

Government of Karnataka
Department of Collegiate & Technical Education
**JSS POLYTECHNIC FOR THE DIFFERENTLY ABLED
(AUTONOMOUS)**

(Aided by the Govt. of Karnataka and Approved by AICTE, New Delhi)
MYSURU – 570 006



**C-21 CURRICULUM AND
SCHEME OF EXAMINATION**

**UNDER SEMESTER SYSTEM
BASED ON CHOICE-BASED CREDIT SYSTEM (CBCS)**

Placed before Polytechnic Academic Board
Meeting held on 22-10-2022 for Approval

FOURTH SEMESTER

PROGRAM NAME:

**DIPLOMA IN COMMERCIAL
PRACTICE**

PROGRAM CODE: 25

W.E.F. 2022-2023

***SCHEME OF STUDIES & EXAMINATION
AND
COURSEWISE DETAILS & CONTENTS***

**DIPLOMA IN COMMERCIAL
PRACTICE (C-21)**

FOURTH SEMESTER

W.E.F. 2022-23

JSS POLYTECHNIC FOR THE DIFFERENTLY ABLED, MYSURU
CURRICULUM STRUCTURE
IV Semester Scheme of Studies-Diploma in Commercial Practice [C-21]

Sl. No.	Course Category / Teaching Department	Course Code	Course Name	Hours per week			Total contact hrs /week	Credits	CIE Marks		SEE Marks		Total Marks	Min Marks for Passing (including Assigned Grade)	Grade Point	SGPA and CGPA
				L	T	P			Max	Min	Max	Min				
Integrated Courses																
1	PC/CP	2541	Financial Accounting-IV	3	1	2	6	5	50	20	50	20	100	40		SGPA & CCGPA OF THIRD SEMESTER
2	PC/CP	2542	Company Law and SecretarialPractice	3	1	2	6	5	50	20	50	20	100	40		
3	PC/CP	2543	English Shorthand IV * (Speed) (SEE – Dic – 10 Mins TRNS 90 MIN Duration)	3	1	2	6	5	50	20	50	20	100	40		
4	PC/CP	2544	Professional English Competence - IV *	6	0	0	6	6	50	20	50	20	100	40		
5	PC/CP	2545	English Computer Typing -IV (45WPM) (Speed) (SEE - 15 MIN Duration)	0	2	4	6	5	60	24	40	16	100	40		
6	PC/CP	2546	English Computer Typing – IV (Manuscript) (90 MIN Duration)	0	2	4	6	5	60	24	40	16	100	40		
7	PC/CP	2547	E-Office	1	1	4	6	4	60	24	40	16	100	40		
8	-----	-----	English Language Lab - IV	0	0	2	2	1	NO END EXAMINATION							
Audit Course																
9	AU/CP	2548	Indian Constitution	2	0	0	2	2	50	20	-	-	50	20		
Total				18	8	20	46	38	430	172	320	128	750	300		

*PC: Programme Core: AU-Audit Course:: L:Lecture:: T: Tutorial : P: Practice. CP: Commercial Practice

1. AU/CP - Indian Constitution Courses are treated as Audit Course.
2. Theory course Semester End Examination (SEE) is conducted for 100 marks (3 Hrs duration)
3. Practical course CIE and SEE is conducted for 100 marks (3 hrs duration)
4. *Courses 3 & 4 are Optional/Elective. The student can opt for any one course.
5. ECT Courses are treated as Practical Courses for Examination purpose and the Scheme of examination with allocation of time is given in the syllabus.
6. In the Course Code (Example 2541) of the Program, The First Digit indicates the Programme No, Second Digit indicates the no of revision of the curriculum. Third Digit indicates the semester and Fourth Digit indicates Course Serial No.
7. English Language Lab – Evaluation to be done through Class Performance, Assignment and Activity. Records to be maintained in the Department.

Program Co – Ordinator of CP

Principal

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

Programme: DIPLOMA IN COMMERCIAL PRACTICE

Course Code	2541	Semester	IV
Course Title	Financial Accounting - IV	Course Group	Core
No. of Credits	5	Type of Course	Lecture
Course Category	Core	Total Contact Hours	6 Hrs. / Week 96 Hrs. / Semester
Prerequisites	Basic Calculations	Teaching Scheme	[L : T : P] = 3 : 1 : 2
CIE Marks	50	SEE Marks	50

1. COURSE SKILL SET

The students shall be able to:

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

2. COURSE OUTCOMES:

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

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

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

COURSE CONTENT AND BLUE PRINT OF MARKS FOR SEE							
Legend: Remembering Understanding, Application of Knowledge, Analysis and Evaluation.							
Unit No	Unit name	Hour	Questions to be set for SEE			MarksWeightage	Hours Weightage (%)
			R/ U /A				
			No of question of 1 Mark	No of question of 6 Marks	No of question of 10 Marks		
1	Departmental Accounts	19	4	12	20	36	20
2	Consignment Accounts	19	4	12	20	36	20
3	Hire Purchase and Instalment Purchase Systems	20	4	12	20	36	20
4	Royalty Accounts	19	4	12	20	36	20
5	Accounting Not for Profit Organisation	19	4	12	20	36	20
Total		96	20	60	100	180	100

4. DETAILS OF COURSE CONTENT

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

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

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

5. MAPPING OF CO WITH PO

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

6. LEVELS OF CO, PO AND PSO MAPPING

Course	CO's	Programme Outcomes							Programme Specific Objectives		
		1	2	3	4	5	6	7	1	2	3
Financial Accounting - IV	CO1	3	2	2	1	1	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

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:

I. No	Author	Title of Books	Publication / Year
1	Prof S .N.Maheshwari	Advanced Accountancy	Kalyani Publication /2021
2	Prof. M.C.Shukla	Advanced Accounts Vol. – II	Kalyani Publication 2021
3	Prof. B.S. Raman	Accountancy Financial /Accounting	Unite Publisher /2021
4	Dr. T.V Raju & Dr. K. Sheshamurthy	Accountancy /Financial Accounting	Sapna Book House /2021
5	Prof.Anilkumar.S Prof.Rajeshkumar.V and Prof Mariyappa B	Financial Accounting	Himalaya Publication/ 2021

9. COURSE ASSESSMENT AND EVALUATION CHART

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

10. COURSE ASSESSMENT SUMMARY

Sl. No.	Assessment	Duration	Max Marks	Conversion
1	CIE Assessment – 1 (Written Test – 1) At the end of 6 th Week	80 Minutes	30	Average of three written tests 30 Marks
2	CIE Assessment – 2 (Written Test – 2) At the end of 10 th Week	80 Minutes	30	
3	CIE Assessment – 3 (Written Test – 3) At the end of 15 th Week	80 Minutes	30	
4	CIE Assessment 4(Student Activity / Assignment) At the end of 8 th Week	—	20	Average of Two CIE 20 Marks CIE
6	CIE Assessment 6 (Student Activity / Assignment) At the beginning of 16 th Week	—	20	
Total Continuous Internal Evaluation (CIE) Assessment				50
7	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 &6) 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, three CIE (student activity or assignment) each of 20 marks shall be conducted. Any fraction at any stage during evaluation will be rounded off to the next higher digit
3. Assessment of assignment and student activity is evaluated through appropriate rubrics by the respective course coordinator. The secured mark in each case is rounded off to the next higher digit.

11. DETAILED COURSE CONTENTS

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

	Prepare the necessary ledger accounts in the books of consigner (When there is normal in the problem)	2	1	3	
3.Hire Purchase and Instalment Purchase Systems	Meaning of Hire Purchase System and Installment Purchase System – Differences Between Hire Purchase System and Installment Purchase System.	3	1	1	20
	Meaning of Important Terms used in Hire Purchase System—a) Hire Purchaser b) Hire Vendor, c) Cash Priced) Hire Purchase Price d) Instalment Money or Instalments e) Hire Purchase Agreement f) Hire Purchase Charges	3	1	1	
	Simple Problems (Journal Entries and Necessary Ledger Accounts in the books of Hire Purchaser	3	1	1	
	Accounting Treatment on Hire Purchase System— (Journal Entries in the books of Hire Purchaser and Hire Seller)Net asset Method	3	1	1	
	Simple Problems(Necessary Ledger Accounts in the books of Hire Purchaser)	3	1,2	3	
	Simple Problems (Journal Entries and Necessary Ledger Accounts in the books of Hire Seller or Hire Vendor) (Problems only on hire purchase system under Net Asset Method	3	1	3	
	Pass the Journal Entries In the books of Hire Purchaser	3	1	3	
	Prepare the necessary ledger accounts in the books of Hire Purchaser	3	1	3	
	Pass the Journal Entries and prepare the necessary ledger accounts in the books of Hire Purchaser.	3	1	4	
4. Royalty Accounts	Meaning of Royalty and Types of Royalties.	4	1	3	19
	Important Terms Used – a) Lessor b)Lessee, Minimum Rent d) Short workings	4	1,5,7	3	
	Preparation of Royalty Chart	4	1,5,7	3	
	Journal Entries in the books of Lessee	4	1	3	
	Simple Problems (Preparation of Necessary Ledger Accounts without Opening Minimum Rent Account	4	1	3	
	Simple Problems (Preparation of Necessary Ledger Accounts by Opening Minimum Rent Account	4	1	4	
5. Accounting Not for Profit Organisation	Meaning and Characteristics of Not for Profit Organizations.	5	1,5	2	19
	Capital and Revenue Items (Meaning of Capital Receipts, Capital Expenditure, Revenue Receipts and Revenue	5	2	3	
	Expenditure with Examples Deferred Revenue Expenditure (meaning and examples) -- Classifying	5	2	3	

	and Recognizing Revenue and Capital Items.				
	Meaning and Treatment of Some Important Items (Capital Fund, Subscription, Life Membership Fees, Legacies, Entrance Fees, Donations, Government Grants, Special Fund, Endowment Fund	5	1,5	3	
	Meaning and Preparation of Receipts and Payments Account	5	1,5,7	4	
	Meaning and Preparation of Income and Expenditure Account. Differences Between Receipts and Payments Account.	5	1,5,7	4	
Total					96

12. RUBRICS FOR ACTIVITY

Dimension	RUBRICS FOR ASSESSING STUDENT ACTIVITIES SCALE					Marks
Marks	1. Unsatisfactory (59 and Below) 4	2. Developing (69-60) 8	3. Satisfactory (79-70) 12	4. Good (89-80) 16	5. Exemplary (100-90) 20	
1.Introduction/ Understanding	Contents Disorganized not able to understand the Importance of the topic	Somewhat organized Contents but not able to understand the importance of topic	Contents organized and Understanda ble Knowledge of the importance of the topic	Organized 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 understandin g	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 understan ding	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 Consisten cy	Presentation is very clear	
Average Marks of 3 Dimensions= /3						
Maximum 20 Marks						

13. SUGGESTED LIST OF STUDENTS ACTIVITIES FOR CIE

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

14. MODEL QUESTION PAPER FOR SEE

IC: 210

Code: 2531

FOURTH SEMESTER DIPLOMA EXAMINATIONS, NOV/DEC 20

Programme : Commercial Practice
Course Name : Financial Accounting – IV
Course Code : 2541

Semester : IV
Max. Marks : 100
Duration : 3 Hours

Qn. No.	Question	CL	CO	Marks
Section – 1				
1	Choose the correct answer and complete the sentence: (Compulsory) a b c d	U/A	1	4
2	Answer any one of the following Question a) or b)	U/A	1	6
3	Answer any one of the following Question a) or b)	U/A	1	12
Section - 2				
4	Choose the correct answer and complete the sentence: (Compulsory) a b c d	U/A	2	4
5	Answer any one of the following Question a) or b)	U/A	2	6
6	Answer any one of the following Question a) or b)	U/A	2	12
Section - 3				
7	Choose the correct answer and complete the sentence: (Compulsory) a b c	U/A	3	4

	d			
8	Answer any one of the following Question a) or b)	U/A	3	6
9	Answer any one of the following Question a) or b)	U/A	3	12
Section – 4				
10	Choose the correct answer and complete the sentence: (Compulsory) a b c d	U/A	4	4
11	Answer any one of the following Question a) or b)	U/A	4	6
12	Answer any one of the following Question a) or b)	U/A	4	12
Section – 5				
13	Choose the correct answer and complete the sentence: (Compulsory) a b c d	U/A	5	4
14	Answer any one of the following Question a) or b)	U/A	5	6
15	Answer any one of the following Question a) or b)	U/A	5	12

GOVERNMENT OF KARNATAKA
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JSS POLYTECHNIC FOR THE DIFFERENTLY ABLED AUTONOMOUS)

PROGRAM: DIPLOMA IN COMMERCIAL PRACTICE

Course Code	2542	Semester	IV
Course Name	Company Law & Secretarial Practice	Course Group	Core
No. of Credits	5	Type of Course	Lecture/Theory / Demonstration
Course Category	CP/Core	Total Contact Hours	6 Hrs. / Week
			96 Hrs. / Semester
Prerequisites	English Knowledge	Teaching Scheme	[L:T:P] = 3:1:2
CIE Marks	50	SEE Marks	50

1. COURSE SKILL SET

At the end of the course, the students will be able to acquire the following skills:

1. To know and understand the Company Secretary's Qualifications, Duties and Responsibilities, Rights and Powers etc.
2. To Analyse and apply the provisions of Company Law in the Formation of a Company.
3. To Apply the Companies Act Provisions in Management of Companies.
4. To Apply the Provisions related to Company Law in conducting Company Meetings according to the Principles.
5. To Apply the Provisions related to Company Law in conducting Company Meetings.
6. To Apply the Provisions relating to Winding-up of the Company.

2. COURSE OUTCOMES

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

CO1	Acquire the knowledge on various duties performed by the Company Secretary.
CO2	Attain the knowledge about the Provisions related to Formation of a Company.
CO3	Obtain the Knowledge on various Laws regarding the Management of Company
CO4	Gain the knowledge on the Principles of Company Meetings.
CO5	Acquire & Apply the Provisions related to Company Law in conducting Company Meetings.
CO6	Acquire the knowledge on various Provisions related to Winding up of the Company.

3. DETAILS OF COURSE CONTENT

Week	CO	PO	Lecture (Knowledge Criteria)	Tutorial (Activity Criteria)	Practice (Performance Criteria)
			3 hours/week	1 hour / week	2 hours / week
1	1	1,3, 5,7	UNIT 1: COMPANY SECRETARY Definition - Meaning - Importance - Qualifications - Qualities.	1	Conduct Brain Storming Session regarding an interview for the post of Company Secretary, in addition to educational qualification and Discuss General Qualification and Qualities that is required to succeed.
2	1	1,3, 5,7	Duties and Responsibilities, Rights and Powers of Company Secretary,	1	Being the Secretary of Wipro Ltd, by exercising your powers perform the duties as a Secretary.
3	1	1,3, 5,7	Appointment – Dismissal of Company Secretary.	1	Draft and Discuss the Pros and Cons relating Appointment and Dismissal of Company Secretary
4	2	1,3, 5,7	UNIT 2: COMPANY FORMATION Meaning of Joint Stock Company – Features - Stages in the Formation of Joint Stock Company – Promotion Stage.	1	Role Play on Secretarial Duties involved in Formation of Public Limited and Private Limited Companies.
5	2	1,3, 5,7	Incorporation, Capital Subscription, Business Commencement - Secretarial Duties, Important Documents required forming a Joint Stock Company	1	Role Play on Secretarial Duties involved in Formation of Public Limited and Private Limited Companies. Draft and Discuss the Important Documents required forming a Joint Stock Company.

6	2	1,3,5,7	– MOA – AOA (Meaning & Clauses & Content) ‘Memorandum’ v/s ‘Articles of Association.	1	Draft and Discuss the Pros and Cons relating to MOA & AOA.
7	2	1,3,5,7	‘Prospectus: Meaning – Contents - Statement in Lieu of Prospectus.	1	Collect the Copy of the Prospectus (Any Company) and Discuss its Contents relating to Prospectus.
8	3	1,3,5,6,7	UNIT 3: COMPANY MANAGEMENT Board of Directors - Meaning of Director – Qualification – Methods of Appointment.	1	If you have called for an interview for the post of Managing Director, Explain / Discuss the Qualities that may be expected from you by the Company.
9	3	1,3,5,6,7	Powers and Duties of Directors - Remuneration of Directors - Removal of Director - Managing Director (Meaning)	1	Assume, that you are Managing Director of Company and Mr. is the Director. How do you Prove that you are different from that of Director?
10	4	1,3,5,6,7	UNIT 4: PRINCIPLES OF MEETING Meeting - Meaning - Essentials of Valid Meeting - Quorum of the Meeting and Proxy - Notice of Meeting - Agenda of the Meeting.	1	Conduct/Run a Successful Board Meeting using Agenda Topics and Modern Technologies
11	4	1,3,5,6,7	Minutes of Meeting- Resolution - Meaning and Types of Resolution - Chairperson of the Meeting –Meaning - Duties & – Responsibilities.	1	Identify the key Components of Agenda and Meeting Minutes. Indicate Strength and Weaknesses of Sample Agenda items and Meeting Minutes.

12	5	1,3, 5,6, 7	UNIT – 5: COMPANY MEETING Company Meeting - Meaning - Kinds of Meeting - Meaning of Statutory Meeting - Annual General Meeting.	1	Conduct one Skit with a Group of 10 students to discuss the Secretarial Duties relating to Share Holders Meeting
13	5	1,3, 5,6, 7	Extra Ordinary General Meeting – Provisions. Difference between Statutory Meeting and Annual General Meeting.	1	List and discuss the differences between Statutory Meeting and Annual General Meeting.
14	5	1,3, 5,6, 7	Difference between Annual General Meeting and Extra Ordinary General Meeting - Board Meeting.	1	Conduct Class room Seminar to discuss the difference between Statutory Meeting, Annual General Meeting and Extra-Ordinary General Meeting.
15	5	1,3, 5,6, 7	Requirements and Purposes of Board Meeting - Secretarial Duties & Responsibilities.	1	Conduct the Case Study regarding Provision Applicable to Conduction of Company Meeting.
16	6	1,3, 5,7	UNIT – 6 WINDING UP OF COMPANY Winding up of Company – Meaning – Reasons – Methods – Liquidator – Appointment - Remuneration of Liquidator.	1	If the Company is Insolvent, the Shareholder may trigger a winding up to avoid bankruptcy, what are the possible steps you have taken as to solve the winding up of company.
Total in Hours			39	13	52

TABLE-1: SUGGESTIVE ACTIVITIES FOR TUTORIALS (The List is only shared as an Example and not inclusive of all possible activities of the course. Students and Faculty are encouraged to choose activities that are relevant to the topic and on the availability of such resources at their institution.)

