

NATIONAL EDUCATION POLICY-2020

**Common Minimum Syllabus for all
Uttarakhand State Universities and Colleges for
First Three Years of Higher Education**

**PROPOSED CO-CURRICULAR SYLLABUS
COMMUNICATION SKILLS**

2021

Curriculum Design Committee, Uttarakhand

Sr.No.	Name & Designation
1.	Prof. N.K. Joshi Vice-Chancellor , Kumaun University Nainital Chairman
2.	Prof. O.P.S. Negi Vice-Chancellor , Uttarakhand Open University Member
3.	Prof. P. P. Dhyani Vice-Chancellor , Sri Dev Suman Uttarakhand University Member
4.	Prof. N.S. Bhandari Vice-Chancellor, Soban Singh Jeena University Almora Member
5.	Prof. Surekha Dangwal Vice-Chancellor, Doon University, Dehradun Member
6.	Prof. M.S.M. Rawat Advisor, Rashtriya Uchchar Shiksha Abhiyan, Uttarakhand Member
7.	Prof. K. D. Purohit Advisor, Rashtriya Uchchar Shiksha Abhiyan, Uttarakhand Member

EXPERT COMMITTEE

S.N.	Name	Designation	Department	Affiliation
1.	Prof. Devi Prasad Tripathi	Vice-Chancellor Uttarakhand Sanskrit University, Haridwar		
2.	Prof. P.C. Kavidayal	Director, Sir J.C Bose Campus, Bhimtal	Management	Kumaun University, Nainital
3.	Prof Rajeev Upadhyay	Director IQAC	Geology	Kumaun University, Nainital
4.	Prof Atul Joshi	Head/ Dean	Commerce	Kumaun University, Nainital
5.	Prof Divya Upadhyay	Director	UGC HRDC	Kumaun University, Nainital
6.	Dr Bhaskar Chaudhary	Assistant Professor	Education	SSJ University, Almora
7.	Dr Ashutosh Bhatt	Assistant Professor	Computer Science	UOU
8.	Dr Jitendra Pandey	Assistant Professor	Computer Science	UOU
9.	Dr. Mahendra Rana	Assistant Professor	Pharmaceutical Sciences	Kumaun University, Nainital
10.	Dr. Nandan Singh Bisht	Assistant Professor	Economics	Kumaun University, Nainital
11.	Dr. Ritesh Sah	Assistant Director	UGC-HRDC	Kumaun University, Nainital
12	Dr. Sparsh Bhatt	Assistant Professor	Statistics	Kumaun University, Nainital

SYLLABUS PREPARATION COMMITTEE

S.N	Name	Designation	Department	Affiliation
1.	Prof. Devi Prasad Tripathi	Vice-Chancellor Uttarakhand Sanskrit University, Haridwar		
2.	Prof Rajeev Upadhyay	Professor	Geology	Kumaun University, Nainital
3.	Prof. Jaya Tewari	Head	Sanskrit	Kumaun University, Nainital
4.	Dr. Lajja Bhatt	Assistant Professor	Sanskrit	Kumaun University, Nainital
5.	Dr. Mahendra Rana	Assistant Professor	Pharmaceutical Sciences	Kumaun University, Nainital
6.	Dr. Nandan Singh Bisht	Assistant Professor	Economics	Kumaun University, Nainital
7.	Dr. Reetesh Sah	Assistant Director	UGC-HRDC	Kumaun University, Nainital
8.	Dr. Sparsh Bhatt	Assistant Professor	Statistics	Kumaun University, Nainital
9.	Dr. Deepakshi Joshi	Assistant Professor	Law	Kumaun University, Nainital
10.	Dr Ashutosh Kumar Bhatt	Assistant Professor	Computer Science	Uttarakhand Open University, Haldwani
11.	Dr Manish Tripathi	Assistant Professor		S.S.J Campus, S.S. J University, Almora
12.	Dr. Jetendra Pnde	Assistant Professor	Computer Science	Uttarakhand Open University, Haldwani
13.	Dr. Bhaskar Chudhary	Assistant Professor	Education	S.S.J Campus, S.S. J University, Almora
14.	Dr. Archana Sah Negi	Assistant Professor	Pharmaceutical Sciences	Kumaun University, Nainital
15.	Dr. Pradeep Kumar	Teaching Personnel	Sanskrit	Kumaun University, Nainital

