a Skit on different types of Leadership	3	1,5,7	3	
4. Communication skills	Clarity in your voice	4	1	1	16
	Improving sound	4	1,5,7	1	
	Maintaining neutral accent	4	1,5,7	1	
	kinds of Communication	4	1	1	
	Channels of Communication	4	1	1	
	Improving fluency in your communication	4	1	1	
	Improving phonetics	4	1	2	
	Approach of the communication	4	1	2	
	Relevant communication	4	1,5,7	3	
	Knowing the difference between speaking and communicating	4	1,5,7	3	
5. Listening skills	Meaning of Listening	2	1	1	16
	Types listening	2	1	1	
	Barriers of listening	2	1	1	
	Overcoming the barriers	2	1	1	
	Kinds of listening	2	1	1	
	Strategy Formulation	2	1	1	
	Neutral accent	2	1,2	1	
	Techniques of Listening skills	2	1	1	
	Importance of listening	2	1	1	
	Understanding the mind of the customer	2	1	1	
	Results of good listening	2	1	3	
	Knowing the customers	2	1	3	
<b>Total</b>					<b>96</b>

**12. RUBRICS FOR ACTIVITY**

<b>Dimension</b>	<b>RUBRICS FOR ASSESSING STUDENT ACTIVITIES SCALE</b>					<b>Mark s</b>
<b>Marks</b>	<b>1. Unsatisfactory ( 59 and Below) 4</b>	<b>2. Developing (69-60) 8</b>	<b>3. Satisfactor y (79-70) 12</b>	<b>4. Good (89-80) 16</b>	<b>5. Exemplary (100-90) 20</b>	
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	role play between customer and Call centre within executive
2	Mick handling of the leader with the team
3	Improving in listening skills
4	Talking over the phone
5	mock selling of the product in the class
6	Mention the Organization Structure In call centres
7	Working on the neutral accent in the class

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

Course Code	<b>6435</b>	Semester	<b>III</b>
Course Title	<b>English Computer Typing-III (Speed 35WPM)</b>	Course Group	<b>Core</b>
No. of Credits	<b>4</b>	Type of Course	<b>Tutorial &amp; Practice</b>
Course Category	<b>Core</b>	Total Contact Hours	<b>6 Hrs. / Week</b>
			<b>96 Hrs. / Semester</b>
Prerequisites	<b>English Knowledge</b>	Teaching Scheme	<b>[ L : T : P ] 0:0:6</b>
CIE Marks	<b>60</b>	SEE Marks	<b>40</b>

**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

<b>Course Outcome</b>	
CO1	Type a Simple English Passage at the rate of 28 WPM
CO2	Type a Simple English Passage at the rate of 30 WPM
CO3	Type a Simple English Passage at the rate of 32 WPM
CO4	Type a Simple English Passage at the rate of 35 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 28 WPM	20	-	-	-	-
02	Type the Passages at 30WPM	20	-	-	-	-
03	Type the Passages at 32 WPM	20	-	-	-	-
04	Type the Passages at 35WPM	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 28 WPM	Practicing of 280 words in 10 Minutes	Type the Passages at 28 WPM	0-00-20=20
UNIT - 2 TYPE THE PASSAGES AT 30 WPM	Practicing of 300 words in 10 Minutes	Type the Passages at 30 WPM	0-00-20=20
UNIT - 3 TYPE THE PASSAGES AT 32 WPM	Practicing of 320 words in 10 Minutes	Type the Passages at 32 WPM	0-00-20=20
UNIT - 4 TYPE THE PASSAGES AT 35 WPM	Practicing of 350 words in 10 Minutes	Type the Passages at 35 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 28 WPM	1,2,3,4,5,7	1	R/U/A	20	-
2	Type a Simple English Passage at the rate of 30 WPM	1,2,3,4,5,7	2	R/U/A	20	-
3	Type a Simple English Passage at the rate of 32WPM	1,2,3,4,5,7	3	R/U/A	20	-
4	Type a Simple English Passage at the rate of 35 WPM	1,2,3,4,5,7	4	R/U/A	36	100
<b>Total</b>					<b>96</b>	<b>100</b>

**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
<b>English Computer Typing-III (Speed 35WPM)</b>	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 contents 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 EXAMINA-TION	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**

<b>Sl. No.</b>	<b>Assessment</b>	<b>Duration</b>	<b>Max Marks</b>	<b>Conversion</b>
1	CIE Assessment – 1 Speed Test-1 (28WPM) At the end of 6 <sup>th</sup> Week	28 Minutes	20	Average of two tests 20 Marks
2	CIE Assessment – 2 Speed Test-2 (35WPM) At the end of 15 <sup>th</sup> Week	28 Minutes	20	
3	CIE Assessment -3 Speed Test-1 (30WPM) At the end of 8 <sup>th</sup> Week	28 Minutes	20	Average of Three tests 20 Marks
4	CIE Assessment -4 Speed Test-2 (32 WPM) At the end of 10 <sup>h</sup> Week	28 Minutes	20	
5	CIE Assessment 5 Speed Test-3 (34WPM) At the end of 13 <sup>th</sup> Week	28 Minutes	20	
6	CIE Assessment 6 Speed test (35WPM) (Student Activity / Assignment) At the beginning of 16 <sup>th</sup> Week	—	20	20 Marks
Total Continuous Internal Evaluation (CIE) Assessment				60
7	Semester End Examination (SEE) Speed Examination (35 WPM)	3 Hours	100	40
<b>Total Marks</b>				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**

<b>UNIT NO. AND NAME</b>	<b>DETAILED COURSE CONTENT</b>	<b>CO</b>	<b>PO</b>	<b>CONTACT HRS.</b>	<b>TOTAL</b>
<b>1.Type the Passages at 28 WPM</b>	Type the Passages at 28 WPM	1	1,2,3,4,5,7	20	20
<b>2.Type the Passages at 30 WPM</b>	Type the Passages at 30 WPM	2	1,2,3,4,5,7	20	20
<b>3.Type the Passages at 32 WPM</b>	Type the Passages at 32 WPM	3	1,2,3,4,5,7	20	20
<b>4.Type the Passages at 35 WPM</b>	Type the Passages at 35 WPM	4	1,2,3,4,5,7	36	36
<b>Total</b>					<b>96</b>

**12. RUBRICS FOR ACTIVITY**

<b>Dimension</b>	<b>RUBRICS FOR ASSESSING STUDENT ACTIVITIES SCALE</b>					<b>Marks</b>
<b>Marks</b>	<b>1. Unsatisfactory ( 59 and Below) 4</b>	<b>2. Developing (69-60) 8</b>	<b>3. Satisfactory (79-70) 12</b>	<b>4. Good (89-80) 16</b>	<b>5. Exemplary (100-90) 20</b>	
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	
<b>Average Marks of 3 Dimensions= /3</b>						
<b>Maximum 20 Marks</b>						



### 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 350 Words at 35 WPM 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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**GOVERNMENT OF KARNATAKA****DEPARTMENT OF COLLEGIATE AND TECHNICAL EDUCATION****JSS POLYTECHNIC FOR THE DIFFERENTLY ABLED (AUTONOMOUS)****Programme: DIPLOMA IN COMPUTER APPLICATIONS**

Course Code	<b>6436</b>	Semester	<b>III</b>
Course Title	<b>Networking and Trouble Shooting Lab</b>	Course Group	<b>Core</b>
No. of Credits	<b>4</b>	Type of Course	<b>Tutorial &amp; Practice</b>
Course Category	<b>Core</b>	Total Contact Hours	<b>6 Hrs. / Week</b>
			<b>96 Hrs. / Semester</b>
Prerequisites	<b>English Knowledge &amp; Basic Computer Skills</b>	Teaching Scheme	<b>[ L : T : P ] 0:2:4</b>
CIE Marks	<b>60</b>	SEE Marks	<b>40</b>

**1. COURSE SKILL SET**

The students shall be able to:

1. Acquire basic knowledge about computer hardware parts, problems and solutions
2. Understand the various components of networking components
3. Acquire basic knowledge about Networking
4. Understand basic concept & structure of computer hardware & networking
5. Perform routine maintenance, upgrades

**2. COURSE OUTCOMES**

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

	<b>COURSE OUTCOMES</b>
<b>CO1</b>	Acquire the basic knowledge of Computer hardware and software for effectively using computer related activities
<b>CO2</b>	Acquire the knowledge of Hubs, Routers, Switches, Bridges, Repeaters and Network Interface Cards.
<b>CO3</b>	Apply basic the knowledge Software and Hardware in Troubleshooting
<b>CO4</b>	Acquire and Apply the Knowledge of Configuring IP Address and Sub net mask

**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	Basic Software Troubleshooting	24	05	10	10	25
02	Basic Computer Network and Internet	24	05	10	10	25
03	Network Hardware Components	24	05	10	10	25
04	Virtual Network and Network Simulation	24	05	10	10	25
Total		96	20	40	40	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
<b>UNIT - 1</b> Basic Software Troubleshooting	Understanding of Installation of operating systems	1.1 Identification of categorising in Application Software 1.2 Add or Remove Software 1.3 Upgradation of Software 1.4 Defragmentation 1.5 Steps in Installation of operating systems 1.6 Installation of operating systems 1.7 Configurations of Operating Systems 1.8 Identifying concepts work group v/s domain authentication	0-8-16=24

<b>UNIT – 2</b> <b>Basic Computer Network and Internet</b>	Understanding of network Sharing and Network components	2.1 Networking and Internet 2.2 Computer Networks 2.3 Internet (WWW, E-Mail etc.,) 2.4 Networking and Cabling (Coaxial Cable, CAT, Fiber Optic Cable) 2.5 Sharing and Managing Network components 2.6 Troubleshooting Commands – (Ping, Tracert, Ipconfig, Netstat etc.,) 2.7 Protocol introduction 2.8 OSI / TCP/IP Protocols	0-8-16=24
<b>UNIT – 3</b> <b>Network Hardware Components</b>	Understanding of Switches and Routers	3.1 Network Interface Card 3.2 Switches 3.3 Routers 3.4 Hub 3.5 Repeaters 3.6 Modem 3.7 Bridges 3.8 MAC Address 3.9 Mapping of Devices OSI Layers	0-5-19=24
<b>UNIT- 4</b> <b>Virtual Network and Network Simulation</b>	Understanding of Network Simulation	<b>Virtual Networking</b> 4.1 Concepts of IP Addressing 4.2 Introduction to IPV4 / IPV6 4.3 Subnet Mask / Gateway / Private / Public IP 4.4 Software defined network 4.5 Introduction to Virtualization 4.6 Types of Hyper Virtualization 4.7 Creating VM, Allocating, Resourcing VM <b>Network Simulation</b> 4.8 VM – VSphere, CISCO Packet Tracer	0-8-16=24