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

COURSE CONTENT OUTLINE WITH TEACHING HOURS AND MARKS FOR SEE

UNIT NO.	UNIT TITLE	TEACHING HOURS	DISTRIBUTION LEVELS (Marks)			TOTAL
			R / U		A	
1	Company Secretary	18	4	2	2	36
2	Company Formation	24	4	2	2	36
3	Company Management	12	4	2	2	36
4	Principles of Meeting	12	4	2	2	36
5	Company Meeting	24	4	2	2	36
6	Winding Up of Company	06				
Total		96	20	80	80	180
(R = Remember, U = Understand, A = Apply and above levels (Bloom's Revised Taxonomy))						

5. MAPPING OF CO WITH PO

CO	Course Outcome	PO Mapped	Unit Linked	CL R/U/A	Theory in Hrs.	Total Marks
1	Acquire the knowledge on various duties performed by the Company Secretary.	1,3,5,7	1	R/U/A	18	36
2	Attain the knowledge about the Provisions related to Formation of a Company.	1,3,5,7	2	R/U/A	24	36
3	Obtain the Knowledge on various Laws regarding the Management of Company	1,3,5,6,7	3	R/U/A	12	36
4	Gain the knowledge on the Principles of Company Meetings.	1,3,5,6,7	4	R/U/A	12	36
5	Acquire & Apply the Provisions related to Company Law in conducting Company Meetings.	1,3,5,6,7	5	R/U/A	24	36
6	Acquire the knowledge on various Provisions related to Winding up of the Company.	1,3,5,7	6	R/U/A	06	
Total					80	180

6. LEVELS OF CO AND PO MAPPING

Course	CO's	Program Outcomes							Program Specific Outcomes		
		1	2	3	4	5	6	7	1	2	3
Company Law and Secretarial Practice	CO-1	3	3	2	-	1	-	2	1	2	1
	CO-2	3	3	2	-	1	-	2	1	2	1
	CO-3	3	3	2	-	1	-	2	1	2	1
	CO-4	3	3	2	-	2	-	2	1	2	1
	CO-5	3	3	2	-	1	-	2	1	2	1
	CO-6	3	3	2	-	1	-	2	1	2	1
Level 3 – Highly Mapped, Level 2 – Moderately Mapped, Level 1- Low Mapped and Level 0 – Not Mapped											

7. INSTRUCTIONAL STRATEGY

Teachers may adopt the following or any related strategies to accelerate the attainment of the various Course Outcomes.

1. Using Sign Language for Communication in class room since most of the students are Hearing Impaired in nature.
2. Use of Indian Sign Language and American Sign Language related to course words and General Communication.
3. Encouraging Students to attend interactive sessions, Group Discussions, Guest Lectures, Workshops, Industrial Visits, Activities, MCQ/ Quiz, Assignment, Open Book Test, and Co curricular activities etc. to facilitate students for learning.
4. Providing the Course Materials in soft and/or Hard copy makes easy for the students to grasp the contents easily and quickly.
5. Enhancing lessons with visuals for Differently Abled Students - OH, HI, and PVI to make them self visual learners
6. Use of Audio - Visual Techniques like PPT, Videos, animation or E books, slide shows, pictures will help the Differently Abled Students to maximum extent.
7. Using Signed English, Cued Speech and more finger spelling for Hearing Impaired Students to clarify differences between sign language and Printed English.
8. Encouraging Peer Learning among students to understand course contents effectively in class room and Laboratory.

8. SUGGESTED LEARNING RESOURCES:

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

COURSE ASSESSMENT AND EVALUATION CHART

Assessment Method	Types of Assessment		Target	Assessment Method	Max. Marks	Type of Record	COs for Assessment	
Direct Assessment	CIE Continuous Internal Evaluation	IA Tests	STUDENT	Three Written Tests (Average of Three test will be Computed)	30	Test / Blue Books	All COs	
		Assignment and Student Activity		Two Activity Assessment through Rubrics (Average of Two will be Computed)	20	Log of Record / Student Activity	Specified CO by the Course Coordinator	
	SEE	Semester End Exam		Total CIE Marks	50			
				End of Course	50	Answer Scripts	All COs	
				Total	100			
	Indirect Assessment	Student FEEDBACK		STUDENT	Middle of the Course	-NA-	Feedback forms	COs which are covered
End of Course Survey		End of the Course	Questionnaire		All COs effectiveness of delivery of instructions And assessment methods			

10 . COURSE ASSESSMENT SUMMARY

Sl. No.	Assessment	Duration	Max. Marks	Conversion
1	CIE Assessment – 1 (Written Test – 1) At the end of 6th Week	80 Minutes	30	Average of three written tests 30 Marks
2	CIE Assessment – 2 (Written Test – 2) At the end of 10th Week	80 Minutes	30	
3	CIE Assessment – 3 (Written Test – 3) At the end of 15th Week	80 Minutes	30	
4	CIE Assessment 4 (Activity Assessment through Rubrics) At the end of 8th Week	60 Minutes	20	Average of three 20 Marks
5	CIE Assessment 5 (Open book Test) At the end of 13th Week	60 Minutes	20	
Total Continuous Internal Evaluation (CIE) Assessment				50
7	Semester End Examination (SEE) Assessment (Written Test)	3 Hours	100	50
Total Marks				100
<p>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.</p> <p>The last 3 CIE assessments (4,5 & 6) will cover all the COs and the coverage of CO will be in line with the coverage of first 3 CIE assessments.</p>				

Note:

- SEE (Semester End Examination) is conducted for 100 Marks theory courses for a time duration of Hours.
- Three CIE (written test), each of 30 marks for a time duration of 80 minutes shall be conducted. Also, three CIE (MCQ or Quiz/Open book test/student activity or assignment) each of 20 marks for the time duration of 60 minutes shall be conducted. Any fraction at any stage during evaluation will be rounded off to the next higher digit.
- 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- 1				
Sl. No	Questions	CL (R/U/A)	CO	Marks
1	Define company secretary list any three qualities of company	R	1	5
2	Explain the importance of company secretary	U	1	10
3	Explain the methods of appointment of company secretary	U	1	10
4	List the educational and general qualification of company secretary	R	1	10
5	List the duties of company secretary	A	1	5
6	Explain the procedure regarding dismissal of company secretary	U	1	10
UNIT- II				
7	State the features of joint stock company	R	1	10
8	Explain the stages in the formation of joint stock company	U	1	10
9	List the contents of “prospects “	U	1	5
10	Distinguish between Memorandum of association and Articles of association	A	1	5
11	Give the meaning of joint stock company	U	1	5
12	List the clauses of MOA	U	1	10
UNIT - III				
1	List the Methods of a appointment of Director	R	2	10
2	List the qualifications of Director	U	2	5
3	Explain the powers and duties of Directors	A	2	10
4	Give the Meaning of a Managing Director	R	2	5
5	Explain the procedure for giving remuneration of directors and removal of a director	U	2	10
UNIT - IV				
1	Give the meaning of company Meetings	R	3	5
2	State the essentials of a valid Meeting	U	3	5
3	Give the meaning of resolution and explain the its types	R/ A	3	10
4	Give the meaning of Notice	R	3	5
5	Give the meaning of Agenda	U	3	5
6	State the meaning and duties of Chairperson	U	3	10

UNIT - V				
1	Explain the legal formalities for conducting statutory Meeting	R	3	5
2			3	5
3	Distinguish between annual general meeting extraordinary general meeting	U/A	3	10
4	Explain the formalities to be followed in Annual General meeting	R	3	5
5	give the meaning of board meeting .explain purposes of board meeting	U/A	3	5
6	State the circumstances necessary for conducting extraordinary general meeting explain its procedure	U/A	3	10
Unit -VI				
1	Define winding up of company	R/U	3	5
2	Explain the reasons for winding up of company	A	3	10
3	Explain the Secretarial duties relating to compulsory winding up of company	A	3	10
4	Explain the procedure relating to members voluntary winding up of the company	A	3	10
5	Write the meaning of liquidator , explain the procedure relating to his appointment	R/U	3	10
6	Write a note on remuneration of liquidator	R	3	5

12. Example only:

MODEL OF RUBRICS / CRITERIA FOR ASSESSING STUDENT

Dimension ↓ Marks →	RUBRICS FOR ACTIVITY (20 Marks)					Marks
	1 Unsatisfactory (04)	2 Developing (08)	3 Satisfactory (12)	4 Good (16)	5 Excellent (20)	
	4	8	12	16	20	
1. Understanding / Introduction	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 understandable 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. Collection of Information and Memorization	Poor attempt is made to collect information in the context that shows poor understanding	Fewer attempts are made to collect information in the context that shows no understanding	Partially attempt is made to collect information in the context that shows little Understanding	Attempt is made to collect information in the context that shows understanding	Succeeds in collecting information that shows understanding	
3. Presentation	Presentation is not Clear	Meet task but lacks clarity and consistency	Meet task but lacks some clarity and consistency	Meet task clarity and consistency	Presentation is very clear	
Average Marks of 3 Dimensions= / 3						
Total Marks = 20						

14. MODEL QUESTION PAPER FOR CIE AND SEE

Program Name	: COMMERCIALPRACTICE	Semester	: Fourth		
Course	: Company Law and Secretarial Practice	Max Marks	: 30		
Course Code	: 2542	Duration	: 80Minutes		
Name of the Course Coordinator	: Murugamma	Test	: I/II/III		
Note: Answer one full question from each section. One full question carries 10 marks.					
Qn. No.	Question	CL	CO	PO	Marks
Section-I					
1.a)					
b)					
c)					
d)					
2.a)					
b)					
3.a)					
b)					
Section-II					
4.a)					
b)					
c)					
d)					
5.a)					
b)					
6.a)					
b)					

MODEL QUESTION PAPER
SEMESTER END EXAMINATION

Program Name : Commercial Practice Semester : Fourth
Course : Company Law and Secretarial Practice Max Marks : 100
Course Code :2542 Duration : 3Hrs

Instructions to the Candidate:

Answer one full question from each section. One full question carries 20 marks.

Qn. No.	Question	CL	CO	Marks
Section-1				
1. a)				
b)				
c)				
d)				
2. a)				
b)				
3. a)				
b)				
Section-2				
4. a)				
b)				
c)				
d)				
5. a)				
b)				
6. a)				
b)				
Section-3				
7. a)				
b)				
c)				
d)				
8. a)				
b)				
9. a)				
b)				
Section-4				
10. a)				
b)				
c)				
d)				
11. a)				
b)				
12. a)				
b)				
Section-5				
13. a)				

b)				
c)				
d)				
14. a)				
b)				
15. a)				
b)				
	Section-6			
16.a)				
b)				
c)				
d)				
17. a)				
b)				
18. a)				
b)				

MODEL QUESTION BANK

Unit I				
Sl. No.	Questions	CL (R/U/A)	CO	Marks
1	Define company secretary list any three qualities of company	R	1	5
2	Explain the importance of company secretary	U	1	10
3	Explain the methods of appointment of company secretary	U	1	10
4	List the educational and general qualification of company secretary	R	1	10
5	List the duties of company secretary	A	1	5
6	Explain the procedure regarding dismissal of company secretary	U	1	10
Unit II				
7	State the features of joint stock company	R	1	10
8	Explain the stages in the formation of joint stock company	U	1	10
9	List the contents of “prospects “	U	1	5
10	Distinguish between Memorandum of association and Articles of association	A	1	5
11	Give the meaning of joint stock company	U	1	5
12	List the clauses of MOA	U	1	10
Unit III				
1	List the Methods of a appointment of Director	R	2	10
2	List the qualifications of Director	U	2	5
3	Explain the powers and duties of Directors	A	2	10
4	Give the Meaning of a Managing Director	R	2	5
5	Explain the procedure for giving remuneration of directors and removal of a director	U	2	10
Unit IV				
1	Give the meaning of company Meetings	R	3	5
2	State the essentials of a valid Meeting	U	3	5
3	Give the meaning of resolution and explain the its types	R/A	3	10
4	Give the meaning of Notice	R	3	5
5	Give the meaning of Agenda	U	3	5
6	State the meaning and duties of Chairperson	U	3	10

nit 5				
1	Explain the legal formalities for conducting statutory Meeting	R	3	5
2		U/A	3	5
3	Distinguish between annual general meeting extraordinary general meeting	U/A	3	10
4	Explain the formalities to be followed in Annual General meeting	R	3	5
5	give the meaning of board meeting .explain purposes ofboard meeting	U/A	3	5
6	State the circumstances necessary for conducting extraordinary general meeting explain its procedure	U/A	3	10
Unit 6				
1	Define winding up of company	R/U	3	5
2	Explain the reasons for winding up of company	A	3	10
3	Explain the Secretarial duties relating to compulsory winding up of company	A	3	10
4	Explain the procedure relating to members voluntary winding up of the company	A	3	10
5	Write the meaning of liquidator , explain the procedure relating to his appointment	R/U	3	10
6	Write a note on remuneration of liquidator	R	3	5

**GOVERNMENT OF KARNATAKA
DEPARTMENT OF COLLEGIATE AND TECHNICAL EDUCATION
JSS POLYTECHNIC FOR THE DIFFERENTLY ABLED (AUTONOMOUS), MYSURU – 570006**

PROGRAM: DIPLOMA IN COMMERCIAL PRACTICE

Course Code	2543	Semester	III
Course Name	English Shorthand -IV (Speed 90 WPM)	Course Group	Core
No. of Credits	5	Type of Course	Lecture
Course Category	CP/ Core	Total Contact Hours	6 Hrs. / Week 96 Hrs. / Semester
Prerequisites	English Language	Teaching Scheme	[L : T : P] = 3:1:2
CIE Marks	50	SEE Marks	50

Prerequisite: Knowledge of Basic English, Principles of Pitman Shorthand and Taking dictation in Shorthand at the rate of 60 wpm.

COURSE SKILL SET / OBJECTIVES :

The students shall be able to:

1. Develop the ability to take down the dictation in pitmanic style of shorthand on varied topics such as Company annual reports, Budget speeches ,Business speeches, speeches made by the Presidents, the Prime Ministers, the Cabinet Ministers, the Governors, the Speakers, the Vice Chancellors, and other Dignitaries on various occasions at the rate of 90 WPM.
2. Develop the ability to transcribe shorthand notes taken at the rate of 90 WPM into longhand perfectly.
3. Develop the ability to read printed or written shorthand script with ease and accuracy.
4. Develop the communication skills and language proficiency.
5. Improve spelling, punctuation, paragraphing and grammar.

In brief, the object is to train shorthand writers to prepare them for drafting skills and to work as Stenographers, Reporters, Personal Assistants, Private Secretaries and Correspondents.

1. COURSE OUTCOMES

COURSE OUTCOMES : At the end of the course, the students will be able to:	
CO 1	Apply the rules in the formation of shorthand strokes for words not given in the Instructor
CO 2	Take down dictation at the rate of 90 WPM in Pitmanic Style of Shorthand
CO 3	Transcribe the dictation taken into longhand i.e., English readable language
CO 4	Read from shorthand notes
CO 5	Develop vocabulary in English language

2. COURSE CONTENT OUTLINE WITH TEACHING HOURS AND MARKS FOR SEE

UNIT NO	UNIT TITLE	TEACHING HOURS	DISTRIBUTION LEVELS (Marks)			TOTAL
			R	U	A	
01	Advanced Phraseography, intersections, Business Phrases, Political Phrases, Banking and Stock Broking Phrases, Insurance and Shipping Phrases, Technical and Railway Phrases, Legal Phrases, Theological Phrases, Special List of Words	18	<p>Distribution levels (marks) for R/U/A in Shorthand is difficult since all the 3 levels are important to write from all Chapters for every word or sentence.</p> <p>Also, in CIE and SEE - All COs Questions covers R, U and A. Applicability of all the three blooms taxonomy i.e. R, U and A are important in all questions and hence marks shall be allotted suitably combining all the three levels.</p> <p>Note : The pattern of Model Question paper of CIE & SEE is appended to this syllabus.</p>			The Model Question paper of CIE & SEE is appended to this syllabus.
02	To take down DICTATION in Shorthand of Simple Passage like Speeches made in Parliament, State Assemblies and other Public functions and a simple Business Letter at the rate of 70 WPM	12				
03	To take down DICTATION in Shorthand of Simple Passage like Speeches made in Parliament, State Assemblies and other Public functions and a simple Business Letter at the rate of 80 WPM	16				
04	To take down DICTATION in Shorthand of Simple Passage like Speeches made in Parliament, State Assemblies and other Public functions and a simple Business Letter at the rate of 90 WPM	40	-do-			-do-
05	To take down DICTATION in Shorthand of Simple Passage like Speeches made in Parliament, State Assemblies and other Public functions and a simple Business Letter at the rate of 95 WPM	10				
Total		96				

C I E Marks			
CIE Tests (CIE Assessments 1,2 and 3)	80 Minutes each	30	30 (Average marks of CIE 1,2, and 3)
MCQ / Quiz (CIE Assessment 4)	60 Minutes	20	20 (Average marks of CIE 4,5, and 6)
Open Book Test (CIE Assessment 5)	60 Minutes	20	
Assignment / Student Activity / (CIE Assessment 6)	-	20	
Grand Total			50

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

References:

1. "Pitman Shorthand Instructor and Key" published by Wheelers/Pearson
2. "Speed Builder Series Publication by Nagarajmurthy Y.S.
3. "High School English Grammar and Composition" by Wren & Martin, revised by N. D. V. Prasada Rao, published by S. Chand & Co. Private Ltd., New Delhi, and "Key to High School English Grammar and Composition."
4. "English Grammar" by Pink & Thomas.
5. "Revisionary Exercises" published by National Shorthand School (Books), Visakhapatnam (A.P.), supported by three Audio Dictation CDs.
6. Practicing of dictations from the previous examination papers.