COMMUNICATION SKILLS		
Programme: Undergraduate Programme		Year:1
Semester:1		
Subject:Co-curricular Course		
CourseCode: CCS 01	Course Title: Communication Skills	
Course outcomes: <ul style="list-style-type: none"> • To understand the concept ofPersonality. • To learn what personal groomingpertains. • To learn to make good resume and prepare effectively forinterview. • To learn to perform effectively in groupdiscussions. • To explore communication beyondlanguage. • To learn to manage oneself whilecommunicating. • To acquire good communication skills and developconfidence. 		
Credits: Nil		Core Compulsory
Max. Marks: 100		Min. Passing Marks:40
Total No. of Lectures-Tutorials-Practical (in hours per week): 4-0-0		
Unit	Topic	No. of Lectures
Unit I	PERSONALITY AND PERSONAL GROOMING Understanding Personality Definition and Meaning ofPersonality Types ofPersonality Components ofPersonality Determinants ofPersonality Assessment of Personality GroomingSelf Dress forsucces Make up & skincare Hair care & styles for formallook Art ofaccessorizing OralHygiene	7 All topics will include practical learning
Unit II	INTERVIEW PREPARATION AND GROUP DISCUSSION Meaning and Types of Interviews [Face to Face, Telephonic,Video] Interview procedure [Opening, Listening,Closure] Preparation for Interview Resume Writing LinkedInEtiquette Meaning and methods of Group Discussion Procedure of GroupDiscussion. Group Discussionsimulation Group discussion commonerror	8 Mock Intervie ws Included

Unit III	BODY LANGUAGE AND BEHAVIOUR Concept of humanbehavior Individual and groupbehavior DevelopingSelf-Awareness Behavior and bodylanguage Dimensions of bodylanguage: Proxemics Haptics Oculesics Paralanguage Kinesics Sign Language Chromatics Chronemics Olfactics Cultural differences in BodyLanguage Business Etiquette & Bodylanguage Body Language in the Post CoronaEra Virtual MeetingEtiquette Social Media Etiquette	07
Unit IV	ART OF GOOD COMMUNICATION CommunicationProcess Verbal and Non-verbal communication 7 Cs of effectivecommunication Barriers tocommunication Paralinguistics Pitch Tone Volume Vocabulary Word stress Pause Types of communication Assertive Aggressive Passive ListeningSkills QuestioningSkills Art of SmallTalk Email Writing	08

Suggested Reading:

1. Cloninger, S.C., "Theories of Personality: Understanding Person", Pearson, New York, 2008, 5th edition.
2. Luthans F, "Organizational Behaviour", McGraw Hill, New York, 2005, 12th edition.
3. Barron, R.A. & Brian D, "Social Psychology", Prentice Hall of India, 1998, 8th edition.
4. Adler R.B., Rodman G. & Hutchinson C.C., "Understanding Human Communication", Oxford University Press : New York, 2011.

Suggested Online Link: None

Suggested equivalent online courses: None

This course can be opted as a co-curricular course by the students of following subjects:

B.A.
 B. Com
 B.B.A
 B.Sc.
 B.F.A
 B. Lib
 B.A.LL.B. (Hons)
 .A.LL. B

B.B.A.LL.B.
B. Pharm

Suggested Continuous Evaluation (25 Marks):

Internal Assessment	Marks	External Assessment	Marks
Midterm Test	10	Written Examination	75
Assignment	5		
Presentation	5		
Attendance & class performance	5		

Course Prerequisites:

No pre-requisite required, open to all.