**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 basic knowledge of Computer hardware and software for effectively using computer related activities	1,2,4,6,7	1	R/U/A	24	25
2	Acquire the knowledge of Hubs, Routers, Switches, Bridges, Repeaters and Network Interface Cards.	1,2,3,4,5,6,7	2	R/U/A	24	25
3	Apply basic the knowledge Software and Hardware in Troubleshooting	1,2,4,6,7	3	R/U/A	24	25
4	Acquire and Apply the Knowledge of Configuring IP Address and Sub net mask	1,2,3,4,5,6,7	4	R/U/A	24	25
<b>Total</b>					<b>96</b>	<b>100</b>

**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
Network and Troubleshooting Lab	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
<b>Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed.</b> 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 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:**

<b>Sl. No</b>	<b>Author</b>	<b>Title of Books</b>	<b>Publication / Year</b>
1	Joseph D. Sloan	Network Troubleshooting Tools	2001
2	Mike Meyers	CompTIA Network+ Certification All-in-One Exam Guide, Seventh Edition	2018
3	Benjamin Walker	Computer Networking	2019

**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 EVALUATION	IA Test	STUDENTS	Two Tests (Theory)	20	Blue Books	All Co's
		Assignment & Student activity		Three Skill Tests (Practical)	20	Activity Book	Specified CO by the Course Coordinator
				Student Activity	20		
				Total CIE Marks	60		
	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 (Written Test – 1) At the end of 6 <sup>th</sup> Week (Theory Test)	60 Minutes	20	Average of two written tests 20 Marks
2	CIE Assessment – 2 (Written Test – 2) At the end of 15 <sup>th</sup> Week (Theory Test)	60 Minutes	20	
3	CIE Assessment –3 At the end of 8 <sup>th</sup> Week (Practical Test)	60 Minutes	20	Average of three Practical tests 20 Marks
4	CIE Assessment –4 At the end of 10 <sup>th</sup> Week (Practical Test)	60 Minutes	20	
5	CIE Assessment 5 At the end of 13 <sup>th</sup> Week (Practical Test)	60 Minutes	20	
6	CIE Assessment 6 (Student Activity / Assignment) At the Beginning of 16 <sup>th</sup> Week	-	20	20 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 20 marks for a time duration of 60 minutes shall be conducted. Three CIE (Practical Test ) each of 20 marks for a time duration of 60 minutes shall be conducted Also, One CIE (student activity or assignment) 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
<b>1. Basic Software Troubleshooting</b>	Identification of categorising in Application Software	1	1,2,4,6,7	3	<b>24</b>
	Add or Remove Software	1	1,2,4,6,7	3	
	Upgradation of Software	1	1,2,4,6,7	3	
	Defragmentation	1	1,2,4,6,7	3	
	Steps in Installation of operating systems	1	1,2,4,6,7	3	
	Installation of operating systems	1	1,2,4,6,7	3	
	Configurations of Operating Systems	1	1,2,4,6,7	3	
	Identifying concepts work group v/s domain authentication	1	1,2,4,6,7	3	
<b>2. Basic Computer Network and Internet</b>	Networking and Internet	2	1,2,3,4,5,6,7	3	<b>24</b>
	Computer Networks	2	1,2,3,4,5,6,7	3	
	Internet (WWW, E-Mail etc.,)	2	1,2,3,4,5,6,7	3	
	Networking and Cabling (Coaxial Cable, CAT, Fiber Optic Cable)	2	1,2,3,4,5,6,7	3	
	Sharing and Managing Network components	2	1,2,3,4,5,6,7	3	
	Troubleshooting Commands – (Ping, Tracert, Ipconfig, Netstat etc.,)	2	1,2,3,4,5,6,7	3	
	Protocol introduction	2	1,2,3,4,5,6,7	3	
	OSI / TCP/IP Protocols	2	1,2,3,4,5,6,7	3	
<b>3. Network Hardware Components</b>	Network Interface Card	3	1,2,4,6,7	3	<b>24</b>
	Switches	3	1,2,4,6,7	3	
	Routers	3	1,2,4,6,7	3	
	Hub and Repeaters	3	1,2,4,6,7	3	
	Modem	3	1,2,4,6,7	3	
	Bridges	3	1,2,4,6,7	3	
	MAC Address	3	1,2,4,6,7	3	
	Mapping of Devices OSI Layers	3	1,2,4,6,7	3	
<b>4. Virtual Network and Network Simulation</b>	Concepts of IP Addressing	4	1,2,4,6,7	3	<b>24</b>
	Introduction to IPV4 / IPV6	4	1,2,4,6,7	3	
	Subnet Mask / Gateway / Private / Public IP	4	1,2,4,6,7	3	
	Software defined network	4	1,2,4,6,7	3	
	Introduction to Virtualization	4	1,2,4,6,7	3	
	Types of Hyper Virtualization	4	1,2,4,6,7	3	
	Creating VM, Allocating, Resourcing VM	4	1,2,4,6,7	3	
	<b>Network Simulation</b> VM – VSphere, CISCO Packet Tracer	4	1,2,4,6,7	3	
<b>Total</b>					<b>96</b>

**12. RUBRICS FOR ACTIVITY**

<b>Dimension</b>	<b>RUBRICS FOR ASSESSING STUDENT ACTIVITIES SCALE</b>					<b>Marks</b>
<b>Marks</b>	<b>1. Unsatisfactory ( 59 and Below) 4</b>	<b>2. Developing (69-60) 8</b>	<b>3. Satisfactory (79-70) 12</b>	<b>4. Good (89-80) 16</b>	<b>5. Exemplary (100-90) 20</b>	
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	
<b>Average Marks of 3 Dimensions=</b>						<b>/3</b>
<b>Maximum 20 Marks</b>						

**13. SUGGESTED LIST OF STUDENTS ACTIVITIES FOR CIE**

<b>SL.NO</b>	<b>SUGGESTED ACTIVITIES</b>
1	Installation of operating systems
2	Use different Troubleshooting Commands in Practice
3	Installation of Network Simulation
4	Creating VM, Allocating, Resourcing VM
5	Crimping of LAN Cables
6	Downloading and Installing of requires application Software
7	Configuring of LAN in Local Connected Computers (File Sharing)

**14. SCHEME OF EXAMINATION FOR BOTH CIE AND SEE:**

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

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**ತೃತೀಯ ಸೆಮಿಸ್ಟರ್**  
**ಜೆಎಸ್‌ಎಸ್ ಮಹಾವಿದ್ಯಾಪೀಠ**  
**ಜೆಎಸ್‌ಎಸ್ ವಿಶೇಷಚೇತನರ ಪಾಲಿಟೆಕ್ನಿಕ್ ಮೈಸೂರು**  
**ಕನ್ನಡ ಬಲ್ಲ ಡಿಪ್ಲೋಮಾ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ನಿಗದಿಪಡಿಸಿದ ಪಠ್ಯಪುಸ್ತಕ**  
**(ಕನ್ನಡ ಭಾಷೆ, ಸಾಹಿತ್ಯ, ಸಂಸ್ಕೃತಿ ಮತ್ತು ಪರಂಪರೆ ಕುರಿತು)**

Course Code	21KA3T	Semester : III	Course Group – AU / KA
Course Title	ಸಾಹಿತ್ಯ ಸಿಂಚನ - 2	Category : PC	Lecture Course
No. of Credits	2	Type of Course	CIE Marks : 50
Total Contact Hours	02 Hrs Per Week 32 Hrs Per Semester	Teaching Scheme (L:T:P) = 2:0:0	SEE Marks : Nil