3. DETAILS OF COURSE CONTENT

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

Week	CO	PO	Lecture (Knowledge Criteria)	Tutorial (Activity Criteria)	Practice (Performance Criteria)
			3 hours/week	1 hour/week	2hours/week
1	1,5	1,3,4,5,6,7	Theory Advanced Phraseography, intersections, Business Phrases, Political Phrases	Taking dictation of Advanced Phrases etc.	Practicing of Advanced Phraseography, intersections, Business Phrases, Political Phrases
2	1,5	1,3,4,5,6,7	Banking and Stock Broking Phrases, Insurance and Shipping Phrases, Technical and Railway Phrases, Legal Phrases, Theological Phrases, Special List of Words	Taking dictation Stock Broking Phrases, Insurance and Shipping Phrases etc.	Practicing of Banking and Stock Broking Phrases, Insurance and Shipping Phrases, Technical and Railway Phrases, Legal Phrases, Theological Phrases, Special List of Words

3	1,2	1,3,4,5,6,7	Take down dictation at the rate of 70 WPM in Pitmanic Style of Shorthand	Taking dictation of Simple Passages	Practicing Gramalogues
4	1,2	1,3,4,5,6,7	Take down dictation at the rate of 74 WPM in Pitmanic Style of Shorthand	Taking dictation of Simple Passages	Practicing Phrases
5	1,2	1,3,4,5,6,7	Take down dictation at the rate of 76 WPM in Pitmanic Style of Shorthand	Taking dictation of Simple Passages	Practicing Gramalogues and Phrases
6	1,2,3	1,3,4,5,6,7	Take down dictation at the rate of 78 WPM in Pitmanic Style of Shorthand	Taking dictation of Passages and Transcription	Practicing Gramalogues and Phrases
7	1,2,3	1,3,4,5,6,7	Take down dictation at the rate of 80 WPM in Pitmanic Style of Shorthand	Taking dictation of Passages and Transcription	Practicing Gramalogues and Phrases
8	1,2,3, 4	1,3,4,5,6,7	Take down dictation at the rate of 82 WPM in Pitmanic Style of Shorthand	Taking dictation of Passages and Transcription and Reading	Practicing of Shorthand Difficult Outlines
9	1,2,3, 4	1,3,4,5,6,7	Take down dictation at the rate of 84 WPM in Pitmanic Style of Shorthand	Taking dictation of Passages and Transcription and Reading	Practicing of Shorthand Difficult Outlines
10	1,2,3, 4	1,3,4,5,6,7	Take down dictation at the rate of 86 WPM in Pitmanic Style of Shorthand	Taking dictation of Passages and Transcription and Reading	Practicing Contractions, Gramalogues and Phrases
11	1,2,3, 4	1,3,4,5,6,7	Take down dictation at the rate of 88 WPM in Pitmanic Style of Shorthand	Taking dictation of Passages and Transcription and Reading	Practicing Contractions, Gramalogues and Phrases
12	1,2,3, 4,5	1,3,4,5,6,7	Take down dictation at the rate of 90 WPM in Pitmanic Style of Shorthand	Taking dictation of Passages and Transcription and Reading	Practicing Contractions, Gramalogues and Phrases
13	1,2,3, 4,5	1,3,4,5,6,7	Take down dictation at the rate of 90 WPM in Pitmanic Style of Shorthand	Taking dictation of Passages and Transcription and Reading	Practicing Contractions, Gramalogues and Phrases
14	1,2,3, 4,5	1,3,4,5,6,7	Take down dictation at the rate of 90 WPM in Pitmanic Style of Shorthand	Taking dictation of Passages and Transcription and Reading	Practicing Contractions, Gramalogues and Phrases
15	1,2,3, 4,5	1,3,4,5,6,7	Take down dictation at the rate of 95 WPM in Pitmanic Style of Shorthand	Taking dictation of Passages and Transcription and Reading	Practicing Contractions, Gramalogues and Phrases
16	1,2,3, 4,5	1,3,4,5,6,7	Take down dictation at the rate of 95 WPM in Pitmanic Style of Shorthand	Taking dictation of Passages and Transcription and Reading	Practicing Contractions, Gramalogues and Phrases
Total in hours			48	16	32

4. MAPPING OF COURSE OUTCOMES WITH PROGRAMME OUTCOMES

CO	Course Outcome	PO Mapped	Cognitive Level R/U/A	Theory Sessions In Hrs.	Allotted marks for SEE on cognitive levels			TOTAL
					R	U	A	
CO1	Apply the rules in the formation of shorthand strokes for words not given in the Instructor.	1,3,4,5,6,7	R,U,A	18	Distribution levels (marks) for R/U/A in Shorthand is difficult since all the 3 levels are important to write from all Chapters for every word or sentence. Also, in CIE and SEE - All COs Questions covers R,U and A. Applicability of all the three blooms taxonomy i.e. R,U and A are important in all questions and hence marks shall be allotted suitably combining all the three levels. Note : The pattern of Model Question paper of CIE & SEE is appended to this syllabus.			The Model Question paper of CIE & SEE is appended to this syllabus.
CO2	Take down dictation at the rate 90 WPM in Pitmanic Style of Shor	1,3,4,5,6,7	R,U,A	12				
CO3	Transcribe the dictation taken into longhand i.e., English readable language.	1,3,4,5,6,7	R,U,A	16				
CO4	Read from shorthand notes	1,3,4,5,6,7	R,U,A	40				
CO5	Develop vocabulary in English language and Communication Skills	1,3,4,5,6,7	R,U,A	10				
		Total Hours of instruction		96	Total marks			100

R-Remember; U-Understanding; A-Application.

5. MAPPING OF COs With POs and PSOs

Course	COs	Program Outcomes (POs)							Program Specific Outcomes (PSOs)		
		1	2	3	4	5	6	7	1	2	3
English Shorthand – IV (Speed 90 WPM)	CO1	3	0	2	2	3	2	3	2	1	1
	CO2	3	0	3	2	3	2	3	2	1	1
	CO3	3	0	3	2	3	2	3	2	1	1
	CO4	3	0	2	2	2	3	3	2	1	1
	CO5	3	0	2	2	2	2	3	2	1	1
Levels: 3 – Highly Mapped, 2 – Moderately Mapped, 1- Low Mapped and 0 – Not Mapped											

6. INSTRUCTIONAL STRATEGY

Teachers may adopt the following or any related strategies to accelerate the attainment of the various Course Outcomes.

1. Using Sign Language for Communication in class room since most of the students are Hearing Impaired in nature.
2. Use of Indian Sign Language and American Sign Language related to course words and General Communication.
3. Encouraging Students to attend interactive sessions, Group Discussions, Guest Lectures, Workshops, Industrial Visits, Activities, MCQ/ Quiz, Assignment, Open Book Test, and Co curricular activities etc. to facilitate students for learning.
4. Providing the Course Materials in soft and/or Hard copy makes easy for the students to grasp the contents easily and quickly.
5. Enhancing lessons with visuals for Differently Abled Students - OH, HI, and PVI to make them self visual learners
6. Use of Audio - Visual Techniques like PPT, Videos, animation or E books, slide shows, pictures will help the Differently Abled Students to maximum extent.
7. Using Signed English, Cued Speech and more finger spelling for Hearing Impaired Students to clarify differences between sign language and Printed English.
8. Encouraging Peer Learning among students to understand course contents effectively in class room and Laboratory.

7. COURSE ASSESSMENT AND EVALUATION CHART

Assessment Method	Types of Assessment		Target	Assessment Method	Max Marks	Type of Record	COs for Assessment	
Direct Assessment	CIE Continuous Internal Evaluation	IA Tests	STUDENT	Three Tests (Average of Three tests will be Computed)	30	Test Books	All COs	
		Assignment and Student Activity		MCQ/Quiz +Assignment +Open Book Test + Student Activity	20	Log of Record / Student Activity	Specified CO by the Course Coordinator	
	SEE	Semester End Exam		Total CIE Marks	50	-	-	
				End of Course	50	Answer Scripts	All COs	
				Total	100	-		

Indirect Assessment	Student FEEDBACK	STUDENT	Middle of the Course	-NA-	Feedback forms	COs which are covered
	End of Course Survey		End of the Course		Questionnaire	All COs effectiveness of delivery of instructions and Assessment methods

8. COURSE ASSESSMENT SUMMARY

Sl. No.	Assessment	Duration	Max Marks	Conversion
1	CIE Assessment – 1 (Written Test – 1) At the end of 6th Week	80 Minutes	30	30 (Average of three written tests 30 Marks)
2	CIE Assessment – 2 (Written Test – 2) At the end of 10th Week	80 Minutes	30	
3	CIE Assessment – 3 (Written Test – 3) At the end of 15th Week	80 Minutes	30	
4	CIE Assessment - 4 (MCQ / Quiz) At the end of 8th Week	60 Minutes	20	20 (Average of three 20 Marks)
5	CIE Assessment - 5 (Open book Test) At the end of 13th Week	60 Minutes	20	
6	CIE Assessment - 6 (Student Activity / Assignment) At the beginning of 16th Week	--	20	
Total Continuous Internal Evaluation (CIE) Assessment				50
7	Semester End Examination (SEE) (Written Examination)	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 Co-ordinator.				
The last 3 CIE assessments (4,5 & 6) 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.
2. Three CIE (written test), each of 30 marks for a time duration of 80 minutes shall be conducted. Also, three CIE (MCQ or Quiz/Open book test/student activity or assignment) each of 20 marks for the time duration of 60 minutes shall be conducted.
3. Any fraction at any stage during evaluation will be rounded off to the next higher digit.
4. 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.

TEST-II	SEMESTER	COURSE	Max.Marks:30			
Date & Time	IV	English Shorthand -IV (Speed 90 WPM)	Duration: 80 minutes			
	Year	Course Code:				
Name of the Course Coordinator:		Topics covered : Speed Passages (80 wpm)				
Qn.No.	Questions			Marks	CO	PO
1	General Passages			20		
2	Business Letter			10		

9. MODEL OF RUBRICS / CRITERIA FOR ASSESSING STUDENT ACTIVITY:(Example only)

Dimension ↓	RUBRICS FOR ACTIVITY (20 Marks)					Marks
Marks	1 Unsatisfactory (59 and below)	2 Developing (69-60)	3 Satisfactory (79-70)	4 Good (89-80)	5 Excellent (100-90)	
	4	8	12	16	20	
Writing Principles of Shorthand	Has not written relevant Principles of SH	Has written few relevant Principles of SH	Has written some relevant Principles of SH	Has written mane relevant Principles of SH	Has written all relevant Principles of SH	
Writing Shorthand Outlines	Has not writtencorrect outlines	Has written few correct outlines	Has written some correct outlines	Has written more correct outlines	Has written Mostcorrect outlines	
Writing Shorthand outlines and Phrases	Poor in shorthand outlines and phrases	Less Effective SH outlines	Partially Effective in SHoutlines	More effective in SH outlines	Most effective in SH outlines	
Average Marks of 3 Dimensions= / 3						
Total Marks = 20						

MODEL OF TEST PAPERS

TEST-I	SEMESTER	COURSE	Max.Marks:30		
Date & Time	IV	English Shorthand -IV (Speed 90 WPM)	Duration: 80 minutes		
	Year	Course Code:			
Name of the Course Coordinator:		Topics covered : Speed Passages (70 wpm)			
Qn.No.	Questions		Marks	CO	PO
1	General Passages		20		
2	Business Letter		10		

TEST-III	SEMESTER	COURSE	Max.Marks:30		
Date & Time	IV	English Shorthand -IV (Speed 90 WPM)	Duration: 80 minutes		
	Year	Course Code:			
Name of the Course Coordinator:		Topics covered : Speed Passages (90 wpm)			
Qn.No.	Questions		Marks	CO	PO
1	General Passages		20		
2	Official Letter		10		

TEST-IV MCQ / QUIZ	SEMESTER	COURSE	Max.Marks:20		
Date & Time	IV	English Shorthand -IV (Speed 90 WPM)	Duration: 60 minutes / Dictation: 10 Min..		
	Year	Course Code:			
Name of the Course Coordinator:		Topics covered : - ALL			

Note: This part is compulsory. It should be attempted on the question Paper and returned to the Faculty, after the prescribed time. Cutting, overwriting is not allowed. Use of lead pencil is allowed only for shorthand outlines.

All Questions carries equal Marks

1x20=

20

1. Commonly used Salutation in a Business letter is

- a) Dear Sir b) Respected Sir
- c) only Sir d) All the above

2. Ladies and Gentlemen is a

- a) salutation b) complimentary close
- c) Subject d) None of the above

3. Perform is a

- a) grammalogue b) phrase
- c) contraction d) all the above

4. When the speed increases no need of placing the vowels to the outlines.

- a) True b) false

5. Phrases increases the speed

- a) True b) False

6. Strokes When joined must be written without lifting the pen

- a) True b) false

7. Pitman Shorthand is phonetic, words being written according to their sound.

- a) True b) False

8. In writing a word, the word-form is written first and then the vowel sign.

- a) True b) False

9. How many positions are there on a line to write the outline

- a) 4 b) 5
- c) 3 d) none of the above

10. Vowels which come between two straight strokes are called

- a) Triphones b) vowels
- c) Intervening vowels d) all the above

11. Frequently occurring words are called

- a) Grammalogues b)
- triphones

- c)Phraseograms d)

all the above 12.The

phrase if-he-were is

written

- a) On the line b) above the line
- c) through the line d) None of the above

13. Altogether, is a

- a) Grammalogue b) Phrase
- c) contraction d) none of the above

14. Facility, Lineality and legibility are the qualities of a

- a) Phrase b) Dipthongs
- c) Grammalogues d) All the above.

15. The phrase you-will-be is written

- a) On the line b) above the line
- c) through the line d) None of the above

16. The word Government is

- a) Grammalogue b) Phrase
- c) contraction d) none of the above

17. Joining the words together is called phraseography.

- a) True b) False

18. Doubling principle means writing the stroke

- a) short b) long

c) double the size d) none of the above

19. Cutting the stroke into half of its length is called as

a) doubling principle b) halving principle

c) both the above d) none of the above

20. Sometimes you can omit the lightly sounded vowel.

a) True b) False

Semester End Examination

Program Name	:	Commercial Practice	
Semester	:	IV Sem.	Course Code :
.....			
Course	:	English Shorthand – IV (Speed 90 WPM))	
Dictation: 10 Minutes			
Transcription : 90 Minutes			Max. Marks : _____

100

MODEL QUESTION PAPER

Next page ..

ENGLISH SHORTHAND – IV (90 WPM)

Dictation Time : 10 Minutes]

[Max. Marks : 100

Transcription Time : 90 Minutes

Instructions to the Readers :

- (i) Dictate the following passage at the rate of 90 words per minute as per markings.
- (ii) Instruct the candidates to take down the Dictation in Pitman style of phonography and Transcribe the same into Longhand.

Gentlemen,

It gives me great pleasure to give a warm welcome to you all to this Seminar. I know that all of / you present here today have rich experience in the field of education. The present system of education has come from several years//. I am sure therefore that all of you will have felt the need for changing the system to suit to the/// changed conditions of our society. Your rich experience in the field will go long way in bringing a new pattern. I am/(l) confident that you will be able to contribute your valuable views to overcome the difficulties we are facing today. If you apply / your mind seriously, you will be able to bring a system of education that suits to our requirements today. I know that// it will not be possible to bring about any change immediately; but with your co-operation, I am sure it could be done /// in the near future. In this context, I may tell you that either the Government or the University has only to look/(2) upon learned men like you and nobody else. You have great responsibilities towards the betterment of the educational system. At

this Seminar, / you are at liberty to discuss all the aspects of education without any reservation. I hope that with the freedom you have, // you will freely voice your feelings so that the standard of education in the country could be improved. All your opinions in ///this regard would be considered at a higher level and final decisions taken for implementation. I request everyone of you to put /(3)your heart and soul into the problem and put your views in writing so that we could publish them as result of / this Seminar.

As you know, I visited some of your colleges very recently. Then, more than enjoying your hospitality, I enjoyed the// free and frank discussions you had with me. I learnt many things from you. It is only then that I thought of /// a Seminar of this type where all of us could come together and discuss the problems facing us in a free atmosphere.(4)

Dear Sirs,

We are in receipt of your letter along with the accounts for the two printing machines supplied, and we enclose/ our cheque for the same. You will remember that our order of the 15th April was placed on you on the condition that // the machines were to be erected and running by the 15th May. We wrote to you again and again, drawing your attention /// to this condition and also informed you that your failure to deliver the machines in time was causing us much trouble and expense.(5)

In consequence of the delay, we were obliged to place out our work and also to work overtime. In view of the/ fact that delivery was not made until twelve weeks after the date of order instead of four weeks, as stipulated in our terms// and conditions, we are deducting five percent of the invoiced amount towards late delivery clause, which is applicable in this case. We /// have allowed you the extra time required for fitting the distributing drum subsequently ordered by us.

We are merely deducting a portion of (6) the expenses, a very reasonable amount to which we have been put as a result of the delay in the delivery of the two machines, with the hope that you will accept the same with reasonable spirit. If, however, you are not willing to agree to our reduction, you must not take this letter as limiting us to a claim of three thousand for the considerable loss to which we have been put by your breach of contract. We are sure you realize the implications of the Contract. Yours faithfully,(7).

Dear Sirs,

With reference to your trade enquiry for the supply of Electronic Typewriter to our office, we wish to inform that our organization follows a set of procedure by inviting quotations from different firms. We are glad to find that you have supplied fifty //Electronic Typewriters to one of our institutions in Shimoga. We have received excellent report on the performance of those typewriters. However, as we have mentioned, the practice in our office is to invite quotations from different firms and satisfy ourselves about the efficiency of their //(8)/ machines. We assure that you will get an opportunity to demonstrate the efficiency of your latest machine with all its equipments.

We /would like to impress your company that in the event of an order being placed, you must adhere strictly to the delivery time. The policy of the office is to prefer only those suppliers who are undertaking to abide by a strict delivery schedule. It would not be out of place to mention here that we had even cancelled some orders after placing a form indent with a //(9)/ company as they could not supply in time. We will be glad if you could kindly advise your Zonal office people to get in touch with us for a demonstration and it does not in any way bind us to place the orders with you.

Further, // we would like you to take note of the change of address of our Head Office for future correspondence. You may correspond/// with us at the new address. We thank you for explaining to us the availability of Electronic Typewriter.

Thanking you, -

Yours faithfully,(10).

SCHEME OF VALUATION

1. Maximum Marks Allotted for 4 Minutes General Passage is 40 Marks, for 3 Minutes Business Letter is 30 Marks and for 3 Minutes Official Letter is 30 Marks.
2. For Mistakes Committed in First 4 Minutes General Passage, the Marks have to be deducted from 40 Marks, for Mistakes Committed in 3 Minutes Business Letter, the Marks have to be deducted from 30 Marks and for Mistakes Committed in 3 Minutes Official Letter, the marks have to be deducted from the remaining 30 Marks,
3. Half Mark is to be deducted for each of the following Kinds of Mistakes:
 - i. Omission of words
 - ii. Mis-spelt words
 - iii. Failure to Mark Full Stop,
 - iv. Commission of Words,
 - v. Singular to Plural and Vice versa,
 - vi. Past Tense to Present Tense and Vice versa,
 - vii. Mis-spelt Repeated Words should be penalized only once.
4. Extra words, Failure to Mark other Punctuations except Full Stop and Failure to Separate the Paragraphs should not be viewed and considered as Mistakes.

Note:

1. Set the Question paper as much as possible with a fresh Subject Matter.
2. If any candidate/s takes Short hand dictation in longhand during examination, the Invigilators or any other concerned are not allowed to raise any objection, because this will be taken care of by the Valuers /Reviewers at the time of valuation.

3 . At the time of giving Dictation in Examinations, the strength of each batch should not exceed 20Candidates.

NOTE: According to the new Syllabus of Department of Technical Education, the Syllabus for the Subjects – Kannada Typewriting, English Typewriting, Kannada Shorthand and English Shorthand which comes under Diploma in Commercial Practice are equivalent to the Syllabus of Commerce Examinations of the Karnataka Secondary Education Examination Board (for the above said Subjects) as per the following details:

Sl. No.	SEMESTER	PASS IN DIPLOMA EXAMINATION	EQUIVALENT TO COMMERCE EXAMINATIONS OF KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD
01	III	<u>TYPEWRITING</u> Kannada / English Typewriting (25 WPM) / (35 WPM) Kannada / English Typewriting (34 WPM) / (45 WPM)	JUNIOR GRADE
	IV	(Paper - IV & V) (34 WPM / 45 WPM)	SENIOR GRADE
02	IV	<u>SHORTHAND</u> Kannada / English Shorthand (200 LPM) & (90 WPM)	JUNIOR GRADE

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

Course Code	2544	Semester	IV
Course Name	Professional English Competence -IV	Course Group	Optional
No. of Credits	6	Type of Course	Lecture /Theory /Demonstration
Course Category	CP	Total Contact Hours	6 Hrs. / Week 96 Hrs. / Semester
Prerequisites	English Knowledge	Teaching Scheme	[L : T : P]=3: 1 : 2
CIE Marks	50	SEE Marks	50

1. COURSE SKILL SET

At the end of the course, the students will be able to acquire the following skills:

- Develop Basic Skills in English.
- Learn Communication Skills in English.
- Develop Reading, writing and listening skills.

2. COURSE OUTCOMES

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

	Course Outcomes
CO1	Apply verbal communication skills to speak clearly and concisely.
CO2	Apply knowledge of Grammar to enhance employability
CO3	Apply knowledge to exchange thoughts and ideas by listening /signing to each other.
CO4	Apply knowledge of reading to improve the level of understanding of the language.
CO5	Apply knowledge of writing which allows the student to put their feelings and ideas on paper

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

UNIT NO	UNIT TITLE	TEACHING HOURS	DISTRIBUTION LEVELS (Marks)			TOTAL
			R	U	A	
01	English Vocabulary Builder:	18	10	10	20	40
02	Grammar	20	10	10	20	40
03	Conversation Skills	18	10	10	20	40
04	Reading Skills	20	10	10	20	40
05	Writing Skills: (Paper / Computer)	20	10	10	20	40
CIE Tests		-				
Total		96	50	50	100	200

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

Distribution level marks for R /U /A in Professional English Competence -II is difficult since all the 3 levels are important to write every word or sentence. In CIE and SEE also Question Paper can not be set separately for R, U and A. Applicability of all the three is important and hence marks are allotted combining all the three levels.

Note : Model Question paper pattern is appended

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.	UNIT SKILL SET	TOPICS / SUBTOPICS	HOURS L-T-P
UNIT-1. English Vocabulary Builder	Understand the basic concepts of English Vocabulary.	1. English Vocabulary Builder: 1.1 Meeting and Presenting 1.2 Work and business idioms 1.3 Applying for a job 1.4 Workplace skills and abilities 1.5 Transportation and travel 1.6 Driving a car 1.7 Maps and directions 1.8 Travel and accommodation 1.9 Travel and tourism 1.10 Camping and cycling 1.11 Beach 1.12 Weather and Climate Activity/ Exercises Marks :20	18-0-0
UNIT- 2 Grammar	Understand that Grammar names the words and word group that make up sentences not only in English but in almost any Language.	2. Grammar 2.1 Auxiliary verbs – Be, Do, Have, 2.2 Auxiliary Verbs –Will / Would, Shall / Should 2.3 Auxiliary Verbs – Can / Could, May / Might, Must 2.4 Prepositions – On, At, In, 2.5 Prepositions - Of, To, For, 2.6 Prepositions - With, Over, By 2.7 Conjunctions – Coordinating and Correlative 2.8 Conjunctions - Subordinating 2.9 Articles – Indefinite and Definite 2.10 Interjections Activity / Exercises Marks:20	20-0-0

UNIT- 3 Conversation Skills	Understand the importance of speaking/signing skills	3. Conversation Skills 3.1 Buying Textbooks 3.2 Talking about a Professor 3.3 Making an Appointment with Your Professor 3.4 Turning Homework in Late 3.5 Finding an Error in Your Test Score 3.6 Borrowing Class Notes 3.7 Where to Buy Lunch 3.8 Getting a Library Card 3.9 Setting up a Bank Account 3.10 Asking about Checks Activity / Exercises Marks:20	18-0-0
UNIT- 4 Reading Skills	Understand comprehension abilities and analytical abilities.	4. Reading Skills 4.1 Gap Filling / Sentence 4.2 Sentence Reordering 4.3 Subject – Verb Agreement Exercises 4.4 Omission of Articles in a Sentence 4.5 Filling Prepositions Activity / Exercises Marks :20	20-0-0
UNIT- 5 Writing Skills: (Paper / Computer)	Understand that Writing equips with communication and thinking skills	5. Writing Skills: (Paper / Computer) 5.1. Write Telephonic Conversation between the two. 5.2 Write Simple Advertisements. 5.3 Leave letter to Principal / Headmaster of a College / School. 5.4 Unseen Passage 5. 5 Write small story by changing Tenses Activity / Exercises Marks:20	20-0-0

5. MAPPING OF CO WITH PO

CO	Course Outcomes	PO Mapped	Unit Linked	CL R/U/A	Theory in Hrs.	Total Marks
1	Apply verbal communication skills to speak clearly and concisely.	1,5,6,7	1	R/U/A	18	20
2	Apply knowledge of Grammar to enhance employability	1,5,6,7	2	R/U/A	20	20
3	Apply knowledge to exchange thoughts and ideas by listening /signing to each other.	1,5,6,7	3	R/U/A	18	20
4	Apply knowledge of reading to improve the level of understanding of the language.	1,5,6,7	4	R/U/A	20	20
5	Apply knowledge of writing which allows the student to put their feelings and ideas on paper	1,5,6,7	5	R/U/A	20	20
	Test				-	-
Total					96	100

6. LEVELS OF CO AND PO MAPPING

Course	CO's	Programme Outcomes							Programme Specific Objectives		
		1	2	3	4	5	6	7	1	2	3
PROFESSIONAL ENGLISH COMPETENCE -IV	CO1	3	-	-	-	1	2	3	3	2	2
	CO2	3	-	-	-	1	2	3	3	2	2
	CO3	3	-	-	-	1	2	3	3	2	2
	CO4	3	-	-	-	1	2	3	3	2	2
	CO5	3	-	-	-	1	2	3	3	2	2
Level 3- Highly Mapped, 2-Moderately Mapped, 1-Low Mapped and 0-Not Mapped											

7. INSTRUCTIONAL STRATEGY

Teachers may adopt the following or any related strategies to accelerate the attainment of the various Course Outcomes.

1. Adopting different methods of teaching and media to attain classroom attention.
2. Encouraging students to be familiar with Indian Sign Language and American Sign Language related to course words and General Communication.
3. Enhancing lessons with visuals for Differently Abled Students - OH, HI, PVI and VI to make them self visual learners.
4. Writing down the phrases or using pictures, videos and slide shows will help the Differently Abled students to maximum extent.
5. Using Signed English, Cued Speech and more finger spelling for Hearing Impaired Students to clarify differences between sign language and Printed English.
6. Using Multimedia approaches for Visual presentation, Power Point Presentations and Demo Videos for interactive learning.
7. Encouraging Peer Learning among students to understand course contents effectively in class room and Laboratory.
8. Encouraging Students to attend interactive sessions, Group Discussions, Guest Lectures, Workshops, Industrial Visits, Activities, MCQ/ Quiz, Assignment, Open Book Test etc.
9. Providing the Course Materials in soft and/or Hard copy makes easy for the students to grasp the contents easily and quickly.

8. SUGGESTED LEARNING RESOURCES:

Sl. No	Author	Title of Books	Publication / Year
1	English Course Book (First Year Pre University)	Reflections	Arkbird Publications
2	Wren and Martin	English Grammar And Composition	S Chand Publications
3	GS Mudambaditha	Functional English	Sapna Publications
4	Sanjay kumar Sinha	The King's Grammar	S Chand Publications
5	Dr. Shruthi Das	Contemporary Communicative English	S Chand Publications

9. COURSE ASSESSMENT AND EVALUATION CHART

Assessment Method	Type of Assessment		Target	Assessment methods	Max Marks	Type of record	CO's for assessment
Direct Assessment	CIE Continuous Internal Evaluation	I A Testes	STUDENT	Three Tests (Average of Three Tests will be Computed)	30	Blue Books	All CO's
		Assignment and Student Activity		Average of MCQ/Quiz + Assignment +Open Book Test +Student Activity	20	Log of record	Specified CO by the course coordinator
				Total CIE Marks	50		
	SEE	Semester End Exam		End of the Course	50	Answer Scripts	All CO's
				Total	100		
	Indirect Assessment	Student feedback		STUDENT	Middle of the course	- NA-	Feedback forms
End of Course survey		End of course	Questionnaire		All CO's Effectiveness of delivery of instructions and assessment methods		

10 . COURSE ASSESSMENT SUMMARY

Sl. No.	Assessment	Duration	Max Marks	Conversion
1	CIE Assessment – 1 (Written Test – 1) At the end of 6 th Week	80 Minutes	30	Average of three written tests 30 Marks
2	CIE Assessment – 2 (Written Test – 2) At the end of 10 th Week	80 Minutes	30	
3	CIE Assessment – 3 (Written Test – 3) At the end of 15 th Week	80 Minutes	30	
4	CIE Assessment 4(Student Activity / Assignment) At the end of 8 th Week	—	20	Average of three 20 Marks
6	CIE Assessment 6 (Student Activity / Assignment) At the beginning of 16 th Week	—	20	

Total Continuous Internal Evaluation (CIE) Assessment				50
7	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, three CIE (MCQ or Quiz/Open book test/student activity or assignment) each of 20 marks for the time duration of 60 minutes shall be conducted. Any fraction at any stage during evaluation will be rounded off to the next higher digit
3. Assessment of assignment and student activity is evaluated through appropriate rubrics by the respective course coordinator. The secured mark in each case is rounded off to the next higher digit.

11. DETAILED COURSE CONTENTS

UNIT NO. AND NAME	DETAILED COURSE CONTENT	CO	PO	CONTACT HRS.	TOTAL
1. English Vocabulary Builder:	1. English Vocabulary Builder:				18
	1.1 Meeting and Presenting	1	1,5,6,7	2	
	1.2 Work and business idioms	1	1,5,6,7	2	
	1.3 Applying for a job	1	1,5,6,7	2	
	1.4 Workplace skills and abilities	1	1,5,6,7	1	
	1.5 Transportation and travel	1	1,5,6,7	2	
	1.6 Driving a car	1	1,5,6,7	2	
	1.7 Maps and directions	1	1,5,6,7	2	
	1.8 Travel and accommodation	1	1,5,6,7	1	
	1.9 Travel and tourism	1	1,5,6,7	1	
	1.10 Camping and cycling	1	1,5,6,7	1	
	1.11 Beach	1	1,5,6,7	1	
	1.12 Weather and Climate	1	1,5,6,7	1	
	Activity/ Exercises.				
2. Grammar:	2. Grammar:				20
	2.1 Auxiliary verbs – Be, Do, Have,	2	1,5,6,7	2	
	2.2 Auxiliary Verbs – Will / Would, Shall / Should	2	1,5,6,7	2	
	2.3 Auxiliary Verbs – Can / Could, May / Might	2	1,5,6,7	2	
	2.4 Prepositions – On, At, In,	2	1,5,6,7	2	
	2.5 Prepositions - Of, To, For	2	1,5,6,7	2	
	2.6 Prepositions - With, Over, By	2	1,5,6,7	2	
	2.7 Conjunctions – Coordinating and Correlative	2	1,5,6,7	2	
	2.8 Conjunctions - Subordinating	2	1,5,6,7	2	
	2.9 Articles – Indefinite and Definite	2	1,5,6,7	2	
	2.10 Interjections	2	1,5,6,7	2	
	Activity/ Exercises				
3. Conversation Skills	3. Conversation Skills				18
	3.1 Buying Textbooks	3	1,5,6,7	2	
	3.2 Talking about a Professor	3	1,5,6,7	2	
	3.3 Making an Appointment with Your Professor	3	1,5,6,7	2	
	3.4 Turning Homework in Late	3	1,5,6,7	2	
	3.5 Finding an Error in Your Test Score	3	1,5,6,7	2	
	3.6 Borrowing Class Notes	3	1,5,6,7	2	
	3.7 Where to Buy Lunch	3	1,5,6,7	2	
	3.8 Getting a Library Card	3	1,5,6,7	2	
	3.9 Setting up a Bank Account	3	1,5,6,7	1	
	3.10 Asking about Checks	3	1,5,6,7	1	
	Activity / Exercises				

4. Reading Skills	4. Reading Skills:				20
	4.1 Gap Filling / Sentence	4	1,5,6,7	4	
	4.2 Sentence Reordering	4	1,5,6,7	4	
	4.3 Subject – Verb Agreement Exercises	4	1,5,6,7	4	
	4.4 Omission of Articles in a Sentence	4	1,5,6,7	4	
	4.5 Filling Prepositions	4	15,6,,7	4	
	Activity / Exercises				
5. Writing Skills: (Paper / Computer)	5. Writing Skills: (Paper / Computer)				20
	5.1. Write Telephonic Conversation between the two.	5	1,5,6,7	4	
	5. 2. Write Simple Advertisements	5	1,5,6,7	4	
	5. 3. Leave Letter to Principal/ Headmaster of a College / School	5	1,5,6,7	4	
	5. 4. Unseen Passage	5	1,5,6,7	4	
	5. 5. Write Small story by changing Tenses	5	1,5,6,7	4	
	Activity / Exercises				
Total					96

12. MODEL OF RUBRICS /CRITERIA FOR ASSESSING STUDENT ASSIGNMENT

Example: Assignment on Story Writing

		RUBRICS FOR ACTIVITY(20 Marks)				
Dimension	Unsatisfactory	Developing	Satisfactory	Good	Exemplary	Student Score
	4	8	12	16	20	
Creativity	Little evidence of creativity and no imagination	Contains few creative details but has tried to use imagination	Contains a few creative details but has used his imagination	Contains many creative details and has used his imagination	Excellent use of creativity and imagination	20
Dialogue	It is not clear which character is speaking	There is not much dialogue used but is clear who is speaking	Sufficient dialogue used and is clear which character is speaking	An appropriate amount of dialogue used and it is clear which character is speaking	Excellent use of dialogue and narrative to bring the character to life	16
Organization	Ideas and scenes are randomly arranged	Little hard to follow. The transitions are sometimes not clear	Easy to follow and transitions are somewhat clear	Well organized. Clear transitions are used	Very well organized. Logical sequencing with clear transitions	20
Character	It is hard to tell who the main characters are	The main characters are named but development is minimal	The main characters are satisfactorily described.	Characterization is up to the mark	Very well developed characters	12
Total marks						68
Total marks / 4 = (20+16+20+12) = 68/4 = 17						17

13. SUGGESTED ACTIVITIES

1. Sentence Transformation Exercise
2. Fill the blank with determiners(with a twist)
3. Some and Any - Exercises
4. Determiners games/ worksheets
5. Writing Letters
6. Sentence structure
7. Sentence writing
8. Stretch a Sentence- Expanding, adding who, what, where and why
9. Smiley sentences
10. Adverb –Only Activities
11. Gerund worksheets
12. Reading and Matching games
13. Reading, writing, Listening and Speaking Activity

Fourth Semester Examination,**Model Question Paper****PROFESSIONAL ENGLISH COMPETENCE -IV****Duration: 3 Hours]****Subject Code: 2544 [Max. Marks: 100**

Instruction: Answer all the questions considering the internal choice in each section.
Each section carries 20 marks.

SECTION – 1**[20 Marks]****[Questions from Unit 1 - English Vocabulary which covers CO-1 and POs 1,5, 6, 7]**

Question Number	Question 1	OR	Question 2	Marks
1	Use the correct word "Affect" or "Effect"		Use the correct word "Affect" or "Effect"	5
2	Write the opposite word for the underlined word		Write the opposite word for the underlined word	5
3	Complete the sentences using MUCH or MANY		Complete the sentences using MUCH or MANY	5
4	Fill in the blanks with has, have, or had.		Fill in the blanks with has, have, or had.	5

SECTION – 2**[20 Marks]****[Questions from Unit 2 - Grammar which covers CO-2 and POs 1,5,6,7]**

Question Number	Question 1	OR	Question 2	Marks
1	Choose the right answers from the brackets.		Choose the right answers from the brackets.	5
2	Complete the sentence using will or shall.		Complete the sentence using will or shall.	5
3	Complete these sentences by adding may or might .		Complete these sentences by adding may or might .	5
4	Complete the following sentences using an appropriate auxiliary verb form.		Complete the following sentences using an appropriate auxiliary verb form.	5

SECTION – 3**[20 Marks]****[Questions from Unit 3 - Conversation Skills which covers CO-3 and POs 1,5,6,7]**

Question Number	Question 1	OR	Question 2	Marks
1	Change into Future Continuous Tense		Change into Future Continuous Tense	5
2	Circle all the prepositions in each sentence		Circle all the prepositions in each sentence.	5
3	Choose the correct co-ordinating conjunctions in the sentence below.		Choose the correct co-ordinating conjunctions in the sentence below.	5
4	Fill in the blanks with suitable subordinating conjunctions.		Fill in the blanks with suitable subordinating conjunctions.	5

SECTION – 4**[20 Marks]****[Questions from Unit 4 - Reading Skills which covers CO-4 and POs 1,5,6, 7]**

Question Number	Question 1	OR	Question 2	Marks
1	Rewrite the paragraph in to Past tense		Rewrite the paragraph in to Past tense	5
2	Join the sentences using 'but' as a preposition		Join the sentences using 'but' as a preposition	5
3	Complete the following dialogue.		Complete the following dialogue.	5
4	Read the following passage and answer the questions given below.		Read the following passage and answer the questions given below.	5

SECTION – 5 [20 Marks]**[Questions from Unit 5 - Writing Skills which covers CO-5 and POs 1,5, 6, 7]**

Question Number	Question 1	OR	Question 2	Marks
1	Given below is a telephonic conversation between Astha and Sonam. Astha is about to leave home and won't be able to meet her mother. She leaves a message for her		Given below is a telephonic conversation between Astha and Sonam. Astha is about to leave home and won't be able to meet her mother. She leaves a	5

	mother. Write her message in your answer sheet. Put the message in a box.		message for her mother. Write her message in your answer sheet. Put the message in a box.	
2	Write a letter to your Principal requesting him for 3 days leave		Write a letter to your friend thanking him for your birthday gift.	5
3	Strike out the unnecessary 'the' in these sentences.		Strike out the unnecessary 'the' in these sentences.	5
4	Write the following sentences by removing the repeated nouns.		Write the following sentences by removing the repeated nouns.	5

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

PROGRAM: DIPLOMA IN COMMERCIAL PRACTICE

Course Code	2545	Semester	IV
Course Name	English Computer Typing-IV (Speed 45 WPM)	Course Group	Core
No. of Credits	04	Type of Course	Lecture/Theory/Demonstration
Course Category	CP/Core	Total Contact	06 Hrs. Per Week
		Hours	96 Hrs. / Semester
Prerequisites	Knowledge of Basic English and Basic knowledge of Typing	Teaching Scheme	[L : T : P] 1:1:4
CIE Marks	60	SEE Marks	40

1. COURSE SKILL SET

At the end of the course, the students will be able to acquire the following skills:

1. Regular practice of Passage with 300 Words @ 30 WPM in 10 Minutes
2. Regular practice of Passage with 350 Words @ 35 WPM in 10 Minutes
3. Regular practice of Passage with 400 Words @ 40 WPM in 10 Minutes
4. Regular practice of Passage with 450 Words @ 45 WPM in 10 Minutes

2. COURSE OUTCOMES

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

Course Outcome	
CO1	Gain the speed to type a Simple English Passage at the rate of 30 WPM
CO2	Attain the speed to type a Simple English Passage at the rate of 35 WPM
CO3	Obtain the speed to type a Simple English Passage at the rate of 40 WPM
CO4	Acquire the speed to type a Simple English Passage at the rate of 45 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	Typing Speed @ 30 WPM	21	-	-	-	-
02	Typing Speed @ 35 WPM	25	-	-	-	-
03	Typing Speed @ 40 WPM	25	-	-	-	-
04	Typing Speed @ 45 WPM	25	50	30	20	100
Total		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.	OBJECTIVES	TOPICS / SUBTOPICS	HOURS L-T-P
UNIT-I: TYPING SPEED @ 30 WPM	Type a Passage of 300 Words at 30 WPM in 10 Minutes	To type a Simple English Printed Passage at the rate of 30 WPM	0-05-16=21
UNIT-2 TYPING SPEED @ 35 WPM	Type a Passage of 350 Words at 35 WPM in 10 Minutes	To type a Simple English Printed Passage at the rate of 35 WPM	0-02-23=25
UNIT-3 TYPING SPEED @ 30 WPM	Type a Passage of 400 Words at 40 WPM in 10 Minutes	To type a Simple English Printed Passage at the rate of 40 WPM	0-02-23=25
UNIT-4 TYPING SPEED @ 45 WPM	Type a Passage of 450 Words at 45 WPM in 10 Minutes	To type a Simple English Printed Passage at the rate of 45 WPM	0-02-23=25

5. MAPPING OF CO WITH PO

CO	Course Outcome	PO Mapped	Unit Linked	CL R/U/A	Theory in Hrs.
1	Gain the speed to type a Simple English Passage at the rate of 30 WPM	1,2,3,4,5,7	1	R/U/A	21
2	Attain the speed to type a Simple English Passage at the rate of 35 WPM	1,2,3,4,5,7	2	R/U/A	25
3	Obtain the speed to type a Simple English Passage at the rate of 40 WPM	1,2,3,4,5,7	3	R/U/A	25
4	Acquire the speed to type a Simple English Passage at the rate of 45 WPM	1,2,3,4,5,7	4	R/U/A	25
Total					96

6. LEVELS OF CO, PO AND PSO MAPPING

Course	CO's	Program Outcomes							Program Specific Outcomes		
		1	2	3	4	5	6	7	1	2	3
English Computer Typing-IV (Speed 45 WPM)	CO-1	3	2	1	1	1	-	2	3	1	1
	CO-2	3	2	1	1	1	-	3	3	1	1
	CO-3	3	2	1	1	1	-	2	3	1	1
	CO-4	3	2	1	2	1	-	3	3	1	1
Levels: 3 – Highly Mapped, 2 – Moderately Mapped, 1- Low Mapped and 0 – Not Mapped											

7. INSTRUCTIONAL STRATEGY

Teachers may adopt the following or any related strategies to accelerate the attainment of the various Course Outcomes.