### ಸಾಹಿತ್ಯ ಸಿಂಚನ - 2 (ಕಾರ್ಯ ಪಠ್ಯಪುಸ್ತಕ) KA - 21KA3T

ಕಾರ್ಯ ಪಠ್ಯಪುಸ್ತಕದ ಪರಿವಿಡಿ	ಬೋಧನಾ ಅವಧಿ 32 ಗಂಟೆಗಳು
1. ಹೊಸಗನ್ನಡ ಸಾಹಿತ್ಯ ಚರಿತ್ರೆಯ ಪ್ರಭಾವಗಳು ಮತ್ತು ಪ್ರೇರಣೆಗಳು	02 ಗಂಟೆ
2. ಹೊಸಗನ್ನಡ ಕಾವ್ಯದ ಪ್ರಕಾರಗಳು - <ul style="list-style-type: none"> <li>• ನವೋದಯ ಸಾಹಿತ್ಯ - ಲಕ್ಷಣಗಳು ಮತ್ತು ಪ್ರೇರಣೆ, ಪ್ರಮುಖ ಕವಿಗಳು ಮತ್ತು ಸಾಹಿತ್ಯದ ಕೊಡುಗೆಗಳು.</li> <li>• ನವ್ಯ ಸಾಹಿತ್ಯ - ಲಕ್ಷಣಗಳು ಮತ್ತು ಪ್ರೇರಣೆ, ಪ್ರಮುಖ ಕವಿಗಳು ಮತ್ತು ಸಾಹಿತ್ಯದ ಕೊಡುಗೆಗಳು.</li> <li>• ಬಂಡಾಯ ಮತ್ತು ಪ್ರಗತಿಪರ ಸಾಹಿತ್ಯ - ಲಕ್ಷಣಗಳು ಮತ್ತು ಪ್ರೇರಣೆ, ಪ್ರಮುಖ ಕವಿಗಳು ಮತ್ತು ಸಾಹಿತ್ಯದ ಕೊಡುಗೆಗಳು.</li> <li>• ದಲಿತ ಸಾಹಿತ್ಯ, ಮಹಿಳಾ ಸಾಹಿತ್ಯ, ವಿಜ್ಞಾನ ಸಾಹಿತ್ಯ ಮತ್ತು</li> <li>• ಇತ್ತೀಚಿನ ಪ್ರಚಲಿತ ಕನ್ನಡ ಸಾಹಿತ್ಯದ - ಲಕ್ಷಣಗಳು ಮತ್ತು ಪ್ರೇರಣೆ, ಪ್ರಮುಖ ಕವಿಗಳು ಮತ್ತು ಸಾಹಿತ್ಯದ ಕೊಡುಗೆಗಳು.</li> </ul>	04 ಗಂಟೆ 04 ಗಂಟೆ 04 ಗಂಟೆ 04 ಗಂಟೆ
3. ವೈಚಾರಿಕತೆ ಕುರಿತಾದ ಲೇಖನ - ಜಿ ಎಸ್. ಶಿವರುದ್ರಪ್ಪ, ಕಥೆ - ನೇಮಿಚಂದ್ರ ಪ್ರವಾಸ ಕಥನ - ಹಿ.ಚಿ.ಬೋರಲಿಂಗಯ್ಯರವರ - (ಕುಪ್ಪಳ್ಳಿ ಡೈರಿ ಪುಸ್ತಕದಿಂದ)	04 ಗಂಟೆ
4. ಪರಿಸರ, ವಿಜ್ಞಾನ ಮತ್ತು ತಂತ್ರಜ್ಞಾನ ಕುರಿತಾದ ಲೇಖನಗಳು, ಪ್ರಬಂಧ - ಗೊರೂರು ರಾಮಸ್ವಾಮಿ ಅಯ್ಯಂಗಾರ ಕರ್ನಾಟಕ ಏಕೀಕರಣ ಚಳುವಳಿ - ಪ್ರೊ. ಜಿ. ವೆಂಕಟಸುಬ್ಬಯ್ಯ ಕನ್ನಡ ಸಿನಿಮಾರಂಗ ಬೆಳೆದು ಬಂದ ದಾರಿ ಮತ್ತು ನಾಡು - ನುಡಿ ಹಾಗೂ ನಾಡಿನ ಸಂಸ್ಕೃತಿಯ ಮೇಲೆ ಬೀರಿದ ಪ್ರಭಾವಗಳು. ಕನ್ನಡದ ಸಾಮಾಜಿಕ ಉಪಭಾಷೆಗಳು (ಭಾಷಾ ಪ್ರಭೇದಗಳು)	06 ಗಂಟೆ
5. ಕರ್ನಾಟಕ ರಾಜ್ಯ ಕುರಿತಾದ ಸಾಮಾನ್ಯ ಜ್ಞಾನದ ಮಾಹಿತಿಗಳು ಕರ್ನಾಟಕದ ಕಲೆ ಮತ್ತು ಸಾಂಸ್ಕೃತಿಕ ವಿಷಯಗಳ ಮಾಹಿತಿ. ಕರ್ನಾಟಕ ರಾಜ್ಯದ ಪ್ರಮುಖ ವ್ಯಕ್ತಿಗಳು ಮತ್ತು ಪ್ರೇಕ್ಷಣೀಯ ಸ್ಥಳಗಳ ಮಾಹಿತಿ. ಕರ್ನಾಟಕ ರಾಜ್ಯದ ಪರಂಪರೆ ಮತ್ತು ಧಾರ್ಮಿಕ ವಿಷಯಗಳ ಪರಿಚಯ.	04 ಗಂಟೆ
ಒಟ್ಟು ಬೋಧನಾ ಅವಧಿ	32 ಗಂಟೆಗಳು

### “ಸಾಹಿತ್ಯ ಸಿಂಚನ - 2”

ಈ ಕಾರ್ಯಪ್ರಸ್ತುತದ ಬೋಧನೆ ಮತ್ತು ಅಳವಡಿಕೆಗೆ ಸಂಬಂಧಪಟ್ಟಂತೆ ಶಿಕ್ಷಕರು ಮತ್ತು ವಿದ್ಯಾರ್ಥಿಗಳು ಕಡ್ಡಾಯವಾಗಿ ಪಾಲಿಸಬೇಕಾದ ಸೂಚನೆಗಳು :

1. ಈ ಪ್ರಸ್ತುತವು ಪ್ರಧಾನವಾಗಿ ಕಾರ್ಯ ಪ್ರಸ್ತುತವಾಗಿ ರೂಪಿಸಲ್ಪಟ್ಟಿದೆ ಅದುದರಿಂದ ಶಿಕ್ಷಕರು ಕನ್ನಡ ಸಾಹಿತ್ಯ ಮತ್ತು ಪರಂಪರೆ ಹಾಗೂ ಇತಿಹಾಸ ಈ ಮೊದಲಾದ ಎಲ್ಲ ವಿಷಯಗಳ ಬೋಧನೆಯನ್ನು ಚಟುವಟಿಕೆಗಳ ಆಧಾರದ ಮೇಲೆ ಮತ್ತು ಪರಂಪರೆ ಹಾಗೂ ಇತಿಹಾಸ ಈ ಮೊದಲಾದ ಎಲ್ಲ ವಿಷಯಗಳ ಬೋಧನೆಯನ್ನು ಚಟುವಟಿಕೆಗಳ ಆಧಾರದ ಮೇಲೆ ಮತ್ತು ವಿದ್ಯಾರ್ಥಿಗಳನ್ನು ಸಂಭಾಷಣೆಗೆ ಮತ್ತು ಚರ್ಚೆಗೆ ಒಳಪಡಿಸುವುದರ ಮುಖಾಂತರ ಬೋಧಿಸಬೇಕು.
2. ಪ್ರತಿಯೊಬ್ಬ ವಿದ್ಯಾರ್ಥಿಯು ಪೂರ್ಣ ಪ್ರಮಾಣದ (ಬೈಂಡಿಂಗ್ ಮಾಡಿಸಿದ) ಈ ಕಾರ್ಯಪ್ರಸ್ತುತವನ್ನು ಬೋಧನೆಯ ಸಮಯದಲ್ಲಿ ತರಗತಿಯಲ್ಲಿ ಕಡ್ಡಾಯವಾಗಿ ಇಟ್ಟುಕೊಂಡಿರಬೇಕು. ಪ್ರತಿ ಪಾಠದ ನಂತರದ ಚಟುವಟಿಕೆಗಳು ಮತ್ತು ಪ್ರಶ್ನೆಗಳಿಗೆ ಉತ್ತರಗಳನ್ನು ತಪ್ಪದ ಬಾರಿ ಬಿಟ್ಟಿರುವ ಜಾಗದಲ್ಲಿ ಬರೆದು ತರಗತಿ ಶಿಕ್ಷಕರಿಂದ ಮೌಲ್ಯಮಾಪನವನ್ನು ಮಾಡಿಸಿಕೊಳ್ಳಬೇಕು.
3. ಕಾಲೇಜು ಹಂತದ ನಿರಂತರ ಅಂತರಿಕ ಮೌಲ್ಯಮಾಪನ ಪರೀಕ್ಷಾ ಪ್ರಕ್ರಿಯೆಯನ್ನು ಈ ವಿಷಯದ ಮೌಲ್ಯಮಾಪನಕ್ಕೆ ಅಳವಡಿಸಿಕೊಳ್ಳಲಾಗಿರುತ್ತದೆ. ಸೆಮಿಸ್ಟರ್ ಅಂತ್ಯದ ಪರೀಕ್ಷೆ ಇರುವುದಿಲ್ಲ.
4. ನಿರಂತರ ಅಂತರಿಕ ಮೌಲ್ಯಮಾಪನ ಪರೀಕ್ಷಾ ಪ್ರಕ್ರಿಯೆಯನ್ನು ಅಳವಡಿಸಿಕೊಂಡಿರುವುದರಿಂದ, ಬೋಧನೆಯನ್ನು ಶಿಕ್ಷಕರು, ಚಟುವಟಿಕೆಗಳ ಆಧಾರದ ಮೇಲೆ ಮತ್ತು ಕಾರ್ಯ ಪ್ರಸ್ತುತದಲ್ಲಿ ನೀಡಿರುವ ಪ್ರತಿ ಪಾಠ ಮತ್ತು ವಿಷಯಗಳ ಬೋಧನೆಯ ನಂತರ ವಿದ್ಯಾರ್ಥಿಗಳ ಕಲಿಕೆಯನ್ನು ಮತ್ತು ಮೌಲ್ಯಮಾಪನವನ್ನು ಕಡ್ಡಾಯವಾಗಿ ಮಾಡಬೇಕು.
5. ಕನ್ನಡ ಭಾಷೆ ಮತ್ತು ಸಾಹಿತ್ಯ ಬೋಧನೆಯ ಈ ಕಾರ್ಯ ಪ್ರಸ್ತುತವನ್ನು ಪ್ರಯೋಗಾಲಯದ ಕಾರ್ಯ ಪ್ರಸ್ತುತದಂತೆ (ಲ್ಯಾಬ್ ರೆಕಾರ್ಡ್ ನಂತ) ಬಳಸಬೇಕು. ಬೋಧನೆಯ ನಂತರ ಪ್ರತಿಯೊಂದು ಪಾಠದ ಚಟುವಟಿಕೆಗಳು ಮತ್ತು ವಿದ್ಯಾರ್ಥಿ ಬರೆದ ಉತ್ತರಗಳನ್ನು ತರಗತಿಯ ಕನ್ನಡ ಶಿಕ್ಷಕರು ಕಡ್ಡಾಯವಾಗಿ ಮೌಲ್ಯಮಾಪನವನ್ನು ಮಾಡುವುದರ ಮುಖಾಂತರ ದೃಢೀಕರಿಸಬೇಕು.
6. ಸೆಮಿಸ್ಟರ್ ಅಂತ್ಯದ ನಂತರ ಈ ಕಾರ್ಯ ಪ್ರಸ್ತುತವನ್ನು ಕಡ್ಡಾಯವಾಗಿ ಅಧ್ಯಯನ ದೃಢೀಕರಣ ಪತ್ರದ ಸಮೇತ ಕಾಲೇಜಿನ ಪ್ರಾಂಶುಪಾಲರು / ವಿಭಾಗಾಧಿಕಾರಿಗಳ ಮೇಲು ಸಹಿಯೊಂದಿಗೆ ಇಲಾಖೆಯ ಪರಿಶೀಲನೆಗೆ ಸಿದ್ಧವಾಗಿಸಿ ಇಟ್ಟಿರಬೇಕು.
7. ಕನ್ನಡ ಭಾಷೆಯನ್ನು ಬಲ್ಲ ಅಂದರೆ ಕನ್ನಡ ಭಾಷೆಯನ್ನು ಓದಲು, ಬರೆಯಲು ಮತ್ತು ಮಾತನಾಡಲು ಹಾಗೂ ಕನ್ನಡ ಭಾಷೆಯನ್ನು ಒಂದು ವಿಷಯವನ್ನಾಗಿ 10ನೇ ತರಗತಿಯಲ್ಲಿ ಅಧ್ಯಯನ ಮಾಡಿರುವ ಎಲ್ಲ ವಿದ್ಯಾರ್ಥಿಗಳು “ಸಾಹಿತ್ಯ ಸಿಂಚನ - 2”. ಈ ಕಾರ್ಯಪ್ರಸ್ತುತವನ್ನು ಅಧ್ಯಯನ ಮಾಡಲು ಅರ್ಹರಾಗಿರುತ್ತಾರೆ.
8. ಈ ಮೇಲೆ ತಿಳಿಸಿದ ಎಲ್ಲಾ ಸೂಚನೆಗಳನ್ನು ಕಡ್ಡಾಯವಾಗಿ ಕನ್ನಡ ಭಾಷೆ ಮತ್ತು ಸಾಹಿತ್ಯದ ಅಧ್ಯಯನಕ್ಕೆಂದು ರೂಪಿತವಾಗಿರುವ “ಸಾಹಿತ್ಯ ಸಿಂಚನ - 2”. ಈ ಕಾರ್ಯ ಪ್ರಸ್ತುತದ ಬೋಧನೆಯಲ್ಲಿ ಅಳವಡಿಸಿಕೊಳ್ಳುವುದು.
9. ನಿರಂತರ ಅಂತರಿಕ ಮೌಲ್ಯಮಾಪನದ ಪರೀಕ್ಷಾ ವಿಧಾನಕ್ಕೆ ಸಂಬಂಧಪಟ್ಟಂತೆ ಹೆಚ್ಚಿನ ಮಾಹಿತಿಗಾಗಿ ಇಲಾಖೆಯ ಈಗಾಗಲೇ ತನ್ನ ವೆಬ್‌ಸೈಟ್‌ನಲ್ಲಿ ಪ್ರಕಟಿಸಿರುವ ಅ - 20 ವತ್ಯಕ್ರಮದ ಪ್ರತಿಯನ್ನು ಗಮನಿಸುವುದು.