1. Using Sign Language for Communication in class room since most of the students are Hearing Impaired in nature.
2. Use of Indian Sign Language and American Sign Language related to course words and General Communication.
3. Encouraging Students to attend interactive sessions, Group Discussions, Guest Lectures, Workshops, Industrial Visits, Activities, MCQ/ Quiz, Assignment, Open Book Test, and Co curricular activities etc. to facilitate students for learning.
4. Providing the Course Materials in soft and/or Hard copy makes easy for the students to grasp the contents easily and quickly.
5. Enhancing lessons with visuals for Differently Abled Students - OH, HI, and PVI to make them self visual learners.
6. Use of Audio - Visual Techniques like PPT, Videos, animation or E books, slide shows, pictures will help the Differently Abled Students to maximum extent.
7. Using Signed English, Cued Speech and more finger spelling for Hearing Impaired Students to clarify differences between sign language and Printed English.
8. Encouraging Peer Learning among students to understand course contents effectively in class room and Laboratory.

8. SUGGESTED LEARNING RESOURCES:

Sl. No.	Author / Publisher	Title of Books	Publication / Year
1	-	Speed Builder Series Publication Senior Gr. and DCP 4 th Sem Students	Speed Builder Series Publication
2	Sri.R.V.Nagaraja Rao.	Computer Key Board Practice using “A Text Book of Touch Typewriting”	-
3	S.R.Siddaraju	English Typewriting Text Book	-
4	-	Typewriting of Previous question papers, News papers & other printed matters.	-

9. COURSE ASSESSMENT AND EVALUATION CHART

Assessment Method	Types of Assessment		Target	Assessment Method	Max Marks	Type of Record		Cos for Assessment
Direct Assessment	CIE Continuous Internal Evaluation	IA Tests	STUDENT	Two Speed Tests	20	Test / Blue Books		All COs
		Assignment and Student Activity		Three Skill Tests	20	Log of Record/Student Activity	Specified CO by the Course Coordinator	
		Student Activity						20
	SEE	Semester End Exam		Total CIE Marks	60			
				End of Course	40	Answer Scripts	All COs	
				Total	100			
	Indirect Assessment	Student FEEDBACK		STUDENT	Middle of the Course	-NA-	Feedback forms	COs which are covered
End of Course Survey		End of the Course	questionnaire		All COs effectiveness of delivery of instructions and assessment methods			

10. COURSE ASSESSMENT SUMMARY

Sl. No.	Assessment	Duration	Max. Marks	Conversion
1	CIE Assessment – 1 Speed Test-1 (25 WPM) At the end of 6 th Week	10 Minutes	20	Average of two tests 20 Marks
2	CIE Assessment – 2 Speed Test-2 (28 WPM) At the end of 15 th Week	10 Minutes	20	
3	CIE Assessment -3 Skill Speed Test-1 (30 WPM) At the end of 8 th Week	10 Minutes	20	Average of Three tests 20 Marks
4	CIE Assessment -4 Skill Speed Test-2 (32 WPM) / MCQ / QUIZ At the end of 10 th Week	10 Minutes / 60 Minutes	20	
5	CIE Assessment 5 Skill Speed Test-3 (35 WPM) / Open Book Test At the end of 13 th Week	10 Minutes / 60 Minutes	20	
6	CIE Assessment 6 (Speed test / Student Activity / Assignment) At the beginning of 16 th Week	-	20	20 Marks
Total Continuous Internal Evaluation (CIE) Assessment				60
7	Semester End Examination (SEE) Speed Examination (25 WPM)	3 Hours	100	40
Total Marks				100

CLASS ROOM CONTINUOUS EVALUATION:

1. Giving of passages on various topics with a gradual speed of 35 WPM in order to attain aspeed of 45 to 46 WPM.
2. Conducting periodical tests at the end of every week to assess the attainment of speed bythe students and help to improve the speed among the students.

Note: Refer Scheme of Evaluation for both CIE and SEE

11. SUGGESTED STUDENTS ACTIVITIES:

1. Collect the simple English Passage of 300 words from any text books and practice regularly on a computer to attain the speed of 30 WPM in 10 Minutes.
2. Collect the simple English Passage of 350 words from the internet and practice regularly on a computer to attain the speed of 35 WPM in 10 Minutes.
3. Collect the simple English Passage of 400 words from any Magazine and practice regularly on a computer to attain the speed of 40 WPM in 10 Minutes.
4. Collect the simple English Passage of 450 words from the question papers of previous years and practice regularly on a computer to attain the speed of 45 WPM in 10 Minutes.

12. DETAILED COURSE CONTENTS

UNIT NO. AND NAME	DETAILED COURSE CONTENT	CO	PO	CONTACT HRS.	TOTAL
UNIT-I: PRACTICE SPEED @ 30 WPM	To type a Simple English Passage at the rate of 30 WPM	1	1,2,3,4,5,7	21	21
UNIT- 2 PRACTICE SPEED @ 35 WPM	To type a Simple English Passage at the rate of 35 WPM	2	1,2,3,4,5,7	25	25
UNIT- 3 PRACTICE SPEED @ 40 WPM	To type a Simple English Passage at the rate of 40 WPM	3	1,2,3,4,5,7	25	25
UNIT- 4 PRACTICE SPEED @ 45 WPM	To type a Simple English Passage at the rate of 45 WPM	4	1,2,3,4,5,7	25	25
Total					96

13. Example only: MODEL OF RUBRICS / CRITERIA FOR ASSESSING STUDENT ACTIVITY

↓ Dimension	RUBRICS FOR ACTIVITY (20 Marks)					Marks
Marks →	1 Unsatisfactory (04)	2 Developing (08)	3 Satisfactory (12)	4 Good (16)	5 Excellent (20)	
	4	8	12	16	20	
1. Understanding / Introduction	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 understandable 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. Collection of Information and Memorization	Poor attempt is made to collect information in the context that shows poor understanding	Fewer attempts are made to collect information in the context that shows no understanding	Partially attempt is made to collect information in the context that shows little Understanding	Attempt is made to collect information in the context that shows understanding	Succeeds in collecting information that shows understanding	
3. Presentation	Presentation is not Clear	Meet task but lacks clarity and consistency	Meet task but lacks some clarity and consistency	Meet task clarity and consistency	Presentation is very clear	
Average Marks of 3 Dimensions= / 3						
Total Marks = 20						

FIRST INTERNAL TEST

Date:	Branch/Semester/Section	Subject/Subject code : English Computer Typing-IV (Speed 45 WPM / 2545)		Max Marks 30
Time:	C.P –IV Semester	Duration : 10 Minutes		
Name of the Course Co-ordinator :		Topic Covered : Speed Passages (38 WPM)		
Qn.No.	Questions	Marks	CO	PO
1	Typing Passages	30		

SECOND INTERNAL TEST

Date:	Branch/Semester/Section	Subject/Subject code : English Computer Typing-IV (Speed 45 WPM / 2545)		Max Marks 30
Time:	C.P –IV Semester	Duration : 10 Minutes		
Name of the Course Co-ordinator :		Topic Covered : Speed Passages (42 WPM)		
Qn.No.	Questions	Marks	CO	PO
1	Typing Passages	30		

THIRD INTERNAL TEST

Date:	Branch/Semester/Section	Subject/Subject code : English Computer Typing-IV (Speed 45 WPM / 2545)		Max Marks 30
Time:	C.P –IV Semester	Duration : 10 Minutes		
Name of the Course Co-ordinator :		Topic Covered : Speed Passages (45 WPM)		
Qn.No.	Questions	Marks	CO	PO
1	Typing Passages	30		

TEST-IV MCQ/QUIZ	SEMESTER- IV	COURSE	Max. Marks: 20
Date & Time	Fourth	English Computer Typing - IV (Speed 45 WPM)	Duration: 10 Minutes
	Year:	Course Code: 2545	
Name of the Course Coordinator:		Units Kept for test Chapter -ALL	

Note: This part is compulsory. It should be attempted on the question Paper and returned to the supervisory staff after the prescribed time. Cutting, overwriting is not allowed. Use of lead pencil is allowed only for shorthand outlines.

All Questions carries equal Marks

1x20=20

1. While typing the typist should see the
 - a) Matter and lines of typing
 - b) Matter and keyboard
 - c) Keyboard and lines
 - d) None
2. The paper used for typing must be
 - a) Ruled
 - b) Unruled
 - c) Black
 - d) Colour
3. Generally, margins are set between
 - a) 10 and 75 degree
 - b) 5 and 75 degree
 - c) 15 and 80 degree
 - d) 10 and 80 degree
4. Generally, paragraphs are typed in
 - a) Single line spacing
 - b) Double line spacing
 - c) Half line spacing
 - d) Triple line spacing
5. When the paragraphs are typed in double line spacing between the paras _ lines have to be given
 - a) Three line spaces
 - b) Two line spaces
 - c) Single line space
 - d) No space

6. Usually left margins are set at
 - a) 10 degree
 - b) 15 degree
 - c) 5 degree
 - d) None
7. Every Para first line has to be commenced from
 - a) 10 degree
 - b) 15 degree
 - c) 5 degree
 - d) None
8. None Space between the words has to be given by
 - a) Right hand thumb
 - b) Left hand thumb
 - c) Right hand fore-finger
 - d) None
9. After each full-stop__number of spaces have to be given
 - a) Two
 - b) One
 - c) Three
 - d) Four
10. After each comma__spaces have to be given
 - a) One space
 - b) Two space
 - c) Three space
 - d) None
11. After each full-stop in the paragraphs the next letter should be a
 - a) Capital letter
 - b) Small letter
 - c) Number
 - d) None
12. Generally, the size of the paper will be ____degree in width
 - a) 80
 - b) 90
 - c) 60
 - d) 120
13. Capital letters will be typed by locking
 - a) Shift key
 - b) Unlocking shift key
 - c) Other keys
 - d) None

14. Figures in the type-writer are found in
 - a) Top row
 - b) Middle row
 - c) Bottom row
 - d) None
15. Centre headings have to be centred to
 - a) 80 degree
 - b) 60 degree
 - c) 30 degree
 - d) 90 degree
16. The base line for movement of fingers up and down are
 - a) asdf
 - b) qwert
 - c) zxcvb
 - d) 1234
17. Each line at the right hand side is typed up to
 - a) 70 degree
 - b) 75 degree
 - c) 80 degree
 - d) 60 degree
18. 5 strokes or 5 touches is equal to
 - a) One word
 - b) Two words
 - c) Three words
 - d) Five words
19. The words typed beyond 75 degrees are
 - a) Considered
 - b) Not considered
 - c) Partly considered
 - d) None
20. When the lines are typed in single line spacing, between the paras_____ line has to be given
 - a) Single
 - b) Double
 - c) Half
 - d) Triple

14. SCHEME OF EVALUATION FOR BOTH CIE AND SEE

SCHEME OF EXAMINATION AND VALUATION

Total duration of Examination: 3 Hours

Speed Typing for OH & HI: 10 Minutes

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 450 Words (2,250 Strokes) at 45 WPM in 10 Minutes.
2. Time Extension may be given to OD (Orthopaedically Disabled) as per rules.
3. Question paper for PVI and VI should be in Braille and / or Large Font as the case may be.
4. MS Word document settings should be as follows:
 - a. Type in 1.5 Lines Spacing in A4 Sheet using MS Word
 - b. Set the Font : Times New Roman and Font Size : 12 or 14
 - c. Take Print out only on One Side of the Paper
 - d. Give importance to Neatness and Accuracy.
5. The typed Answer Scripts Print Out should be taken for Valuation.
6. **ONE 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
7. SEE and CIE will be conducted for 100 Marks and it should be reduced to 40 Marks and 60 Marks respectively. (Refer Point No.10 - Course Assessment Summary also)
8. Students should score Min. of 16 Marks to Pass in SEE.
9. Total of CIE+SEE i.e.
 $= 24/60 + 16/40 = 40/100$
should be obtained by students TO PASS IN THE COURSE.
10. Any fraction at any stage during evaluation will be rounded off to the next higher digit.
11. Assessment of assignment and student activity is evaluated through appropriate rubrics by the respective course coordinator. The secured mark in each case i.e. rounded off to the next higher digit.
12. CIE Skill Tests to be conducted as per SEE Scheme of Evaluation.

15. MODEL QUESTION PAPER

ENGLISH COMPUTER TYPING – IV (SPEED 45 WPM)

Time: 3 Hours.

Max. Marks: 100

Speed Typing for OH & HI: 10 Minutes

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

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

INSTRUCTIONS:

1. Type in 1.5 Lines Spacing in A4 Sheet using MS Word
2. Set the Font: Times New Roman and Font Size: 12 or 14
3. Take Print out only on One Side of the Paper
5. Give importance to Neatness and Accuracy.

My parents are my strength who support me at every stage of life. I cannot imagine my life without them. My parents are like a guiding light who take me to the right path whenever I get lost. My mother is a homemaker and she is the strongest woman I know. She helps me with my work and feeds me delicious [foods](#). She was a teacher but left the job to take care of her children.

My mother makes many sacrifices for us that we are not even aware of. She always takes care of us and puts us before herself. She never wakes up late. Moreover, she is like a glue that binds us together as a family. Parents are the strength and support system of their children. They carry with them so many responsibilities yet they never show it. We must be thankful to have parents in our lives as not everyone is lucky to have them.

While my mother is always working at home, my father is the one who works outside. He is a kind human who always helps out my mother whenever he can. He is a loving man who helps out the needy too. My father is a social person who interacts with our neighbours too. Moreover, he is an expert at maintaining his relationship with our relatives. My father works as a businessman and does a lot of hard work.

Even though he is a busy man, he always finds time for us. We spend our off days going to [picnics](#) or dinners. I admire my father for doing so much for us without any complaints. He is a popular man in society as he is always there to help others. Whoever asks for his help, my father always helps them out. Therefore, he is a well-known man and a loving father whom I look up to.

My tenth birthday is the most memorable day of my life. It is a day I can never forget and I consider it to be the best birthday yet. The day started just like any other normal day. However, as it kept progressing, a lot of exciting things began to happen. I woke up very early on my birthday because I had to dress up in casual clothes for school. The day before, all my candies were ready that I would distribute in the classroom. My mother prepared my favourite breakfast and gave me a big chocolate bar for lunch as well. I went to school and the whole class sang for me and congratulated me. It was the turn to distribute sweets.

I love both my parents with all my heart. They are kind people who have taught their children to be the same. Moreover, even when they have arguments, they always make up without letting it affect us. I aspire to become like my parents and achieve success in life with their blessings.

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

PROGRAM: DIPLOMA IN COMMERCIAL PRACTICE

Course Code	2546	Semester	IV
Course Name	English Computer Typing - V (Manuscript)	Course Group	Core
No. of Credits	04	Type of Course	Lecture/Theory/ Demonstration
Course Category	CP/Core	Total Contact Hours	06 Hrs. Per Week 96 (48+48) / Speed and Manuscript Hrs. per Semester
			96 Hrs. / Semester
Prerequisites	Knowledge of Basic English and Basic knowledge of Computer Typing	Teaching Scheme	[L : T : P] 32:0:64 16:0:32 for Speed 16:0:32 for Manuscript
CIE Marks	60	SEE Marks	40

1. COURSE SKILL SET

At the end of the course, the students will be able to acquire the following skills:

1. Understand the Manuscript symbols and abbreviations to type the various documents properly.
2. Know the format of Tabular Statements and type at the rate of **45 WPM** from Manuscript.
3. Know the format of various Business Letters and type at the rate of **45 WPM** from Manuscript.
4. Understand the format of State and Central Official Letters and type at the rate of **45 WPM** from Manuscript.

2. COURSE OUTCOMES

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

Course Outcome	
CO1	Acquire the knowledge of Manuscript symbols and abbreviations to type the various documents properly.
CO2	Obtain the knowledge of the format of Tabular Statements and type at the rate of 45 WPM from Manuscript.
CO3	Acquire the knowledge of the format of various Business Letters and type at the rate of 45 WPM from Manuscript.
CO4	Attain the knowledge of the format of State and Central Official Letters and type at the rate of 45 WPM from Manuscript.

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

UNIT NO.	UNIT TITLE	TEACHING HOURS	DISTRIBUTION LEVELS (Marks)			SEE TOTAL MARKS
			R	U	A	
01	Formats	10	-	-	-	30
02	Statements	10	-	-	-	30
03	Business Letters	14	-	-	-	
04	Official Letters	14	-	-	-	30
05	Print Out (Any one of the above)	-	-	-	-	05
06	VIVA (Asking Manuscript symbols, signs and abbreviations)	-	-	-	-	05
Total		48	-	-	-	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:

COURSE CONTENTS

Units	Contents	Contact Hrs.
UNIT I	Signs used in Manuscript and Proof Correction, Abbreviations	10
UNIT II	Type the various Statements from Manuscript: 1. Tabular Statements 2. Receipt and Payment Account 3. Income and Expenditure Account 4. Profit and Loss Account 5. Balance Sheet 6. Invoice / Foreign Invoice 7. Account Sales 8. Debit Note / Credit Note	10
UNIT III	Type the various Commercial / Business Letters from Manuscript.	14
UNIT IV	Type the following Official Letters (State and Central) from Manuscript: 1. Official Letters 2. Autonomous Body Letters 3. Demi Official Letters 4. Government Orders 5. Official / Office Memorandum 6. Circulars 7. Notifications 8. Tender Notifications 9. Specifications	14
TOTAL		48

RESOURCES: Reference Books:

1. A Text Book on typewriting for High Schools published by the Department of Public Instructions, Bangalore.
2. A Text Book of Touch Type writing (Theory & Practice) by Sri R.V. Nagaraj Rao
3. A Text Book of Typewriting by Sri Siddaraju
4. Typewriting Key Board Instructor published by the Karnataka State Commerce Institutes Association, Bangalore.
5. Modern Text Book of Typewriting by Sri K.M.Mallappa and Sri J. Srinivasa Rao.
6. Hand book on Business and Official Correspondence published by the Karnataka State Commerce Institutes Association, Bangalore.
7. A Text Book of Typewriter Mechanism by Sri R.V.Nagaraja Rao

5. MAPPING OF CO WITH PO

CO	Course Outcome	PO Mapped	Unit Linked	CL R/U/A	Theory in Hrs.
1	Acquire the knowledge of Manuscript symbols and abbreviations to type the various documents properly.	1,2,3,4,5,7	1	R/U/A	10
2	Obtain the knowledge of the format of Tabular Statements and type at the rate of 45 WPM from Manuscript.	1,2,3,4,5,7	2	R/U/A	10
3	Acquire the knowledge of the format of various Business Letters and type at the rate of 45 WPM from Manuscript.	1,2,3,4,5,7	3	R/U/A	14
4	Attain the knowledge of the format of State and Central Official Letters and type at the rate of 45 WPM from Manuscript.	1,2,3,4,5,7	4	R/U/A	14
Total					48

6. LEVELS OF CO, PO AND PSO MAPPING

Course	CO's	Program Outcomes							Program Specific Outcomes		
		1	2	3	4	5	6	7	1	2	3
English Computer Typing - V (Manuscript)	CO-1	3	2	1	1	1	-	2	3	1	1
	CO-2	3	2	1	1	1	-	3	3	1	1
	CO-3	3	2	1	1	1	-	2	3	1	1
	CO-4	3	2	1	2	1	-	3	3	1	1
Levels: 3 – Highly Mapped, 2 – Moderately Mapped, 1- Low Mapped and 0 – Not Mapped											

7. INSTRUCTIONAL STRATEGY

Teachers may adopt the following or any related strategies to accelerate the attainment of the various Course Outcomes.

1. Using Sign Language for Communication in class room since most of the students are Hearing Impaired in nature.
2. Use of Indian Sign Language and American Sign Language related to course words and General Communication.
3. Encouraging Students to attend interactive sessions, Group Discussions, Guest Lectures, Workshops, Industrial Visits, Activities, MCQ/ Quiz, Assignment, Open Book Test, and Co curricular activities etc. to facilitate students for learning.
4. Providing the Course Materials in soft and/or Hard copy makes easy for the students to grasp the contents easily and quickly.
5. Enhancing lessons with visuals for Differently Abled Students - OH, HI, and PVI to make them self visual learners
6. Use of Audio - Visual Techniques like PPT, Videos, animation or E books, slide shows, pictures will help the Differently Abled Students to maximum extent.
7. Using Signed English, Cued Speech and more finger spelling for Hearing Impaired Students to clarify differences between sign language and Printed English.
8. Encouraging Peer Learning among students to understand course contents effectively in class room and Laboratory.

8. SUGGESTED LEARNING RESOURCES:

Sl. No.	Author / Publisher	Title of Books	Publication / Year
1	Sri. R V NagarajaRao	Computer Key Board Practice using“ A Text Book of Touch Typewriting”	-
2	Sri S R Siddaraju	English Typewriting Text Book	-
3	Speed builder Series	Typing Mailable Copy Senior Grade & DCP IV Semester	2018
4	Bhagwan Associates	Speed builder Series English Typewriting Typewriting Guide and Manuscript for DCP Fourth Semester	2014
5	-	Typing practice of Previous Examination question papers, Newspapers & other printed matters.	-

9. COURSE ASSESSMENT AND EVALUATION CHART

Assessment Method	Types of Assessment		Target	Assessment Method	Max Marks	Type of Record	Cos for Assessment
Direct Assessment	CIE Continuous Internal Evaluation	IA Tests	STUDENT	Two Manuscript Tests (Average of two tests will be computed)	20	Test / Blue Books	Specified by the Course Coordinator
		Assignment and Student Activity		Three Manuscript Skill Tests (Average of three tests will be computed)	20	Test / Blue Books	Specified by the Course Coordinator
				Student Activity	20		
	SEE	Semester End Exam		Total CIE Marks	60		
				End of Course	40	Answer Scripts	All COs
				Total	100		
	Indirect Assessment	Student FEEDBACK		STUDENT	Middle of the Course	-NA-	Feedback forms
End of Course Survey		End of the Course	Questionnaire		All COs effectiveness of delivery of instructions and assessment methods		

10. COURSE ASSESSMENT SUMMARY

Sl. No.	Assessment	Duration	Max. Marks	Conversion
1	CIE Assessment – 1 Use of Abbreviations / Signs / Symbols in Statement Typing At the end of 6 th Week	30 Minutes	To conduct CIE for Max. Marks 30 & Reduced to 20	Average of Two tests 20 Marks
2	CIE Assessment – 2 Use of Abbreviations / Signs / Symbols in Official Letter Typing At the end of 15 th Week	30 Minutes	To conduct CIE for Max. Marks 30 & Reduced to 20	
3	CIE Assessment -3 Use of Abbreviations / Signs / Symbols in Manuscript Skill Test-1 for Business Letter Typing At the end of 8 th Week	30 Minutes	To conduct CIE for Max. Marks 30 & Reduced to 20	Average of Three tests 20 Marks
4	CIE Assessment -4 Use of Abbreviations / Signs / Symbols in Manuscript Skill Test-2 for Official Letter Typing / MCQ / Quiz / Writing the Format of Official Letter At the end of 10 th Week	30 Minutes	To conduct CIE for Max. Marks 30 & Reduced to 20	
5	CIE Assessment 5 Use of Abbreviations / Signs / Symbols in Manuscript Skill Test-3 for Business Letter Typing / / Writing the Format of Business Letter At the end of 13 th Week	30 Minutes	To conduct CIE for Max. Marks 30 & Reduced to 20	
6	CIE Assessment 6 (Student Activity / Assignment) Typing / Writing of Manuscripts At the beginning of 16 th Week	-	20	20 Marks
Total Continuous Internal Evaluation (CIE) Assessment				60
7	Semester End Examination (SEE) Manuscript Examination	3 Hours	100	40
Total Marks				100

CLASS ROOM CONTINUOUS EVALUATION:

1. Giving of Statements, P & L A/c, Balance Sheet etc. and various Letters on various topics.
2. Conducting periodical tests at the end of every week to assess the attainment of speed by the students and help to improve the speed among the students.

Note: Refer Scheme of Evaluation for both CIE and SEE

11. DETAILED COURSE CONTENTS

UNIT NO. AND NAME	DETAILED COURSE CONTENT	CO	PO	CONTA CT HRS	TOTAL
1. Formats	To understand different Signs used in Manuscript	1	1,2,3,4,5,7	1	10
	To understand different Symbols used in Manuscript	1	1,2,3,4,5,7	1	
	To understand different Abbreviations used in Stt.	1	1,2,3,4,5,7	1	
	To understand different Abbreviations used in Bus. Ltr.	1	1,2,3,4,5,7	1	
	To understand different Abbreviations used in Bus. Ltr.	1	1,2,3,4,5,7	1	
	To understand different Abbreviations used in Offl Ltr.	1	1,2,3,4,5,7	1	
	To understand different Abbreviations used in Offl Ltr.	1	1,2,3,4,5,7	1	
	Introduction on the Format of Statement	1	1,2,3,4,5,7	1	
	Introduction on the Format of Business Letter	1	1,2,3,4,5,7	1	
	Introduction on the Format of Official Letter	1	1,2,3,4,5,7	1	
2. Statements	To understand different Signs used in Statement	2	1,2,3,4,5,7	1	10
	To understand different Symbols used in Statement	2	1,2,3,4,5,7	1	
	To understand different Abbreviations used in Stt.	2	1,2,3,4,5,7	1	
	Introduction to Simple Statement	2	1,2,3,4,5,7	1	
	Parts of Simple Statement	2	1,2,3,4,5,7	1	
	Instruction on Simple Statement	2	1,2,3,4,5,7	1	
	Instruction on Simple Statement	2	1,2,3,4,5,7	1	
	Simple Statement Practice	2	1,2,3,4,5,7	1	
	Simple Statement Practice	2	1,2,3,4,5,7	1	
	Simple Statement Practice	2	1,2,3,4,5,7	1	
3. Business Letter	To understand different Signs used in Bus. Letter	3	1,2,3,4,5,7	1	14
	To understand different Symbols used in Bus. Ltr.	3	1,2,3,4,5,7	1	
	To understand different Abbreviations used in Bus. Ltr.	3	1,2,3,4,5,7	1	
	Introduction to Business Letter	3	1,2,3,4,5,7	1	
	Parts of Business Letter	3	1,2,3,4,5,7	1	
	Instruction on Business Letter	3	1,2,3,4,5,7	1	
	Business Letter Practice	3	1,2,3,4,5,7	1	
	Business Letter Practice	3	1,2,3,4,5,7	1	
	Business Letter Practice	3	1,2,3,4,5,7	1	
	Business Letter Practice	3	1,2,3,4,5,7	1	
	Business Letter Practice	3	1,2,3,4,5,7	1	
	Business Letter Practice	3	1,2,3,4,5,7	1	
	Business Letter Practice	3	1,2,3,4,5,7	1	
	Business Letter Practice	3	1,2,3,4,5,7	1	
4. Official Letter	To understand different Symbols used in Official Ltr.	4	1,2,3,4,5,7	1	14
	To understand different Abbreviations used in Off. Ltr.	4	1,2,3,4,5,7	1	
	To understand different Abbreviations used in Off. Ltr.	4	1,2,3,4,5,7	1	
	Introduction to Official Letter	4	1,2,3,4,5,7	1	
	Parts of Official Letter	4	1,2,3,4,5,7	1	
	Instruction on Official Letter	4	1,2,3,4,5,7	1	
	Instruction on Official Letter	4	1,2,3,4,5,7	1	
	Official Letter Practice	4	1,2,3,4,5,7	1	
	Official Letter Practice	4	1,2,3,4,5,7	1	
	Official Letter Practice	4	1,2,3,4,5,7	1	
	Official Letter Practice	4	1,2,3,4,5,7	1	
	Official Letter Practice	4	1,2,3,4,5,7	1	

	Official Letter Practice	4	1,2,3,4,5,7	1	
	Official Letter Practice	4	1,2,3,4,5,7	1	
	Official Letter Practice	4	1,2,3,4,5,7	1	

12. SUGGESTED STUDENTS ACTIVITIES

1. Collect all the Signs that are used in Manuscripts.
2. Collect all the Symbols that are used in Manuscripts.
3. Collect all the Abbreviations that are used in Manuscripts.
4. Write / Type the format of Business Letter
5. Write / Type the format of Official Letter
6. Write / Type the format of Autonomous Letter
7. Write / Type the format of Statement

13. Example only:**MODEL OF RUBRICS / CRITERIA FOR ASSESSING STUDENT ACTIVITY**

<div> <div>Dimension</div> <div>↓</div> </div>	RUBRICS FOR ACTIVITY (20 Marks)					Marks
	<div> <div>1</div> <div>Unsatisfactory</div> <div>(59 and below)</div> </div>	<div> <div>2</div> <div>Developing</div> <div>(69-60)</div> </div>	<div> <div>3</div> <div>Satisfactory</div> <div>(79-70)</div> </div>	<div> <div>4</div> <div>Good</div> <div>(89-80)</div> </div>	<div> <div>5</div> <div>Excellent</div> <div>(100-90)</div> </div>	
Marks →	4	8	12	16	20	
1. Understanding / Introduction	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 understandable 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. Collection of Information and Memorization	Poor attempt is made to collect information in the context that shows poor understanding	Fewer attempts are made to collect information in the context that shows no understanding	Partially attempt is made to collect information in the context that shows little Understanding	Attempt is made to collect information in the context that shows understanding	Succeeds in collecting information that shows understanding	
3. Presentation	Presentation is not Clear	Meet task but lacks clarity and consistency	Meet task but lacks some clarity and consistency	Meet task clarity and consistency	Presentation is very clear	
Average Marks of 3 Dimensions= / 3						
Total Marks = 20						

14. Scheme of Evaluation for both CIE and SEE

Sl. No.	Particulars	Marks
1	Usage of Signs, Symbols and Abbreviations	05
2	Execution of Statement	30
3	Execution of Business Letter	30
4	Execution of Official Letter	30
5	Print Out	05
Total		100

15. MODEL QUESTIONS PAPER FOR CIE AND SEE**FIRST INTERNAL TEST**

Date:	Branch/Semester/Section	Subject/Subject code : English Computer Typing-V (Manuscript) / 2546	Max Marks 30	
Time:	C.P –IV Semester			
Name of the Course Co-ordinator :		Topic Covered : Statement		
Qn. No.	Questions	Marks	CO	PO
1	Simple Statement, Profit and Loss Account, Balance sheet, Invoice, Debit Note, Credit Note,	30		

SECOND INTERNAL TEST

Date:	Branch/Semester/Section	Subject/Subject code : English Computer Typing-V (Manuscript) / 2546	Max Marks 30	
Time:	C.P –IV Semester			
Name of the Course Co-ordinator :		Topic Covered : Official Letter		
Qn.No.	Questions	Marks	CO	PO
1	Invoice, Autonomous Letter, Business Letter and Official Letter. Any two questions 15x2=30	30		

THIRD INTERNAL SKILL TEST

Date:	Branch/Semester/Section	Subject/Subject code : English Computer Typing-V (Manuscript) / 2546	Max Marks 30	
Time:	C.P –IV Semester			
Name of the Course Co-ordinator :		Topic Covered : Business Letter		
Qn.No.	Questions	Marks	CO	PO
1	Demi-official letter, Official Memorandum, Government Order, Circular, Tender Notification. Any two questions 15x2=30	30		

TEST-IV Official Letter Typing / MCQ / Quiz / Writing the Format of Official Letter	SEMESTER- V	COURSE Subject/Subject code : English Computer Typing-V (Manuscript)	Max. Marks:20
Date & Time	Fourth	Course Code:2546	Duration: 90 Minutes
Name of the Course Coordinator:		Units Kept for test Chapter -ALL	

Note: This part is compulsory. It should be attempted on the question Paper and returned to the supervisory staff after the prescribed time. Cutting, overwriting is not allowed. Use of lead pencil is allowed only for shorthand outlines.

All Questions carries equal Marks

1x20=20

1. The letter which is written from one government department to another government department is called
 - a) Official letter
 - b) Business letter
 - c) Personal letter
 - d) Private letter

2. The letter which is written from one business organization to another business organization is called
 - a) Personal letter
 - b) Business letter
 - c) Government letter
 - d) Private letter

3. The letter which is written from the secretaries to government is called
 - a) Secretariat letter
 - b) Non-secretariat letter
 - c) Departmental letter
 - d) Personal letter

4. Paragraphs in business letter are
 - a) Numbered
 - b) Not numbered
 - c) First para numbered
 - d) Second para numbered

5. Paragraphs in official letter are typed in
 - a) Three-line spacing
 - b) Two-line spacing
 - c) Half line spacing
 - d) None

6. The letter which is written from the officer other than the secretary to government is called
 - a) Personal letter
 - b) Departmental letter
 - c) Private letter
 - d) Business letter

7. Invoice is typed between ____ degrees
 - a) 10 and 75
 - b) 5 and 70
 - c) 10 and 70
 - d) 10 and 80

8. Complimentary closes like yours faithfully have to be typed from ____ degree

- a) 35
 - b) 45
 - c) 55
 - d) 65
9. At the signature part name of the person has to be typed in
- a) Brackets
 - b) Without brackets
 - c) Full-stop
 - d) None
10. In____letter place and date should be in one line
- a) Official letter
 - b) Business letter
 - c) Private letter
 - d) Personal letter
11. The letter which goes from one government officer to another government officer onurgent matters is called
- a) Business letter
 - b) Official letter
 - c) Demi-official letter
 - d) Personal letter
12. KGS means
- a) Karnataka Government Secretariat
 - b) Karnataka Government Society
 - c) Kannada Government Sanga
 - d) Karnataka Government Samsthe
13. To print extra copies in typing____ is used
- a) Carbon
 - b) Ribbon
 - c) Xerox
 - d) Scanner
14. To address in the demi-official letter comes at the
- a) Top
 - b) Bottom left
 - c) Right
 - d) Left
15. Statement is centered to _degree
- a) 90
 - b) 80
 - c) 60
 - d) 70
16. If there is no to address in the business letter____number of spaces have to be given

- a) 8
 - b) 10
 - c) 6
 - d) 12
17. By order and in the name of the Governor of Karnataka will come in
- a) Circular
 - b) Memorandum
 - c) Government order
 - d) Private letter
18. The word “dated” is used in
- a) Official letter
 - b) Private letter
 - c) Statement
 - d) Invoice
19. There are___number of columns in balance sheet
- a) 6 – 8
 - b) 4 – 6
 - c) 1 – 4
 - d) 2 – 4
20. If the letter is written by the Central Government, the heading will be
- a) Government of Karnataka
 - b) Government of India
 - c) Government of Tamilnadu
 - d) None
21. Yours sincerely is used in
- a) Official letter
 - b) Demi-official letter
 - c) Private letter
 - d) Government order
22. Government order, notification, circular and memorandum will be in_____person
- a) Third person
 - b) First person
 - c) Second person
 - d) None

MODEL QUESTION PAPER

ENGLISH COMPUTER TYPING – V (Manuscript)

Time: 3 Hrs. for OH & HI and 4 Hrs. (including extn.time) for PVI & VI

Max. Marks: 100

(For OH & HI: 90 Mts. and For PVI & VI - 150 (90+60) Mts. for Typing Statements etc. Remaining Time is for Taking Print Outs, Valuation, Viva and other works)

(Question Paper should consist of Totally **THREE** Questions only of **30 Marks each**)

Instructions to Candidates:

1. Set the Font: Times New Roman and Font Size : 14
2. Begin each answer on a separate page of your document.
3. Expand all abbreviations, correct all Mis-spellings and punctuate figures wherever necessary and Justify the paragraphs.
4. Arrange the answer sheets according to question serial numbers.
5. Pay special attention for neatness and accuracy.
6. Take Print out only on One Side of the Paper
7. Give importance to Neatness and Accuracy.