ಕಿರು ಪರೀಕ್ಷೆಗಳನ್ನು ಮತ್ತು CIE - ನಿರಂತರ ಅಂತರಿಕ ಮೌಲ್ಯಮಾಪನದಲ್ಲಿ ಕಡ್ಡಾಯವಾಗಿ

ಅಳವಡಿಸಿಕೊಳ್ಳಬೇಕಾದ ಮಾನದಂಡಗಳು ಮತ್ತು ಇಲಾಖೆಯ ಸೂಚನೆಗಳು:

ಭಾಗ - 1: ಗರಿಷ್ಠ 30 ಅಂಕಗಳಿಗೆ 03 ಕಿರುಪರೀಕ್ಷೆಗಳನ್ನು ನಡೆಸಬೇಕು:

1. 3ನೇ ವಾರದ ಅಂತ್ಯದಲ್ಲಿ ಗರಿಷ್ಠ 30 ಅಂಕಗಳಿಗೆ ಮೊದಲ ಕಿರುಪರೀಕ್ಷೆ
2. 7ನೇ ವಾರದ ಅಂತ್ಯದಲ್ಲಿ ಗರಿಷ್ಠ 30 ಅಂಕಗಳಿಗೆ ಎರಡನೇ ಕಿರುಪರೀಕ್ಷೆ
3. 15ನೇ ವಾರದ ಅಂತ್ಯದಲ್ಲಿ ಗರಿಷ್ಠ 30 ಅಂಕಗಳಿಗೆ ಮೂರನೇ ಕಿರುಪರೀಕ್ಷೆ

ಭಾಗ - 2: ಗರಿಷ್ಠ 20 ಅಂಕಗಳಿಗೆ 03 ವಿಭಿನ್ನರೀತಿಯ ಅಂತರಿಕ ಪರೀಕ್ಷೆಗಳನ್ನು ನಡೆಸಬೇಕು:

1. ಭಾಗ 2 ರ ಗರಿಷ್ಠ 20 ಅಂಕಗಳಿಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಸಾಹಿತ್ಯ ಸಿಂಚನ ಭಾಗ-2 / ಬಳಕೆ ಕನ್ನಡ - 2 ಕ್ಕೆ ಸಂಬಂಧಿಸಿದ ಪ್ರಶ್ನೆಗಳು ಹೆಚ್ಚಾಗಿ ಚಟುವಟಿಕೆಯ ಮಾದರಿಯಲ್ಲಿ ಇರುವುದರಿಂದ 5ನೇ, 9ನೇ ಮತ್ತು 11ನೇ ವಾರದ ಮೂರೂ ಪರೀಕ್ಷೆಗಳಿಗೆ ಕಾರ್ಯಪತ್ಯವನ್ನು ಆಧಾರವಾಗಿ ಪರಿಗಣಿಸುವುದು ಮತ್ತು ಈ ಪುಸ್ತಕವನ್ನು ವಿಭಾಗಾಧಿಕಾರಿಗಳ ಮೇಲುಸಹಿಯನ್ನು ತೆಗೆದುಕೊಳ್ಳುವುದರ ಮುಖಾಂತರ ಪುಸ್ತಕಕ್ಕೆ ಅಂಕಗಳನ್ನು ನೀಡಿ ಲ್ಯಾಬ್ ರೆಕಾರ್ಡ್ ನಂತೆ ವಿಭಾಗದಲ್ಲಿ ಸಂರಕ್ಷಿಸಬೇಕು.

ಭಾಗ - 3: ಗರಿಷ್ಠ 50 ಅಂಕಗಳಿಗೆ:

1. ಭಾಗ-1 ರಿಂದ ಗರಿಷ್ಠ 30 ಅಂಕಗಳಿಗೆ ಮೂರು ಕಿರುಪರೀಕ್ಷೆಗಳಿಂದ ಸರಾಸರಿ ಅಂಕಗಳ ಪರಿಗಣನೆ
2. ಭಾಗ-2 ರಿಂದ ಗರಿಷ್ಠ 20 ಅಂಕಗಳಿಗೆ ಮೂರು ಕಿರುಪರೀಕ್ಷೆಗಳಿಂದ ಸರಾಸರಿ ಅಂಕಗಳ ಪರಿಗಣನೆ
3. ಭಾಗ-1 ಮತ್ತು ಭಾಗ-2 ಅನ್ನು ಒಟ್ಟಿಗೆ ಸೇರಿಸುವುದರ ಮುಖಾಂತರ ಗರಿಷ್ಠ 50 ಅಂಕಗಳಿಗೆ ಅಪಜ್ಞ - ನಿರಂತರ ಅಂತರಿಕ ಮೌಲ್ಯಮಾಪನವನ್ನು ಸೆಮಿಸ್ಟರ್ ಪ್ರಾರಂಭದಿಂದ ಅಂತ್ಯದವರೆಗೆ ನಡೆದ ಎಲ್ಲಾ ಪರೀಕ್ಷೆಗಳನ್ನು ಪರಿಗಣಿಸಿ ಸರಾಸರಿ ಅಂಕಗಳನ್ನು ಪರಿಗಣಿಸಬೇಕು.

ವಿಶೇಷ ಸೂಚನೆಗಳು :

1. ಎಲ್ಲಾ ಕಿರುಪರೀಕ್ಷೆಗಳನ್ನು ಪ್ರತ್ಯೇಕ ಬ್ಲೂಬುಕ್ ನಲ್ಲಿ ಬರೆಸಬೇಕು.
2. ಪ್ರತಿಯೊಂದು 30 ಅಥವಾ 20 ಅಂಕಗಳ ಕಿರುಪರೀಕ್ಷೆಯಲ್ಲಿ ಸಮಾನಾಂತರವಾಗಿ (10 + 10 + 10) ಅಥವಾ (08 + 08 + 08) ಮೂರು ಹಂತದ ಪ್ರಶ್ನೆಗಳನ್ನು ಕೇಳಬೇಕು. 2 ಅಥವಾ 5 ಅಂಕಗಳ ಪ್ರಶ್ನೆಗಳು ಹಾಗೂ ವಿದ್ಯಾರ್ಥಿಗಳ ಸೃಜನಶೀಲತೆ ಮತ್ತು ಕ್ರಿಯಾಶಕ್ತಿಯನ್ನು ಪರೀಕ್ಷಿಸುವಂತಹ ಪ್ರಶ್ನೆಗಳನ್ನು ಕೇಳಬೇಕು.
3. ಕಿರು ಪರೀಕ್ಷೆಗಳ ಪ್ರಶ್ನೆ ಪತ್ರಿಕೆಗಳಲ್ಲಿ ಪ್ರಶ್ನೆಗಳನ್ನು ಕೇಳಲು ಕಾರ್ಯ ಪುಸ್ತಕದ ಪ್ರತಿಯೊಂದು ಅಧ್ಯಾಯದ ಅಂತ್ಯದಲ್ಲಿ ನೀಡಿರುವ ಚಟುವಟಿಕೆ ಪ್ರಶ್ನೆಗಳನ್ನು ಮರು ಬಳಸಿಕೊಳ್ಳಬಹುದು.
4. ಸಾಹಿತ್ಯ ಸಿಂಚನ ಭಾಗ-2 / ಬಳಕೆ ಕನ್ನಡ ಭಾಗ-2 ಕಾರ್ಯ ಪಠ್ಯಕ್ರಮದಲ್ಲಿನ ಎಲ್ಲಾ ಚಟುವಟಿಕೆಗಳನ್ನು ತರಗತಿ ಶಿಕ್ಷಕರು ಸರಾಸರಿ 20 ಅಂಕಗಳಿಗೆ ಮೌಲ್ಯಮಾಪನ ಮಾಡಿ ಕಾರ್ಯ ಪಠ್ಯಪುಸ್ತಕದಲ್ಲಿ (Portfolio Evaluation) 11ನೇ ವಾರಂತ್ಯಕ್ಕೆ CIE Assessment - 6 ಗೆ ಪರಿಗಣಿಸುವುದು.
5. ಈ ಅಧ್ಯಯನ ಪ್ರಮಾಣ ಪತ್ರದೊಂದಿಗೆ ಒಟ್ಟು ಅಂಕಗಳನ್ನು ಸಮುದಿಸುವ ಮುಖಾಂತರ ಕಾರ್ಯಪುಸ್ತಕವನ್ನು ಪ್ರಯೋಗಾಲಯದ ರೆಕಾರ್ಡ್ ಬುಕ್‌ನಂತೆ ವಿದ್ಯಾರ್ಥಿಗಳಿಂದ ಸೆಮಿಸ್ಟರ್ ಅಂತ್ಯದಲ್ಲಿ ತೆಗೆದುಕೊಂಡು ಇಲಾಖಾ ತಪಾಸಣೆಗೆ ಸಿದ್ಧವಿಟ್ಟಿರಬೇಕು.

20 ಅಂಕಗಳ ಕಿರುಪರೀಕ್ಷೆಗೆ ವಿವರಣೆ

ಗರಿಷ್ಠ 20 ಅಂಕಗಳ ಪರೀಕ್ಷೆಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಅಂಕಗಳನ್ನು ನೀಡಲು ಸೆಮಿಸ್ಟರ್ ಪ್ರಾರಂಭದಿಂದ ಅಂತ್ಯದವರೆಗೂ ವಿದ್ಯಾರ್ಥಿಗಳು ಬಳಸಿದ ಸಾಹಿತ್ಯ ಸಿಂಚನ ಭಾಗ-2 / ಬಳಕೆ ಕನ್ನಡ ಭಾಗ-2 ಕಾರ್ಯ ಪಠ್ಯಪುಸ್ತಕವನ್ನು ತರಗತಿಯ ಶಿಕ್ಷಕರು ಪ್ರತಿಯೊಂದು ಪಾಠವನ್ನು ದೃಢೀಕರಿಸುವುದು ಮತ್ತು ವಿಭಾಗಾಧಿಕಾರಿಗಳ ಮೇಲುಸಹಿಯನ್ನು ತೆಗೆದುಕೊಳ್ಳುವುದರ ಮುಖಾಂತರ ಪುಸ್ತಕಕ್ಕೆ ಅಂಕಗಳನ್ನು ನೀಡಿ ಲ್ಯಾಬ್ ರೆಕಾರ್ಡ್ ನಂತೆ ವಿಭಾಗದಲ್ಲಿ ಸಂರಕ್ಷಿಸಬೇಕು.

ಸಾಹಿತ್ಯ ಸಿಂಚನ ಭಾಗ - 2 / ಬಳಕೆ ಕನ್ನಡ ಭಾಗ - 2 ಈ ಕಾರ್ಯ ಪಠ್ಯಪುಸ್ತಕಗಳಲ್ಲಿಯೇ ಬಹುಅಯ್ಯಿ ಮಾದರಿಯ ಪ್ರಶ್ನೆಗಳು ಪ್ರತಿ ಪಾಠದ ಅಭ್ಯಾಸ ಚಟುವಟಿಕೆಗಳಲ್ಲಿ ಇರುತ್ತವೆ. ಮತ್ತು ಪ್ರತಿ ಪಾಠದ ಅಭ್ಯಾಸ ಚಟುವಟಿಕೆಗಳಲ್ಲಿ ವಿದ್ಯಾರ್ಥಿಯು ತೆರೆದ ಪುಸ್ತಕ ಮಾದರಿಯಲ್ಲಿ ಪ್ರಶ್ನೆಗಳಿಗೆ ಉತ್ತರಗಳನ್ನು ಬರೆಯಲು ಅವಕಾಶವಿರುತ್ತದೆ. ಮುಂದುವರೆದು ವಿದ್ಯಾರ್ಥಿಯು ಭಾಷೆಯ ಬಳಕೆ ಮತ್ತು ಸಂವಹನ ಕೌಶಲ್ಯದ ನಿರೂಪಣೆಗೆ ಪ್ರತಿ ಪಾಠದ ಅಭ್ಯಾಸ ಚಟುವಟಿಕೆಗಳಲ್ಲಿ ಅವಕಾಶವಿರುವುದರಿಂದ ಈ ಪುಸ್ತಕವನ್ನು ಲ್ಯಾಬ್ ರೆಕಾರ್ಡ್ ಬುಕ್ ನಂತರ ವಿವಿಧ ರೀತಿಯ 20 ಅಂಕಗಳ ಮೂರು ಪರೀಕ್ಷೆಗಳಿಗೆ ಈ ಪುಸ್ತಕವನ್ನು ಕೇಂದ್ರವಾಗಿ ಪರಿಗಣಿಸುವುದು.

30 ಅಂಕಗಳ ಕಿರು ಪರೀಕ್ಷೆಯ ಮಾದರಿ ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ಭಾಗ - 1 : 10 ಅಂಕಗಳಿಗೆ ಒಂದು ಅಥವಾ ಎರಡು ಅಂಕಗಳ ಪ್ರಶ್ನೆಗಳು, ಬಹು ಅಯ್ಯಿ ಮಾದರಿಯ ಪ್ರಶ್ನೆಗಳು ಅಥವಾ ಬಿಟ್ಟುಕೊಳ್ಳ ತುಂಬಿ ಮಾಡಲಾದ ಪ್ರಶ್ನೆಗಳು

ಭಾಗ - 2 : 10 ಅಂಕಗಳಿಗೆ ಎರಡು ಅಂಕಗಳ ಐದು ಪ್ರಶ್ನೆಗಳು

ಭಾಗ - 3 : 10 ಅಂಕಗಳಿಗೆ ಐದು ಅಂಕಗಳ ಎರಡು ಪ್ರಶ್ನೆಗಳು

ಬಳಕೆ ಕನ್ನಡ - 2 ಪಠ್ಯಕ್ರಮಗಳಿಗೆ

ನಿರಂತರ ಆಂತರಿಕ ಮೌಲ್ಯಮಾಪನದ ಮಾರ್ಗಸೂಚಿಗಳು

ಅಡಿಟ್ ಕೋರ್ಸ್ ಸಿ - 21 ಪ್ರತಿ ಸೆಮಿಸ್ಟರ್‌ನಲ್ಲಿ ಬೋಧನಾವಧಿ: 32 ಗಂಟೆಗಳು

ಗರಿಷ್ಠಾಂಕ : 50 ತೇರ್ಗಡೆ ಅಂಕ : 20

3ನೇ ಸೆಮಿಸ್ಟರ್ (1) ಸಾಹಿತ್ಯ ಸಿಂಚನ-2 (ಕನ್ನಡ ಬಲ್ಲ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ)

(2) ಬಳಕೆ ಕನ್ನಡ -2 (ಕನ್ನಡ ಬಾರದ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ)

ಕನ್ನಡ ಭಾಷಾ ವಿಷಯಗಳ ಮೌಲ್ಯಾಂಕನ ವಿಧಾನ

ಅಪ್ಪ ಮೌಲ್ಯಾಂಕನ ವಿಧಾನ (ಆಂತರಿಕ ಮೌಲ್ಯಮಾಪನ ಪರೀಕ್ಷೆಗಳು ಮತ್ತು ನಿಯೋಜಿತ

ಚಟುವಟಿಕೆಗಳು(ಅಸೈನ್‌ಮೆಂಟ್)

ಕ್ರ.ಸಂ	ಮೌಲ್ಯಾಂಕನ	ವಿಧಾನ	ವೇಳಾಪಟ್ಟಿ	ಸಮಯ	ಗರಿಷ್ಠಾಂಕ	ಸರಾಸರಿ ಅಂಕ	ತೇರ್ಗಡೆಗೆ ಅಗತ್ಯವಾದ ಕನಿಷ್ಠ ಅಂಕ
1	CIE- ಮೌಲ್ಯಾಂಕನ-1	ಲಿಖಿತ ಪರೀಕ್ಷೆ-1	3ನೇ ವಾರಾಂತ್ಯ	80 ನಿಮಿಷಗಳು	30	30	20
2	CIE-ಮೌಲ್ಯಾಂಕನ-2	ಲಿಖಿತ ಪರೀಕ್ಷೆ-2	7ನೇ ವಾರಾಂತ್ಯ	80 ನಿಮಿಷಗಳು	30		
3	CIE ಮೌಲ್ಯಾಂಕನ-3	ಲಿಖಿತ ಪರೀಕ್ಷೆ-3	15ನೇ ವಾರಾಂತ್ಯ	80 ನಿಮಿಷಗಳು	30		
4	CIE ಮೌಲ್ಯಾಂಕನ-4	ಬಹು ಅಯ್ಕೆ ಪ್ರಶ್ನೆ(ಎಂಕಿಕ್ಯಾ)	5ನೇ ವಾರಾಂತ್ಯ	60 ನಿಮಿಷಗಳು	20	20	
5	CIE ಮೌಲ್ಯಾಂಕನ-5	(ತೆರೆದ ಪುಸ್ತಕ)ಒಪನ್ ಬುಕ್ ಪರೀಕ್ಷೆ	9ನೇ ವಾರಾಂತ್ಯ	60 ನಿಮಿಷಗಳು	20		
6	CIE ಮೌಲ್ಯಾಂಕನ-6	ಕಾರ್ಯ ಪಠ್ಯಪುಸ್ತಕದ ಸಲಿಕೆ	16ನೇ ವಾರಾಂತ್ಯ	-	20		
ನಿರಂತರ ಆಂತರಿಕ ಮೌಲ್ಯಾಂಕನಗಳ ಒಟ್ಟು ಅಂಕ						50	
7	ಸೆಮಿಸ್ಟರ್ ಅಂತ್ಯದ ಪರೀಕ್ಷೆ	ಇಲ್ಲ	-----	-----	-----	-----	-----
ಒಟ್ಟು ಅಂಕಗಳು						50	20