1. To type any ONE Question on the following (Should not be more than 100 words):

1x30=30 Marks

1. Tabular Statements
2. Receipt and Payment Account
3. Income and Expenditure Account
4. Profit and Loss Account
5. Balance Sheet
6. Invoice / Foreign Invoice
7. Account Sales
8. Debit Note / Credit Note

2. To type ONE Question on Business Letter (should not be more than total 300 words):

30 Marks

3. To type any ONE Question on the following (should not be more than total 300 words):

1x30=30 Marks

1. Official Letters
2. Autonomous Body Letters
3. Demi Official Letters
4. Government Orders
5. Circulars
6. Official / Office Memorandum
7. Notifications/ Tender Notifications

4. Print Out : 05 Marks

5. Viva : 05 Marks

SCHEME OF EXAMINATION AND VALUATION

Duration of Examination: 3 Hrs. for OH & HI and 4 Hrs. (including extension of time) for PVI & VI

Typing of Statements etc.,: OH & HI: 90 Minutes

Typing of Statements etc.,: PVI & VI : 150 (90 + 60) Minutes

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

1. Time Extension may be given to OH as per rules.
2. Question paper for PVI and VI should be in Braille and / or Large Font as the case may be.
3. Examination Question Paper should consist of Totally **THREE** Questions only of 30 Marks each (including 3 marks for Format and neatness).

QUESTION PAPER PATTERN

- a. Any ONE Question on the following (Should not be more than 100 words)
 - Statements, Balance Sheet, etc. (Profit and Loss Account, Income and Expenditure Account, Receipts and Payments Account, Debit Note, Credit Note, Invoices / Accounts Sales)**= Max. Marks = 30 (Typing – 27 Marks + Format 3 Marks)**
 - b. Any ONE Question on Business Letter (should not be more than total 150 words)
= Max. Marks = 30 (Typing – 27 Marks + Format 3 Marks)
 - c. Any ONE Question on the following (should not be more than total 150 words)
 - Official Letters / Demi-Official letter / Autonomous letter**= Max. Marks = 30 (Typing – 27 Marks + Format 3 Marks)**
4. Take **ANY ONE PRINT OUT**, out of three Answers for Valuation.
 5. Evaluate all the Three Questions and record the Marks.
 6. **HALF MARK** is to be deducted for each of the following mistakes:
 1. Omission of words
 2. Commission of words
 3. Mis-spelt words
 4. Space between the Letters of the same Word
 5. Failure to leave space between the Words
 6. Failure to leave required space after Full stop and other Punctuations
 7. Failure to observe Upper and Lower Capitals
 8. Wrong Splitting of Words
 9. Improper indentations of Paragraphs.
 7. Allocation of Marks:

Typing : 90 Marks
Print Out : 05 Marks
Viva : 05 Marks
Total : **100 Marks**

Note: In VIVA - ask questions on Expansion of Abbreviations, Signs & Symbols.

8. SEE and CIE will be conducted for 100 Marks and it should be reduced to 40 Marks and 60 Marks respectively. (Refer Point No.10 - Course Assessment Summary also)
9. Students should score Min. of **16 Marks to Pass in SEE**.
Total of CIE+SEE i.e. = $24/60 + 16/40 = 40/100$
should be obtained by students TO PASS IN THE COURSE.
10. Any fraction at any stage during evaluation will be rounded off to the next higher digit.
11. Assessment of assignment and student activity is evaluated through appropriate rubrics by the respective course coordinator. The secured mark in each case i.e. rounded off to the next higher digit.
12. CIE Skill Tests to be conducted as per SEE Scheme of Evaluation.

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

PROGRAM: DIPLOMA IN COMMERCIAL PRACTICE

Course Code	2547	Semester	IV
Course Name	E-OFFICE	Course Group	Core
No. of Credits	4	Type of Course	Lecture/Theory/ Demonstration
Course Category	CP/ Core	Total Contact	6 Hrs. / Week
		Hours	96 Hrs. / Semester
Prerequisites	English Knowledge	Teaching Scheme	[L : T : P] 0:2:4
CIE Marks	60	SEE Marks	40

2. COURSE OUTCOMES / SKILL SETS

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

COs	Course Outcome
CO1	Handling Social Media for providing assistance in Organization Development.
CO2	Effective Online Communication
CO3	Online Documenting and Cloud Storage
CO4	Online Scheduling of work and Travel Planning

3. DETAILS OF COURSE CONTENT

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

UNIT No & Name.	UNIT SKILL SET	TOPICS / SUB TOPICS	HOURS L-T-P
UNIT-1 Social Media	Handling Social Media for providing assistance in Organisation Development	Meaning and Importance of Social Media Important Features of Social Media-Twitter, WhatsApp, Facebook, Instagram, LinkedIn Twitter-Terminologies use @ (at), hashtag, Block, Book Marks, Direct Message, Follow, Followers, Like, Lists, Retweet, Timeline, Trends	0-10-15
		Meaning of Business WhatsApp Account and its Features-Labels, Business Profile, Quick Replies, Automated Messages, Groups, Broadcast List, Message Statistics	
		Meaning and Importance of Business Facebook Page Facebook Best Practices	
		Terminologies - Post, Story, Room, Ad, Group, Event	
		Meaning of Business Instagram Features and Benefits of Instagram for business Important Instagram Business Account terminologies – Hashtags, Types of Hashtags, Stories, Influencer, Instagram Analytics, Instagram Contest	
		Meaning and Objectives of LinkedIn and procedure to open a LinkedIn Account Difference between Free and Paid LinkedIn Accounts Why LinkedIn is Better than other Social Media Networks For Business	
		Usage of Social Media Application for Promoting Products and Service by creating suitable contents.	
UNIT-2 Online Communication	Effective Online Communication Online Documenting and Cloud Storage	Meaning of Webpage, Website and WebServer Features of a Good Website	0-10-15
		Meaning of Email and facilities given in Email Account – Labels, Settings, Themes, Snooze, Archive and Trash Meaning, Importance and Requirements for Google Meet	
		Meaning & Features of YouTube, Featured Channel	
		Promoting business through Video about the business organization and its products and services	
UNIT-3 Online Documentation	Online Documentation and Cloud Storage	Meaning of Spread Sheet, Difference between Offline and Online Spread Sheet, Advantages of Online Spreadsheet Types of Online Spread Sheet	0-12-16
		Meaning of PPT, Difference between Offline PPT and Online PPT Types of Online PPT	
		Meaning of Data Collection – Primary and Secondary Data Collection Meaning and Types of Google Forms	
		Meaning and Importance of PDF File Meaning and Importance of Password Protection of PDF File Introduction to Google Drive	
		Meaning of Survey Conducting – Online Survey through forms about the product and services.	
UNIT -4 Online Scheduling	Online Scheduling of work and Travel Planning	Meaning and Importance of Work Scheduling Meaning and various tasks in Travel Arrangements	0-4-14

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

4. MAPPING OF CO WITH PO

CO	Course Outcome	PO Mapped	Unit Linked	CL R/U/A	Theory in Hrs.
1	Handling Social Media for providing assistance in Organisation Development.	1,2,3,4,5,6,7	1	R/U/A	25
2	Effective Online Communication	1,2,3,4,5,6,7	2	R/U/A	25
3	Online Documenting and Cloud Storage	1,2,3,4,5,6,7	3	R/U/A	28
4	Online Scheduling of work and Travel Planning	1,2,3,4,5,6,7	4	R/U/A	18
Total					96

5. LEVEL OF MAPPING PO's WITH CO's

Course	COs	Program Outcomes (POs)							Program Specific Outcomes		
		1	2	3	4	5	6	7	1	2	3
E-OFFICE	CO1	1	1	1	1	1	1	1	1	1	1
	CO2	3	3	3	3	3	3	3	3	3	3
	CO3	3	3	3	3	3	3	3	3	3	3
	CO4	1	1	1	1	1	1	1	1	1	1
Level 3- Highly Mapped, Level 2-Moderately Mapped, Level 1-Low Mapped, Level 0- Not Mapped											

6. INSTRUCTIONAL STRATEGY

Teachers may adopt the following or any related strategies to accelerate the attainment of the various Course Outcomes.

1. Using Sign Language for Communication in class room since most of the students are Hearing Impaired in nature.
2. Use of Indian Sign Language and American Sign Language related to course words and General Communication.
3. Encouraging Students to attend interactive sessions, Group Discussions, Guest Lectures, Workshops, Industrial Visits, Activities, MCQ/ Quiz, Assignment, Open Book Test, and Co curricular activities etc. to facilitate students for learning.
4. Providing the Course Materials in soft and/or Hard copy makes easy for the students to grasp the contents easily and quickly.
5. Enhancing lessons with visuals for Differently Abled Students - OH, HI, and PVI to make them self visual learners
6. Use of Audio - Visual Techniques like PPT, Videos, animation or E books, slide shows, pictures will help the Differently Abled Students to maximum extent.
7. Using Signed English, Cued Speech and more finger spelling for Hearing Impaired Students to clarify differences between sign language and Printed English.
8. Encouraging Peer Learning among students to understand course contents effectively in class room and Laboratory.

7. SUGGESTED LEARNING RESOURCES:

CO No.	Description
1	<p>Handling Social Media for Organization Development</p> <ol style="list-style-type: none">a. https://www.businessnewsdaily.com/7488-twitter-for-business.htmlb. https://blog.hubspot.com/marketing/twitter-for-businessc. How to use Twitter Analytics by Larry Kimd. https://help.twitter.com/en/using-twitter/tailored-suggestionse. https://www.sontiq.com/resources/how-to-adjust-your-twitter-privacy-settings/f. https://help.twitter.com/en/using-twitter/how-to-use-hashtagsg. https://sproutsocial.com/insights/twitter-chats/h. https://morph.ai/blog/a-complete-guide-to-whatsapp-business-in-2020/i. https://www.youtube.com/watch?v=EMIQSdQtO8j. https://www.youtube.com/watch?v=eD_3C8ecQG8k. https://www.vfirst.com/whatsapp-business-ebook.pdfl. WhatsApp for Business by vfirst.comm. https://www.fastwebhost.in/blog/how-to-open-a-whatsapp-business-account/n. https://www.consumerreports.org/privacy/how-to-use-whatsapp-privacy-settings/o. https://faq.whatsapp.com/

	<p>p. https://www.businessnewsdaily.com/7761-facebook-business-guide.html</p> <p>q. https://www.facebook.com/business/insights/tools/audience-insights?ref=ens_rdr</p> <p>r. How to grow engagement and create demand on Facebook by Hubspot</p> <p>s. https://blog.hubspot.com/blog/tabid/6307/bid/5492/how-to-create-a-facebook-business-page-in-5-simple-steps-with-video.aspx</p> <p>t. https://www.avast.com/c-change-facebook-privacy-settings</p> <p>u. https://www.sontiq.com/resources/how-to-adjust-facebook-privacy-settings/</p> <p>v. https://blog.hootsuite.com/steps-to-create-a-facebook-business-page/</p> <p>w. https://www.business2community.com/instagram/how-to-use-instagram-for-business-in-2021-02396387</p> <p>x. https://www.shopify.in/blog/instagram-marketing?&term=&Network=Search&SiteTarget=&mt=b&adid=478171398601&device=c&test=&adpos=&CampaignId=10252915655&gclid=CjwKCAjwq7aGBhADEiwA6uGZp2OHS_yjoWap-av6D4LkBmVAUs9hs_lqqr2otKtI8u1aeGuun8lVlhoCGD8QAvD_BwE&gclsrc=aw.ds</p> <p>y. https://www.shopify.com/blog/115935109-the-beginners-guide-to-influencer-marketing-on-instagram?shpxid=28ac4894-38A2-400B-E2B9-DCB549FC0607</p> <p>z. https://www.sontiq.com/resources/how-to-adjust-your-instagram-privacy-settings/</p> <p>aa. https://www.sontiq.com/resources/social-media-security-center/#SocialConcerns</p> <p>bb. https://www.facebook.com/business/help/502981923235522</p> <p>cc. https://blog.hubspot.com/marketing/instagram-hashtags?toc-variant=b</p> <p>dd. https://www.linkedin.com/home</p> <p>ee. https://codeinstitute.net/blog/linkedin-beginners-guide/</p> <p>ff. https://www.linkedin.com/pulse/how-create-killer-linkedin-profile-get-you-noticed-bernard-marr/</p> <p>gg. https://www.linkedin.com/business/talent/blog/product-tips/linkedin-profile-summaries-that-we-love-and-how-to-boost-your-own</p> <p>hh. https://www.sontiq.com/resources/how-to-adjust-your-linkedin-privacy-settings/</p> <p>ii. https://www.linkedin.com/help/linkedin/answer/71</p> <p>jj. https://www.linkedin.com/pulse/why-linkedin-better-than-other-social-media-networks-business-garg/</p> <p>kk. https://www.appsadmins.com/blog/3-benefits-of-google-sites</p> <p>ll. https://clutch.co/web-designers/resources/top-6-website-features-people-value mm. https://developer.mozilla.org/en-US/docs/Learn/Common_questions/Pages_sites_servers_and_search_engines</p>
2	<p>a. https://www.business2community.com/email-marketing/how-to-write-acknowledgement-email-replies-with-samples-0506450</p> <p>b. https://blog.hubspot.com/marketing/how-to-create-a-group-in-gmail</p> <p>c. https://support.google.com/a/users/answer/9282720?hl=en-IN</p> <p>d. https://support.google.com/meet/answer/9852160?hl=en#zippy=%2Csafety-measures</p> <p>e. https://support.google.com/accounts/answer/46526?hl=en</p> <p>f. https://buffer.com/library/create-a-youtube-channel/</p> <p>g. https://support.google.com/youtube/answer/1646861?hl=en</p> <p>h. https://smallbiztrends.com/2015/07/new-youtube-features-2015.html</p> <p>i. https://smallbusiness.chron.com/featured-channels-youtube-them-69196.html</p>

3	<ul style="list-style-type: none">a. https://docs.google.com/spreadsheets/u/0/b. https://support.google.com/docs/answer/6000292?co=GENIE.Platform%3DDesktop&hl=enc. https://docs.google.com/presentation/u/0/d. https://support.google.com/docs/answer/2763168?co=GENIE.Platform%3DAndroid&hl=ene. https://docs.google.com/forms/u/0/f. https://support.google.com/docs/answer/6281888?co=GENIE.Platform%3DDesktop&hl=eng. https://www.businessinsider.in/tech/how-to/what-are-google-forms-everything-you-now-about-google-workspaces-online-form-builder/article/show/80411551.cms
4	<ul style="list-style-type: none">h. https://www.freepdfconvert.com/pdf-to-wordi. https://www.freepdfconvert.com/pdf-to-excelj. https://www.freepdfconvert.com/pdf-to-pptk. https://support.google.com/drive/answer/2424384?co=GENIE.Platform%3DDesktop&hl=enl. https://en.wikipedia.org/wiki/PDFm. https://pdf.abbyy.com/learning-center/what-is-pdf/n. https://tools.pdfforge.org/o. https://pdfexpert.com/blog/why-its-better-to-use-pdf-files-instead-of-word-excel-or-powerpoint-documentsp. https://www.adobe.com/acrobat/online/password-protect-pdf.htmlq. https:// storage#::~:~:text=Cloud% 20storage% 20allows% 20you% 20to,a% 20third% 2Dparty% 20cloud% 20provider
5	<ul style="list-style-type: none">a. https://blog.hubspot.com/marketing/google-calendar-tipsb. https://calendar.google.com/calendar/u/0/r/eventedit?tab=mcc. https://www.calendar.com/blog/what-is-the-purpose-of-a-work-schedule/d. https://support.google.com/a/users/answer/9302892?hl=ene. https://www.revfine.com/travel-management/

8.COURSE ASSESSMENT AND EVALUATION CHART

Assessment Method	Type of Assessment		Target	Assessment methods	Max Marks	Type of record	CO's for assessment
Direct Assessment	CIE Continuous Internal Evaluation	I A Testes	STUDENT	Two Tests (Average of Two Tests will be Computed)	20	Blue Books	All CO's
		Assign- ment & Student activity		Three Skill Tests	20	Log of record	Specified CO by the course coordinator
				Activity	20		
				Total CIE Marks	60		
	SEE	Semester End Exam		End of the Course	40	Answer Scripts byBTE	All CO's
				Total		100	
	Indirect Assessment	Student feedback		STUDENT	Middle of the course	-NA-	Feedback forms
End of Course survey		End of course	Questionnaire		All CO's Effectiveness of delivery of instructions and assessment methods		

9.CIE AND SEE ASSESSMENT METHOLODOLOGIES :

Sl. No.	Assessment	Test Week	Duration In minutes	Max marks	Conversion
1.	CIE-1 Written Test	4	80	30	Average of 2 tests 30
2.	CIE-2Written Test	6	80	30	
3	CIE-3Skill Test - Practice	8	180	100	Average of three skill tests Reduced to 20
4.	CIE-4 Skill Test-Practice	10	180	100	
5.	CIE-5 Skill Test-Practice	16	180	100	
6	CIE-6 Student activity assessment through rubrics	16		10	10
Total CIE Marks					60
Semester End Examination(Practice)			180	100	40

10. COURSE ASSESSMENT SUMMARY

A. ASSESSMENT SUMMARY

Lecture: Practice sessions shall begin only after two weeks of Induction Program in First semester. The schedule of assessment week shall be counted only after 2 weeks of Induction Program.

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

Note:

1. CIE Skill tests to be conducted as per SEE scheme of evaluation.
2. 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.