**ತೃತೀಯ ಸೆಮಿಸ್ಟರ್**  
**ಜೆಎಸ್‌ಎಸ್ ಮಹಾವಿದ್ಯಾಪೀಠ**  
**ಜೆಎಸ್‌ಎಸ್ ವಿಶೇಷಕೇತನರ ಪಾಲಿಟೆಕ್ನಿಕ್ ಮೈಸೂರು**  
**ಕನ್ನಡ ಬಾರದ / ಕನ್ನಡೇತರ ಡಿಪ್ಲೋಮಾ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ನಿಗದಿಪಡಿಸಿದ ಪಠ್ಯಪುಸ್ತಕ**

Course Code	<b>21NK3T</b>	Semester : III	<b>Course Group – AU</b>
Course Title	<b>Balake Kannada – 2</b>	Category : Audit	<b>Lecture Course</b>
No. of Credits	<b>2</b>	Type of Course	<b>CIE Marks : 50</b>
Total Contact Hours	<b>02 Hrs Per Week 32 Hrs Per Semester</b>	Teaching Scheme (L:T:P) = 2:0:0	<b>SEE Marks : Nil</b>

### ಬಳಕೆ ಕನ್ನಡ - 2 (ಕಾರ್ಯ ಪಠ್ಯಪುಸ್ತಕ) KA – 21NK3T

<b>ಕಾರ್ಯ ಪಠ್ಯಪುಸ್ತಕದ ಪರಿವಿಡಿ</b>	<b>Teaching Hours 32 Hours</b>
<b>General Introduction of the Course with Activities</b>	<b>02 Hours</b>
<b>Lesson – 1 :</b> Personal Pronouns, Possessive Forms, Interrogative words Permission, Commands, encouraging and Urging words (Imperative words and sentences) Comparative, Relationship, Identification and Negation Words –	<b>06 Hours</b>
<b>Lesson – 2 :</b> Different types of Tense (Use and Usage of Tense in Kannada) Kannada Helping Verbs in Conversation (Use and Usage of Verbs)	<b>06 Hours</b>
<b>Lesson – 3 :</b> Formation of Past, Future and Present Tense Sentences with Changing Verb Forms	<b>06 Hours</b>
<b>Lesson – 4 :</b> Karnataka State and General Information about the State Kannada Language and Literature Do's and Don'ts in Learning a Language.	<b>06 ಗಂಟೆ</b>
<b>Lesson – 5 :</b> Karnataka Darshana : Concepts of Kannada, Kannadiga and Karnataka, Karnataka art and culture, Important Places of tourism, Famous personalities of Karnataka, Religious culture of Karnataka	<b>06 ಗಂಟೆ</b>
<b>Total Teaching Hours</b>	<b>32 Hours</b>



## ಬಳಕೆ ಕನ್ನಡ - 2 (ಕಾರ್ಯ ಪಠ್ಯಪುಸ್ತಕ) KA - 21NK3T

ಈ ಕಾರ್ಯಪಠ್ಯಪುಸ್ತಕದ ಬೋಧನೆ ಮತ್ತು ಅಳವಡಿಕೆಗೆ ಸಂಬಂಧಪಟ್ಟಂತೆ ಶಿಕ್ಷಕರು ಮತ್ತು ವಿದ್ಯಾರ್ಥಿಗಳು ಕಡ್ಡಾಯವಾಗಿ ಪಾಲಿಸಬೇಕಾದ ಸೂಚನೆಗಳು :

1. ಈ ಪಠ್ಯಪುಸ್ತಕವು ಪ್ರಧಾನವಾಗಿ ಕಾರ್ಯ ಪುಸ್ತಕವಾಗಿ ರೂಪಿಸಲ್ಪಟ್ಟಿದೆ ಅದುದರಿಂದ ಶಿಕ್ಷಕರು ಕನ್ನಡ ಸಾಹಿತ್ಯ ಮತ್ತು ಪರಂಪರೆ ಹಾಗೂ ಇತಿಹಾಸ ಈ ಮೊದಲಾದ ಎಲ್ಲ ವಿಷಯಗಳ ಬೋಧನೆಯನ್ನು ಚಟುವಟಿಕೆಗಳ ಆಧಾರದ ಮೇಲೆ ಮತ್ತು ಪರಂಪರೆ ಹಾಗೂ ಇತಿಹಾಸ ಈ ಮೊದಲಾದ ಎಲ್ಲ ವಿಷಯಗಳ ಬೋಧನೆಯನ್ನು ಚಟುವಟಿಕೆಗಳ ಆಧಾರದ ಮೇಲೆ ಮತ್ತು ವಿದ್ಯಾರ್ಥಿಗಳನ್ನು ಸಂಭಾಷಣೆ ಮತ್ತು ಚರ್ಚೆಗೆ ಒಳಪಡಿಸುವುದರ ಮುಖಾಂತರ ಬೋಧಿಸಬೇಕು.
2. ಪ್ರತಿಯೊಬ್ಬ ವಿದ್ಯಾರ್ಥಿಯು ಪೂರ್ಣ ಪ್ರಮಾಣದ (ಬೈಂಡಿಂಗ್ ಮಾಡಿಸಿದ) ಈ ಕಾರ್ಯಪುಸ್ತಕವನ್ನು ಬೋಧನೆಯ ಸಮಯದಲ್ಲಿ ತರಗತಿಯಲ್ಲಿ ಕಡ್ಡಾಯವಾಗಿ ಇಟ್ಟುಕೊಂಡಿರಬೇಕು. ಪ್ರತಿ ಪಾಠದ ನಂತರದ ಚಟುವಟಿಕೆಗಳು ಮತ್ತು ಪ್ರಶ್ನೆಗಳಿಗೆ ಉತ್ತರಗಳನ್ನು ತಪ್ಪದೆ ಪಾಲಿ ಬಿಟ್ಟಿರುವ ಹಾಗಾದಲ್ಲಿ ಬರೆದು ತರಗತಿ ಶಿಕ್ಷಕರಿಂದ ಮೌಲ್ಯಮಾಪನವನ್ನು ಮಾಡಿಸಿಕೊಳ್ಳಬೇಕು.
3. ಕಾಲೇಜು ಹಂತದ ನಿರಂತರ ಆಂತರಿಕ ಮೌಲ್ಯಮಾಪನ ಪರೀಕ್ಷಾ ಪ್ರಕ್ರಿಯೆಯನ್ನು ಈ ವಿಷಯದ ಮೌಲ್ಯಮಾಪನಕ್ಕೆ ಅಳವಡಿಸಿಕೊಳ್ಳಲಾಗಿರುತ್ತದೆ. ಸೆಮಿಸ್ಟರ್ ಅಂತ್ಯದ ಪರೀಕ್ಷೆ ಇರುವುದಿಲ್ಲ.
4. ನಿರಂತರ ಆಂತರಿಕ ಮೌಲ್ಯಮಾಪನ ಪರೀಕ್ಷಾ ಪ್ರಕ್ರಿಯೆಯನ್ನು ಅಳವಡಿಸಿಕೊಂಡಿರುವುದರಿಂದ, ಬೋಧನೆಯನ್ನು ಶಿಕ್ಷಕರು, ಚಟುವಟಿಕೆಗಳ ಆಧಾರದ ಮೇಲೆ ಮತ್ತು ಕಾರ್ಯ ಪುಸ್ತಕದಲ್ಲಿ ನೀಡಿರುವ ಪ್ರತಿ ಪಾಠ ಮತ್ತು ವಿಷಯಗಳ ಬೋಧನೆಯ ನಂತರ ವಿದ್ಯಾರ್ಥಿಗಳ ಕಲಿಕೆಯನ್ನು ಮತ್ತು ಮೌಲ್ಯಮಾಪನವನ್ನು ಕಡ್ಡಾಯವಾಗಿ ಮಾಡಬೇಕು.
5. ಕನ್ನಡ ಭಾಷೆ ಮತ್ತು ಸಾಹಿತ್ಯ ಬೋಧನೆಯ ಈ ಕಾರ್ಯ ಪುಸ್ತಕವನ್ನು ಪ್ರಯೋಗಾಲಯದ ಕಾರ್ಯ ಪುಸ್ತಕದಂತೆ (ಲ್ಯಾಬ್ ರೆಕಾರ್ಡ್ ನಂತೆ) ಬಳಸಬೇಕು. ಬೋಧನೆಯ ನಂತರ ಪ್ರತಿಯೊಂದು ಪಾಠದ ಚಟುವಟಿಕೆಗಳು ಮತ್ತು ವಿದ್ಯಾರ್ಥಿ ಬರೆದ ಉತ್ತರಗಳನ್ನು ತರಗತಿಯ ಕನ್ನಡ ಶಿಕ್ಷಕರು ಕಡ್ಡಾಯವಾಗಿ ಮೌಲ್ಯಮಾಪನವನ್ನು ಮಾಡುವುದರ ಮುಖಾಂತರ ದೃಢೀಕರಿಸಬೇಕು.
6. ಸೆಮಿಸ್ಟರ್ ಅಂತ್ಯದ ನಂತರ ಈ ಕಾರ್ಯ ಪುಸ್ತಕವನ್ನು ಕಡ್ಡಾಯವಾಗಿ ಅಧ್ಯಯನ ದೃಢೀಕರಣ ಪತ್ರದ ಸಮೇತ ಕಾಲೇಜಿನ ಪ್ರಾಂಶುಪಾಲರು / ವಿಭಾಗಾಧಿಕಾರಿಗಳ ಮೇಲು ಸಹಿಯೊಂದಿಗೆ ಇಲಾಖೆಯ ಪರಿಶೀಲನೆಗೆ ಸಿದ್ಧವಾಗಿಸಿ ಇಟ್ಟಿರಬೇಕು.
7. ಕನ್ನಡ ಭಾಷೆಯನ್ನು ಬಲ್ಲ ಅಂದರೆ ಕನ್ನಡ ಭಾಷೆಯನ್ನು ಓದಲು, ಬರೆಯಲು ಮತ್ತು ಮಾತನಾಡಲು ಹಾಗೂ ಕನ್ನಡ ಭಾಷೆಯನ್ನು ಒಂದು ವಿಷಯವನ್ನಾಗಿ 10ನೇ ತರಗತಿಯಲ್ಲಿ ಅಧ್ಯಯನ ಮಾಡಿರುವ ಎಲ್ಲ ವಿದ್ಯಾರ್ಥಿಗಳು **ಬಳಕೆ ಕನ್ನಡ - 2** ಈ ಕಾರ್ಯಪುಸ್ತಕವನ್ನು ಅಧ್ಯಯನ ಮಾಡಲು ಅರ್ಹರಾಗಿರುತ್ತಾರೆ.
8. ಈ ಮೇಲೆ ತಿಳಿಸಿದ ಎಲ್ಲಾ ಸೂಚನೆಗಳನ್ನು ಕಡ್ಡಾಯವಾಗಿ ಕನ್ನಡ ಭಾಷೆ ಮತ್ತು ಸಾಹಿತ್ಯದ ಅಧ್ಯಯನಕ್ಕಿಂದು ರೂಪಿತವಾಗಿರುವ **ಬಳಕೆ ಕನ್ನಡ - 2** ಈ ಕಾರ್ಯ ಪುಸ್ತಕದ ಬೋಧನೆಯಲ್ಲಿ ಅಳವಡಿಸಿಕೊಳ್ಳುವುದು.
9. ನಿರಂತರ ಆಂತರಿಕ ಮೌಲ್ಯಮಾಪನದ ಪರೀಕ್ಷಾ ವಿಧಾನಕ್ಕೆ ಸಂಬಂಧಪಟ್ಟಂತೆ ಹೆಚ್ಚಿನ ಮಾಹಿತಿಗಾಗಿ ಇಲಾಖೆಯ ಈಗಾಗಲೇ ತನ್ನ ವೆಬ್‌ಸೈಟ್‌ನಲ್ಲಿ ಪ್ರಕಟಿಸಿರುವ ಅ - 20 ಪಠ್ಯಕ್ರಮದ ಪ್ರತಿಯನ್ನು ಗಮನಿಸುವುದು.

**ಬಳಕೆ ಕನ್ನಡ - 2 :**

ಕಿರು ಪರೀಕ್ಷೆಗಳನ್ನು ಮತ್ತು CIE - ನಿರಂತರ ಅಂತರಿಕ ಮೌಲ್ಯಮಾಪನದಲ್ಲಿ ಕಡ್ಡಾಯವಾಗಿ  
ಅಳವಡಿಸಿಕೊಳ್ಳಬೇಕಾದ ಮಾನದಂಡಗಳು ಮತ್ತು ಇಲಾಖೆಯ ಸೂಚನೆಗಳು:

**ಭಾಗ - 1: ಗರಿಷ್ಠ 30 ಅಂಕಗಳಿಗೆ 03 ಕಿರುಪರೀಕ್ಷೆಗಳನ್ನು ನಡೆಸಬೇಕು:**

1. 3ನೇ ವಾರದ ಅಂತ್ಯದಲ್ಲಿ ಗರಿಷ್ಠ 30 ಅಂಕಗಳಿಗೆ ಮೊದಲ ಕಿರುಪರೀಕ್ಷೆ
2. 7ನೇ ವಾರದ ಅಂತ್ಯದಲ್ಲಿ ಗರಿಷ್ಠ 30 ಅಂಕಗಳಿಗೆ ಎರಡನೇ ಕಿರುಪರೀಕ್ಷೆ
3. 15ನೇ ವಾರದ ಅಂತ್ಯದಲ್ಲಿ ಗರಿಷ್ಠ 30 ಅಂಕಗಳಿಗೆ ಮೂರನೇ ಕಿರುಪರೀಕ್ಷೆ

**ಭಾಗ - 2: ಗರಿಷ್ಠ 20 ಅಂಕಗಳಿಗೆ 03 ವಿಭಿನ್ನರೀತಿಯ ಅಂತರಿಕ ಪರೀಕ್ಷೆಗಳನ್ನು ನಡೆಸಬೇಕು:**

1. ಭಾಗ 2 ರ ಗರಿಷ್ಠ 20 ಅಂಕಗಳಿಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಬಳಕೆ ಕನ್ನಡ - 2 ಕ್ಕೆ ಸಂಬಂಧಿಸಿದ ಪ್ರಶ್ನೆಗಳು ಹೆಚ್ಚಾಗಿ ಚಟುವಟಿಕೆಯ ಮಾದರಿಯಲ್ಲಿ ಇರುವುದರಿಂದ 5ನೇ, 9ನೇ ಮತ್ತು 11ನೇ ವಾರದ ಮೂರೂ ಪರೀಕ್ಷೆಗಳಿಗೆ ಕಾರ್ಯಪಠ್ಯವನ್ನು ಆಧಾರವಾಗಿ ಪರಿಗಣಿಸುವುದು ಮತ್ತು ಈ ಪುಸ್ತಕವನ್ನು ವಿಭಾಗಾಧಿಕಾರಿಗಳ ಮೇಲುಸಹಿಯನ್ನು ತೆಗೆದುಕೊಳ್ಳುವುದರ ಮುಖಾಂತರ ಪುಸ್ತಕಕ್ಕೆ ಅಂಕಗಳನ್ನು ನೀಡಿ ಲ್ಯಾಬ್ ರೆಕಾರ್ಡ್ ನಂತೆ ವಿಭಾಗದಲ್ಲಿ ಸಂರಕ್ಷಿಸಿಡಬೇಕು.

**ಭಾಗ - 3: ಗರಿಷ್ಠ 50 ಅಂಕಗಳಿಗೆ:**

1. ಭಾಗ-1 ರಿಂದ ಗರಿಷ್ಠ 30 ಅಂಕಗಳಿಗೆ ಮೂರು ಕಿರುಪರೀಕ್ಷೆಗಳಿಂದ ಸರಾಸರಿ ಅಂಕಗಳ ಪರಿಗಣನೆ
2. ಭಾಗ-2 ರಿಂದ ಗರಿಷ್ಠ 20 ಅಂಕಗಳಿಗೆ ಮೂರು ಕಿರುಪರೀಕ್ಷೆಗಳಿಂದ ಸರಾಸರಿ ಅಂಕಗಳ ಪರಿಗಣನೆ
3. ಭಾಗ-1 ಮತ್ತು ಭಾಗ-2 ಅನ್ನು ಒಟ್ಟಿಗೆ ಸೇರಿಸುವುದರ ಮುಖಾಂತರ ಗರಿಷ್ಠ 50 ಅಂಕಗಳಿಗೆ CIE - ನಿರಂತರ ಅಂತರಿಕ ಮೌಲ್ಯಮಾಪನವನ್ನು ಸೆಮಿಸ್ಟರ್ ಪ್ರಾರಂಭದಿಂದ ಅಂತ್ಯದವರೆಗೆ ನಡೆದ ಎಲ್ಲಾ ಪರೀಕ್ಷೆಗಳನ್ನು ಪರಿಗಣಿಸಿ ಸರಾಸರಿ ಅಂಕಗಳನ್ನು ಪರಿಗಣಿಸಬೇಕು.

**ವಿಶೇಷ ಸೂಚನೆಗಳು :**

1. ಎಲ್ಲಾ ಕಿರುಪರೀಕ್ಷೆಗಳನ್ನು ಪ್ರತ್ಯೇಕ ಬ್ಯಾಚುಕ್ ಸಲ್ಲಿ ಬರೆಸಬೇಕು.
2. ಪ್ರತಿಯೊಂದು 30 ಅಥವಾ 20 ಅಂಕಗಳ ಕಿರುಪರೀಕ್ಷೆಯಲ್ಲಿ ಸಮಸಾಂತರವಾಗಿ (10 + 10 + 10) ಅಥವಾ (08 + 08 + 08) ಮೂರು ಹಂತದ ಪ್ರಶ್ನೆಗಳನ್ನು ಕೇಳಬೇಕು. 2 ಅಥವಾ 5 ಅಂಕಗಳ ಪ್ರಶ್ನೆಗಳು ಹಾಗೂ ವಿದ್ಯಾರ್ಥಿಗಳ ಸೃಜನಶೀಲತೆ ಮತ್ತು ಕ್ರಿಯಾಶಕ್ತಿಯನ್ನು ಪರೀಕ್ಷಿಸುವಂತಹ ಪ್ರಶ್ನೆಗಳನ್ನು ಕೇಳಬೇಕು.
3. ಕಿರು ಪರೀಕ್ಷೆಗಳ ಪ್ರಶ್ನೆ ಪತ್ರಿಕೆಗಳಲ್ಲಿ ಪ್ರಶ್ನೆಗಳನ್ನು ಕೇಳಲು ಕಾರ್ಯ ಪುಸ್ತಕದ ಪ್ರತಿಯೊಂದು ಅಧ್ಯಾಯದ ಅಂತ್ಯದಲ್ಲಿ ನೀಡಿರುವ ಚಟುವಟಿಕೆ ಪ್ರಶ್ನೆಗಳನ್ನು ಮರು ಬಳಸಿಕೊಳ್ಳಬಹುದು.
4. ಬಳಕೆ ಕನ್ನಡ ಭಾಗ-2 ಕಾರ್ಯ ಪಠ್ಯಕ್ರಮದಲ್ಲಿನ ಎಲ್ಲಾ ಚಟುವಟಿಕೆಗಳನ್ನು ತರಗತಿ ಶಿಕ್ಷಕರು ಸರಾಸರಿ 20 ಅಂಕಗಳಿಗೆ ಮೌಲ್ಯಮಾಪನ ಮಾಡಿ ಕಾರ್ಯ ಪಠ್ಯಪುಸ್ತಕದಲ್ಲಿ (Portfolio Evaluation) 11ನೇ ವಾರಂತ್ಯಕ್ಕೆ CIE Assessment - 6 ಗೆ ಪರಿಗಣಿಸುವುದು.
5. ಈ ಅಧ್ಯಯನ ಪ್ರಮಾಣ ಪತ್ರದೊಂದಿಗೆ ಒಟ್ಟು ಅಂಕಗಳನ್ನು ಸಮೂಹಿಸುವ ಮುಖಾಂತರ ಕಾರ್ಯಪುಸ್ತಕವನ್ನು ಪ್ರಯೋಗಾಲಯದ ರೆಕಾರ್ಡ್ ಬುಕ್‌ನಂತೆ ವಿದ್ಯಾರ್ಥಿಗಳಿಂದ ಸೆಮಿಸ್ಟರ್ ಅಂತ್ಯದಲ್ಲಿ ತೆಗೆದುಕೊಂಡು ಇಲಾಖಾ ತಪಾಸಣೆಗೆ ಸಿದ್ಧವಿಟ್ಟಿರಬೇಕು.