B. PROCEDURE / STEPS FOR CONDUCT AND CALCULATION OF CIE AND SEE FINAL MARKS.

Sl. No.	Assessment	Type of CIE	Method	Duration	Average Counting	Total CIE Max. MARKS (To Be Conducted)	FINAL Conversion of Marks for CIE and SEE
1	CIE Assessment – 1 CIE Assessment – 2	Written Test (Theory)	Conduct Two CIE for Max Marks 20	1 Hr	Average Marks of CIE 1 & 2	20	20
2	CIE Assessment – 3 CIE Assessment – 4 CIE Assessment – 5	Skill Test (As per SEE Scheme)	Conduct Three CIE for Max Marks 100 and convert it in to 20 marks .	3 Hrs.	Average Marks of CIE 3,4 & 5	100	20
3	CIE Assessment – 6	Student Activity / Assignment	Maximum Marks 20	-	-	20	20
4	Total Marks of Continuous Internal Evaluation(CIE) Assessment (1+2+3)						60
5	Semester End Examination (SEE) Assessment (Written Test)	As per SEE Scheme	Conduct SEE for Max Marks 100 and convert it in to 40 marks .	3 Hours		100	40
	FINAL TOTAL MARKS FOR THE COURSE (4 + 5)						100

PASSING MARKS CRITERION:

	CIE Marks	SEE Marks	TOTAL Marks
Maximum	60	40	100
Minimum required	24	16	40

11. RUBRICS FOR ACTIVITY

<div> <div>Dimension</div> <div>↓</div> </div>	RUBRICS FOR ACTIVITY (20 Marks)					Marks
	<div> <div>1</div> <div>Unsatisfactory (59 and below)</div> </div>	<div> <div>2</div> <div>Developing (69-60)</div> </div>	<div> <div>3</div> <div>Satisfactory (79-70)</div> </div>	<div> <div>4</div> <div>Good (89-80)</div> </div>	<div> <div>5</div> <div>Excellent (100-90)</div> </div>	
Marks →	4	8	12	16	20	
1. Understanding / Introduction	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 understandable 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. Collection of Information and Memorization	Poor attempt is made to collect information in the context that shows poor understanding	Fewer attempts are made to collect information in the context that shows no understanding	Partially attempt is made to collect information in the context that shows little Understanding	Attempt is made to collect information in the context that shows understanding	Succeeds in collecting information that shows understanding	
3. Presentation	Presentation is not Clear	Meet task but lacks clarity and consistency	Meet task but lacks some clarity and consistency	Meet task clarity and consistency	Presentation is very clear	
Average Marks of 3 Dimensions = / 3						
Total Marks = 20						

12. SCHEME OF EVALUATION FOR BOTH CIE AND SEE (SEE TO COVER THE ENTIRE COs)

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

13. SUGGESTED ACTIVITIES (TUTORIAL) :

CO-1	<ol style="list-style-type: none"> 1. Create a Twitter Account with suitable Profile Setting 2. Tweet a Message having Text, Picture and Video 3. Analyze the Twitter usage through Analytics option 4. Create a WAB Account for a Readymade Garments Manufacturing Company with suitable Profile 5. Prepare a Catalogue and send its link to a group of Customers in WAB 6. Tag the WAB Account Short Links to Customers with Facebook and Instagram 7. Design a Facebook Business Page for Mobile which shall have Page Information, Category and Description 8. Secure the Facebook Business Page with Two Factor Authentication 9. Create a Story projecting the Business 10. Create an Even for the Launch of a New Product 11. Create Instagram Business Account with suitable Profile 12. Post Image and Video to project the various Products sold by your business 13. Create an Instagram Story to show the important milestones of your business 14. Analyze the Usage of Instagram with Instagram Analytics 15. Create LinkedIn Account and find out suitable job available for CP students 16. Through "Find a person you know" conduct a Research about the Customers 17. Post a Job Advertisement in LinkedIn to recruit Personal Secretary Create an Advertisement to showcase the newly launched Product 		
CO-2	<ol style="list-style-type: none"> 1. Create a Website using Google Site to showcase the business by adding the necessary features among Layout, Collapsible Text, Contents Table, Image, Button, Divider, Placeholder, Textbox, Pages and Themes 2. Create Website using Templates related to General, Portfolio, Event, Help Center, Project and Team purposes 3. Create an Email Account by setting the Security 4. Using "Settings", customize the Email Account by selecting Inbox, Accounts and Import, Filters and Blocked Addresses, Forwarding and POP/MAP, Chat and Meet and Offline 5. Create an Email Group of potential Customers 6. Conduct a Google Meet and send the Link through Email and also through other Social Media 7. Conduct a Google Meet by adjusting the Settings of Changing Layout, Background and use White Board during the Meet 8. Schedule a Meeting through Google Meet App and Google Calendar and send Scheduled Meeting Link through Email, etc. 9. Create a YouTube Channel and Set the Profile, Add Description and send Channel Link to other Social Media 10. Upload a Video to the Channel already created Download a Video from YouTube through a suitable YouTube Downloader App 		
CO-3	<ol style="list-style-type: none"> 1. Create and Share Spread Sheet for the following purposes General, Budget, To-do List, Schedule, Travel Planner, Invoice, Financial Statements, Purchase Order, Employee Shift Schedule, Project Management Sheets, Education Sheets Create and Share Google Presentation Slides for the following purposes General, Big Idea, Photo Album, Portfolio, Status Report, Case Study, Employee Certificate, Field Trip, Student Certificate Create and Share Google Forms for the following purposes General, Contact Information, Quiz/Survey, Event Registration, Event Feedback, OrderForm, Job Application, Customer Feedback, Worksheet Create and Share Google Form using Features like Collecting Emails, Limiting to 1 Response, Edit After Response, Confirmation Message Convert WORD, EXCEL, PPT Files to PDF Files and vice versa Store / Upload Files to Drive Retrieve Files from Drive Share the Files from Drive 		
Co-4	<ol style="list-style-type: none"> 1. Schedule Appointments / Events in Google Calendar 2. Schedule Meeting using Google Calendar by Adding Guests List and sending online invitation 3. Set the Reminder, Location and Notification for the Scheduled Meeting Add Attachments while sending Invite 		

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

Model Question Paper for CIE and SEE

GOVERNMENT OF KARNATAKA
DEPARTMENT OF TECHNICAL EDUCATION
BOARD OF TECHNICAL EXAMINATION
Fourth Semester Diploma Examinations / Sem.

Name of the Course : E-OFFICE

Code No: 2547

Duration: 3 hours

Date:

Batch No: I

Time:

Max. Marks: 100

WRITING

1) Fill in the blanks with appropriate word/words:

5 X 1 =5 Marks

a) _____

i)

iii)

ii)

iv)

b) _____

i)

ii)

iii)

iv)

c) _____

i)

ii)

iii)

iv)

d) _____

i)

ii)

iii)

iv)

e) _____

i)

ii)

iii)

iv)

2)

5

EXECUTION

3)

15

4)

10

5)

15

6)

10

7) Record

20

8) Viva Voce

20

100

Government of Karnataka
Department of Technical Education, Board of Technical Examination
JSS POLYTECHNIC FOR THE DIFFERENTLY ABLED(AUTONOMOUS)
Mysuru – 570 006

Programme: DIPLOMA IN COMMERCIAL PRACTICE

Semester - IV	Course Title: English Language Lab		
	Hours / Week (L:T:P) : 0:0:2	Total Contact Hours: 32	Course Code:
	Type of Course: Lectures, Practice and Self Study	Credit : 01	Core/ Elective: Core

Prerequisite: Knowledge of Basic English Grammar and Internet Operations

COURSE OBJECTIVES:

Communication Skills play an important role in career development. This Practical Course aims at actively involving students in various activities to improve their communication/ writing skills with an emphasis on developing their personality. The objectives of this course are:

1. To enhance the student's English Language Skills, Communicative Skills and Writing Skills.
2. To emphasize the need for English in the technical world.

COURSE OUTCOMES : At the end of the course, the students will be able to:	
CO1	Acquire verbal communication skills to speak and write clearly and concisely.
CO2	Articulate ideas and engage in improving conversations / writing using latest internet contents.

CO-Cognitive Level (CL) -PO MAPPING				
Name of the course: English Language Lab				
	Course Outcome	CL	Linked PO	Teaching Hrs
CO1	Acquire verbal communication skills to speak and write clearly and concisely..	EC1/2/3	1,5,6,7	20
CO2	Articulate ideas and engage in improving conversations / writing using latest internet contents	EC1/2/3	1,5,6,7	12
Total				32

COURSE-PO ATTAINMENT MATRIX

English Language Lab	Programme Outcomes							Programme Specific Outcomes		
Course outcomes	1	2	3	4	5	6	7	1	2	3
CO1	1	-	-	-	2	2	2	2	-	1
CO2	2	-	-	-	2	1	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.										

Educational Components (Bloom's Category)

Evaluation Weightage

EC-1: Remembering	: 10 % weightage
EC-2: Understanding the course	: 20 % weightage
EC-3: Apply the knowledge acquired from the course	: 70 % weightage

TEACHING AND EXAMINATION PROCEDURE

Contact Hours: 02 hours per week

Semester Duration: 16 weeks

Course	Duration		Examination				
			Valuation Marks				
	Hours per week	Total Hours per Semester	Best one I A and Graded Exercises+ Attendance	End Exam	Total	Minimum for pass	End Exam duration
English Language Lab	02	32	No End Examination Evaluation to be done through Class Performance, Assignment and Activity. Records to be maintained in the Department				

COURSE CONTENTS

Unit	Major Topics	Hours Allotted
1	Basic English Grammar: <ol style="list-style-type: none"> 1. Auxiliary verbs – Be, Do, Have, 2. Auxiliary Verbs –Will / Would, Shall / Should 3. Auxiliary Verbs – Can / Could, May / Might, Must 4. Prepositions – On, At, In, 5. Prepositions - Of, To, For, 6. Prepositions - With, Over, By 7. Conjunctions – Coordinating and Correlative 8. Conjunctions - Subordinating 9. Articles – Indefinite and Definite 10. Using ‘There is and There are’ 11. Using ‘is / am / are’ 12. Interjections <p>Assignment / Activity</p>	14

2	Applied Grammar: 1. Gap Filling / Sentence 2. Dialogue Completion 3. Sentence Reordering 4. Subject – Verb Agreement Exercises 5. Omission of Articles in a Sentence 6. Filling Prepositions Assignment / Activity	06
3	Writing Section: (Paper / Computer) 1. Write Telephonic Conversation between the two. 2. Write Simple Advertisements. 3. Leave letter to Principal / Headmaster of a College / School. 4. Unseen Passage 5. Write small story by changing Tenses 6. Write Day to Day activities	12
Total		32

Suggested Students Activities:

1. Just a minute.
2. Introducing oneself.
3. Role Play.
4. Talking about one's family.
5. Giving one's opinion on various topics.
6. Read a passage: Frame questions related to it and suggest a title.
7. Newspaper Reading
8. Listening / Telling directions.
9. Listen, interpret and draw conclusions.
10. Read a story and summarize it.

Example: An assignment on Story Writing

Dimension	RUBRICS FOR ACTIVITY				
	1 Unsatisfactory	2 Developing	3 Satisfactory	4 Good	5 Exemplary
Creativity	Little evidence of creativity and no imagination	Contains few creative details but has tried to use imagination	Contains a few creative details but has used his imagination	Contains many creative details and has used his imagination	Excellent use of creativity and Imagination
Dialogue	It is not clear which character is speaking	There is not much dialogue used but is clear who is speaking	Sufficient dialogue used and is clear which character is speaking	An appropriate amount of dialogue used and it is clear which character is speaking	Excellent use of dialogue and narrative to bring the character to life
Organisation	Ideas and scenes are randomly arranged	Little hard to follow. The transitions are sometimes not clear.	Easy to follow and transitions are somewhat clear.	Well organized. Clear transitions are used.	Very well organized. Logical sequencing with clear transitions.
Character	It is hard to tell who the main characters are.	The main characters are named but development is minimal.	The main characters are satisfactorily described.	Characterization is up to the mark.	Very well developed characters.

XXXXXX

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

Course Code	2548	Semester	IV
Course Name	Indian Constitution	Type of Course	Lecture / Theory / Demonstration
No. of Credits	2		
Course Category	Audit Course	Total Contact Hours	2 Hrs. / Week 32 Hrs. / Semester
Prerequisites	English Knowledge	Teaching Scheme	[L : T : P] = 2 :0 :0
CIE Marks	50	SEE Marks	Nil

1.COURSE SKILL SET:

At the end of the courses The Students will able to acquire the following basic knowledge

1. To understand the basic concepts of Indian Constitution

2. COURSE OUTCOMES:

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

	Course Outcome
CO1	Obtain the knowledge of Basic Concepts of Indian Constitution
CO2	Acquire the knowledge of various Fundamental Rights, Duties and Directive principles of State policy.
CO3	Procure the knowledge of Parliamentary system of governance, Structure, Functions ,Power of Central State Governments(Legislative ,Executive)and Judiciary
CO4	Acquire the knowledge of Panchayath Raj Institutions and Local Self –Governments ,UPSC,KPSC, Status of Women ,RTE ETC.

3. DETAILS OF COURSE CONTENTS

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	HOURS L-T-P
Unit No 1 Indian Constitution	To Understand the Basic Concepts of Indian Constitution	Introduction to Constitution of India –Formation of the constituent Assembly –Salient Features of the Constitution-Preamble to the Indian Constitution	8-0-0
Unit No 2 Fundamental Rights	To Understand the various Fundamental Rights, Duties and Directive principles of State policy.	Fundamental Rights -Definition, The right to equality, The right to freedom, The right against exploitation, The right to freedom of religion. Cultural and educational rights and The right to constitutional remedies, Fundaments Duties, Directive principles of state policy.	4-0-0
Unit No 3 Parliamentary system	To Understand the Parliamentary system of governance, Structure, Functions ,Power of Central State Governments(Legislative ,Executive)and Judiciary	Parliamentary system of governance – Structure of Parliament-Lok Sabha and Rajya Sabha. Functions of Parliament-Legislative, Executive, Financial Function Powers of Lok Sabha and Rajya Sabha. Procedure followed in Parliament in making law , Annual financial Statement (Budget)-procedure in parliament with respect to estimates, Appropriation bill, Supplementary, additional grants, Vote on account, votes on credit and exception grant, special provisions, rules of procedure. Structure of union executive , Power and Position of President. Vice-President, Prime Minister and council of ministers. Structure of the judiciary : Jurisdiction and functions of Supreme Court, High Court, and subordinate courts.	12-0-0

		<p>Federalism in the Indian Constitution- Division of Powers: Union list, State list and concurrent list.</p> <p>Structure of state legislation, Legislative assembly and Legislative council.</p> <p>Functions of state legislature, Structure of State executive-powers and positions of Governor, Speaker, Deputy Speaker, Chief Minister and council of minister.</p>	
<p>Unit No 4 Panchayath Raj</p>	<p>To Understand Panchayath Raj Institutions and Local Self –Governments ,UPSC,KPSC, NHRC, Status of Women ,RTE ETC.</p>	<p>Local self-government- meaning-Three tier system, Village Panchayat-Taluk panchayat Zilla panchayat, Local bodies-Municipalities and Corporations, Bruhath Mahanagara Palike, Functions of Election commission, UPSC, KPSC.</p> <p>Amendment of the constitution, Human Rights- Definition-constitutional provisions-right to life and liberty-Human Rights of Women-Discrimination against women</p> <p>steps that are to be taken to eliminate discrimination against women in Education, employment, health care, Economic and social life.</p> <p>Status of Women in India - Women in rural areas, Constitutional Safeguards - Dowry Prohibition act 1961- Domestic violence act 2005- Sexual harassment at work place bill 2006.</p> <p>Human Rights of Children- Who is a child- list the Rights of the Child- Right to education, Protection of Children from Sexual Offences Act (POCSO)-2012</p> <p>National Human Rights Commission Constitution- Powers and function of the Commission-Employee rights-Provisions made, Contractual-Non contractual employee rights-Whistle blowing-definition-Aspects-Intellectual Property Rights (IPR)–Meaning-Need for protection-Briefly description of concept of patents, Copy right, Trademark</p>	<p>8-0-0</p>

REFERENCES

1. Introduction to the Constitution of India- Dr. Durga Das Basu
2. Empowerment of rural women in India-Hemalatha H.M and Rameshwari Varma, Hema Prakashana.

4.MAPPING OF CO WITH PO

CO	Course Outcome	PO Mapped	Unit Linked	CL R/U/A	Theory in Hrs.
1	Indian Constitution	1,2,3,5,6,7	1	R/U/A	8
2	Fundamental Rights	1,2,3,5,6,7	2	R/U/A	4
3	Parliamentary system	1,2,3,5,6,7	3	R/U/A	12
4	Panchayath Raj	1,2,3,5,6,7	4	R/U/A	8
Total					32

5. LEVELS OF CO, PO AND PSO MAPPING

Course	CO's	Programme Outcomes							Programme Specific Objectives		
		1	2	3	4	5	6	7	1	2	3
Indian Constitution	CO1	3	1	1	-	1	1	2	1	2	1
	CO2	3	1	1	-	1	1	2	1	2	1
	CO3	3	1	1	-	1	1	2	1	2	1
	CO4	3	1	1	-	1	1	2	1	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 2hours 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.											

6. Course CIE and SEE Assessment Summary

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

7. Detailed Course Content:

UNIT NO. AND NAME	DETAILED COURSE CONTENT	CO	PO	CONTACT HRS.	TOTAL
Unit No 1 Indian Constitution	Introduction to Constitution of India –Formation of the constituent Assembly	CO1	1,2,3,5,6,7	4	8-0-0
	Salient Features of the Constitution	CO1	1,2,3,5,6,7	2	
	Preamble to the Indian Constitution	CO1	1,2,3,5,6,7	2	
Unit No 2 Fundamental Rights	Fundamental Rights -Definition, The right to equality, The right to freedom, The right against exploitation, The right to freedom of religion	CO2	1,2,3,5,6,7	2	4-0-0
	Cultural and educational rights and The right to constitutional remedies, Fundamentals Duties, Directive principles of state policy.	CO2	1,2,3,5,6,7	2	
Unit No 3 Parliamentary system	Parliamentary system of governance – Structure of Parliament-Lok Sabha and Rajya Sabha. Functions of Parliament-Legislative, Executive, Financial Function Powers of Lok Sabha and Rajya Sabha.	CO3	1,2,3,5,6,7	2	12-0-0
	Procedure followed in Parliament in making law , Annual financial Statement (Budget)-procedure in parliament with respect to estimates, Appropriation bill, Supplementary, additional grants, Vote on account, votes on credit and exception grant, special provisions, rules of procedure.	CO3	1,2,3,5,6,7	2	
	Structure of union executive , Power and Position of President. Vice-President, Prime Minister and council of ministers.	CO3	1,2,3,5,6,7	2	
	Structure of the judiciary: Jurisdiction and functions of Supreme Court, High Court, and subordinate courts.	CO3	1,2,3,5,6,7	2	
	Federalism in the Indian Constitution- Division of Powers: Union list, State list and concurrent list. Structure of state legislation , Legislative assemble and Legislative council.	CO3	1,2,3,5,6,7	2	
	Functions of state legislature , Structure of State executive-powers and positions of Governor, Speaker, Deputy Speaker, Chief Minister and council of minister	CO3	1,2,3,5,6,7	2	

Unit No 4	Panchayath Raj	Local self-government- meaning-Three tier system, Village Panchayat-Taluk panchayat Zilla panchayat, Local bodies-Municipalities and Corporations, Bruhath Mahanagara Palike, Functions of Election commission, UPSC, KPSC.	CO4	1,2,3,5,6,7	2	8-0-0
		Amendment of the constitution, Human Rights-Definition-constitutional provisions-right to life and liberty-Human Rights of Women-Discrimination against women steps that are to be taken to eliminate discrimination against women in Education, employment, health care, Economic and social life.	CO4	1,2,3,5,6,7	2	
		Status of Women in India - Women in rural areas, Constitutional Safeguards - Dowry Prohibition act 1961- Domestic violence act 2005- Sexual harassment at work place bill 2006. Human Rights of Children- Who is a child- list the Rights of the Child- Right to education, Protection of Children from Sexual Offences Act (POCSO)-2012	CO4	1,2,3,5,6,7	2	
		National Human Rights Commission Constitution- Powers and function of the Commission-Employee rights- Provisions made, Contractual-Non contractual employee rights-Whistle blowing-definition-Aspects-Intellectual Property Rights (IPR)-Meaning-Need for protection- Briefly description of concept of patents, Copy right, Trademark	CO4	1,2,3,5,6,7	2	