**20 ಅಂಕಗಳ ಕಿರುಪರೀಕ್ಷೆಗೆ ವಿವರಣೆ**

ಗರಿಷ್ಠ 20 ಅಂಕಗಳ ಪರೀಕ್ಷೆಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಅಂಕಗಳನ್ನು ನೀಡಲು ಸೆಮಿಸ್ಟರ್ ಪ್ರಾರಂಭದಿಂದ ಅಂತ್ಯದವರೆಗೂ ವಿದ್ಯಾರ್ಥಿಗಳು ಬಳಸಿದ ಬಳಕೆ ಕನ್ನಡ ಭಾಗ-2 ಕಾರ್ಯ ಪಠ್ಯಪುಸ್ತಕವನ್ನು ತರಗತಿಯ ಶಿಕ್ಷಕರು ಪ್ರತಿಯೊಂದು ಪಾಠವನ್ನು ದೃಢೀಕರಿಸುವುದು ಮತ್ತು ವಿಭಾಗಾಧಿಕಾರಿಗಳ ಮೇಲುಸಹಿಯನ್ನು ತೆಗೆದುಕೊಳ್ಳುವುದರ ಮುಖಾಂತರ ಪುಸ್ತಕಕ್ಕೆ ಅಂಕಗಳನ್ನು ನೀಡಿ ಲ್ಯಾಬ್ ರೆಕಾರ್ಡ್ ನಂತೆ ವಿಭಾಗದಲ್ಲಿ ಸಂರಕ್ಷಿಸಿಡಬೇಕು.

ಬಳಕೆ ಕನ್ನಡ ಭಾಗ - 2 ಈ ಕಾರ್ಯ ಪಠ್ಯಪುಸ್ತಕಗಳಲ್ಲಿಯೇ ಬಹುಆಯ್ಕೆ ಮಾದರಿಯ ಪ್ರಶ್ನೆಗಳು ಪ್ರತಿ ಪಾಠದ ಅಭ್ಯಾಸ ಚಟುವಟಿಕೆಗಳಲ್ಲಿ ಇರುತ್ತವೆ. ಮತ್ತು ಪ್ರತಿ ಪಾಠದ ಅಭ್ಯಾಸ ಚಟುವಟಿಕೆಗಳಲ್ಲಿ ವಿದ್ಯಾರ್ಥಿಯು ತೆರೆದ ಪುಸ್ತಕ ಮಾದರಿಯಲ್ಲಿ ಪ್ರಶ್ನೆಗಳಿಗೆ ಉತ್ತರಗಳನ್ನು ಬರೆಯಲು ಅವಕಾಶವಿರುತ್ತದೆ. ಮುಂದುವರೆದು ವಿದ್ಯಾರ್ಥಿಯು ಭಾಷೆಯ ಬಳಕೆ ಮತ್ತು ಸಂವಹನ ಕೌಶಲ್ಯದ ನಿರೂಪಣೆಗೆ ಪ್ರತಿ ಪಾಠದ ಅಭ್ಯಾಸ ಚಟುವಟಿಕೆಗಳಲ್ಲಿ ಅವಕಾಶವಿರುವುದರಿಂದ ಈ ಪುಸ್ತಕವನ್ನು ಲ್ಯಾಬ್ ರೆಕಾರ್ಡ್ ಬುಕ್ ಸಂತೇ ವಿವಿಧ ರೀತಿಯ 20 ಅಂಕಗಳ ಮೂರು ಪರೀಕ್ಷೆಗಳಿಗೆ ಈ ಪುಸ್ತಕವನ್ನು ಕೇಂದ್ರವಾಗಿ ಪರಿಗಣಿಸುವುದು.

30 ಅಂಕಗಳ ಕಿರು ಪರೀಕ್ಷೆಯ ಮಾದರಿ ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ಭಾಗ - 1 : 10 ಅಂಕಗಳಿಗೆ ಒಂದು ಅಥವಾ ಎರಡು ಅಂಕಗಳ ಪ್ರಶ್ನೆಗಳು, ಬಹು ಆಯ್ಕೆ ಮಾದರಿಯ ಪ್ರಶ್ನೆಗಳು ಅಥವಾ ಬಿಟ್ಟುಕೊಳ್ಳ ತುಂಬಿ ಮೊದಲಾದ ಪ್ರಶ್ನೆಗಳು

ಭಾಗ - 2 : 10 ಅಂಕಗಳಿಗೆ ಎರಡು ಅಂಕಗಳ ಐದು ಪ್ರಶ್ನೆಗಳು

ಭಾಗ - 3 : 10 ಅಂಕಗಳಿಗೆ ಐದು ಅಂಕಗಳ ಎರಡು ಪ್ರಶ್ನೆಗಳು

ಬಳಕೆ ಕನ್ನಡ - 2 ಪಠ್ಯಕ್ರಮಗಳಿಗೆ

ನಿರಂತರ ಆಂತರಿಕ ಮೌಲ್ಯಮಾಪನದ ಮಾರ್ಗಸೂಚಿಗಳು

ಆಡಿಟ್ ಕೋರ್ಸ್ ಸಿ - 21 ಪ್ರತಿ ಸೆಮಿಸ್ಟರ್‌ನಲ್ಲಿ ಬೋಧನಾವಧಿ: 32 ಗಂಟೆಗಳು

ಗರಿಷ್ಠಾಂಕ : 50 ತೇರ್ಗಡೆ ಅಂಕ : 20

3ನೇ ಸೆಮಿಸ್ಟರ್ (1) ಸಾಹಿತ್ಯ ಸಿಂಚನ-2 (ಕನ್ನಡ ಬಲ್ಲ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ)

(2) ಬಳಕೆ ಕನ್ನಡ -2 (ಕನ್ನಡ ಬಾರದ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ)

ಕನ್ನಡ ಭಾಷಾ ವಿಷಯಗಳ ಮೌಲ್ಯಾಂಕನ ವಿಧಾನ

ಅಪ್ಪ ಮೌಲ್ಯಾಂಕನ ವಿಧಾನ (ಆಂತರಿಕ ಮೌಲ್ಯಮಾಪನ ಪರೀಕ್ಷೆಗಳು ಮತ್ತು ನಿಯೋಜಿತ ಚಟುವಟಿಕೆಗಳು(ಅಸೈನ್‌ಮೆಂಟ್)

ಕ್ರ.ಸಂ	ಮೌಲ್ಯಾಂಕನ	ವಿಧಾನ	ವೇಳಾಪಟ್ಟಿ	ಸಮಯ	ಗರಿಷ್ಠಾಂಕ	ಸರಾಸರಿ ಅಂಕ	ತೇರ್ಗಡೆಗೆ ಅಗತ್ಯವಾದ ಕನಿಷ್ಠ ಅಂಕ
1	CIE-ಮೌಲ್ಯಾಂಕನ-1	ಲಿಖಿತ ಪರೀಕ್ಷೆ-1	3ನೇ ವಾರಾಂತ್ಯ	80 ನಿಮಿಷಗಳು	30	30	20
2	CIE-ಮೌಲ್ಯಾಂಕನ-2	ಲಿಖಿತ ಪರೀಕ್ಷೆ-2	7ನೇ ವಾರಾಂತ್ಯ	80 ನಿಮಿಷಗಳು	30		
3	CIE-ಮೌಲ್ಯಾಂಕನ-3	ಲಿಖಿತ ಪರೀಕ್ಷೆ-3	15ನೇ ವಾರಾಂತ್ಯ	80 ನಿಮಿಷಗಳು	30		
4	CIE-ಮೌಲ್ಯಾಂಕನ-4	ಬಹು ಆಯ್ಕೆ ಪ್ರಶ್ನೆ(ಎಂಸಿಕ್ಯು)	5ನೇ ವಾರಾಂತ್ಯ	60 ನಿಮಿಷಗಳು	20	20	
5	CIE-ಮೌಲ್ಯಾಂಕನ-5	(ತೆರೆದ ಪುಸ್ತಕ)ಒಪನ್ ಬುಕ್ ಪರೀಕ್ಷೆ	9ನೇ ವಾರಾಂತ್ಯ	60 ನಿಮಿಷಗಳು	20		
6	CIE-ಮೌಲ್ಯಾಂಕನ-6	ಕಾರ್ಯ ಪಠ್ಯಪುಸ್ತಕದ ಸಲ್ಲಿಕೆ	16ನೇ ವಾರಾಂತ್ಯ	-	20		
ನಿರಂತರ ಆಂತರಿಕ ಮೌಲ್ಯಾಂಕನಗಳ ಒಟ್ಟು ಅಂಕ						50	
7	ಸೆಮಿಸ್ಟರ್ ಅಂತ್ಯದ ಪರೀಕ್ಷೆ	ಇಲ್ಲ	-----	-----	-----	-----	-----
ಒಟ್ಟು ಅಂಕಗಳು						50	20