

ENVIRONMENTAL STUDIES-I

Course Code	MO-3001 (Common in All Branches of Non Engineering)
Course Title	ENVIRONMENTAL STUDIES-I
Number of Credits	2(L-2 T-0, P-0)
Prerequisites	None

Course Objectives

Environmental study is a subject as per directions of Supreme Court / Govt. of India. Under Act. 51 A (g) of our constitution it is our fundamental duty to protect our environment.

A diploma holder must have knowledge of different types of pollution so that she may help in balancing the eco system and controlling pollution by pollution control measures. She should also be aware of environmental laws related to the control of pollution.

Course Outcomes

After completing the course the Learner will

- Understand the importance of Environmental cleanliness
- Gain knowledge about the causes of Water and Air pollution ,their effects and methods to check the same.
- Have the knowledge of different ttypes of solid waste and their management technices.

CONTENTS

1.	General :	L 3
	1.1 Biotic and abiotic environment.	
	1.2 Adverse effects of Environmental Pollution	
	1.3 Control strategies	
2.	Water Pollution :	7
	2.1 Water Quality Standards	
	2.2 Surface and underground water sources	
	2.3 Impurities in water and their removal	
	2.4 Adverse effects of domestic waste water and industrial effluent to surface water sources	
	2.5 Self purification of streams	
3.	Air Pollution :	
	7	
	3.1 Sources of air contaminants	
	3.2 Adverse effects on human health	
	3.3 Measures to check air pollution	
	3.4 Greenhouse effect	
	3.5 Global warming	
	3.6 Acid rain	

3.7 Ozone depletion

4. Solid Waste Management :

7

- 4.1 Introduction to solid waste
- 4.2 Its collection and disposal
- 4.3 Recovery of resources
- 4.4 Sanitary land-filling
- 4.5 Vermi-composting
- 4.6 Hazardous waste management

REFERENCE BOOKS :

1. Patyavaran Shiksha & Dr. V.K. Vijay Dr. A.N. Mathur, Dr. N.S. Rathore
2. Patyavaran Adhyayan Dr. B.C. Jat Dr. Ram Kumar Gujar
3. Patyavaran Avabodh Dr. D.D. Ojha
4. Environmental chemistry and pollution control : S.S. Dora
5. Ecology concepts and application : Manuel C. Muller
6. Environmental protection Emil T. Chanlett
7. Environmental science Cumingham. Saigo
8. Solid waste management : C.I. Mantell
9. पर्यावरण विनाश के कगार पर राजीव गुप्ता
11. पर्यावरण जीवों का आंगन प्रेमानन्द चंदोला
12. पर्यावरण (त्रैमासिक) पर्यावरण एवं वन मंत्रालय, नई दिल्ली
13. Panda, New letter WWF-India, New Delhi

INFORMATION TECHNOLOGY

Course Code	MO 3002
Course Title	Information Technology
Number of Credits	2 (L-2, T-0, P-0)
Prerequisites	None

COURSE LEARNING OBJECTIVES:

- To give the knowledge about various aspects of Information technology, role of IT in office work.
- Students will learn about the freeware tools, Ubuntu OS, security threats for data and methods for threat resolutions.

COURSE OUTCOMES:

At the end of course / subject students will be able to:

- Understand the role and importance of Linux based OS i.e. Ubuntu.
- Student will be able to install and use software's on Ubuntu Linux / Ubuntu based Servers.
- Utilize the existing IT infrastructure to generate awareness and interest in company products among the customers.
- Learn about the various security threats for data & computer security.
- Students will be able to configure system / computer / phone for data safety and secure web browsing.

Contents

1. Introduction to Unix / Linux	4
1.1. Introduction to Unix operating System	
1.2. Kernel and Shell of Unix OS	
1.3. Linux OS History and features of Linux OS, Variants of Linux OS	
2. Ubuntu Linux	5
2.1. Installation on Hard Disk	
2.2. Comparison of Livedisk, USB disk and Hard disk installation of OS.	
2.3. Configuration of OS setting using GUI tools.	
2.4. Software installation using graphical tools (either Software Centre or Package manager).	
2.5. Software installation commands	
2.5.1. apt_get , AptURL	
3. Basic commands of Ubuntu	5
3.1. Commands related to files , folders /directories	
3.2. Sudo/su commands and uses, Network related commands	
3.3. Date and time related commands	

4. Security Threats and Preventions 6
 - 4.1. Basic of computer threats
 - 4.1.1. Malicious programs, Virus, worm, Trojan horse, Adware,spywares, ransom ware, Phishing attacks
 - 4.2. Data Privacy
 - 4.2.1. Data theft ,User accounts
 - 4.2.2. Data encryption and Decryption (concept explanation only with caeser cipher)
 - 4.3. Antivirus
 - 4.3.1. Introduction , Features of Good Antivirus , Applications / Uses
 - 4.3.2. Scan types(full system , boot time scan , selected drive / folder / file)

5. Network Data security 6
 - 5.1. Firewall
 - 5.1.1. Basics and Advantages ,Host based and Network based firewall (concept only)
 - 5.2. Virtual Machines
 - 5.2.1. Concept, advantages of Virtual Machine , applications
 - 5.3. Sand box method
 - 5.3.1. Concept , Advantage of Sand box Execution, Applications
 - 5.4. Digital signature
 - 5.4.1. Concept of Public key & private Key&Applications, Advantages .

Book references:

1. Unix Concepts and Applications , Sumitabha Das , McGraw-Hill Education
2. UNIX & Shell Programming, B.M. Harwani, Oxford University Press.
3. CRYPTOGRAPHY AND NETWORK SECURITY, Atul Kahate , McGraw Hill India

COMMUNICATIVE ENGLISH - I

Course Code	MO 3003
Course Title	Communicative English - I
Number of Credits	2 (L-2, T-0, P-0)
Prerequisites	None

COURSE OBJECTIVES

Communication skills play an important role in career development. This course aims at introducing basic concepts of communication skills with an emphasis on developing personality of the students. Thus, the main objectives of this course are:

1. To develop confidence in speaking English with correct pronunciation.
2. To develop communication skills of the students i.e. listening, speaking, reading and writing skills.
3. To introduce the need for personality development- focus will be on developing certain qualities which will aid students in handling personal and career challenges, leadership skills etc.

COURSE OUTCOMES

At the end of this course, the participants will:

1. Develop basic speaking and writing skills including proper usage of language and vocabulary so that they can become highly confident and skilled speakers and writers.
2. Be informed of the latest trends in basic verbal activities such as presentations, facing interviews and other forms of oral communication.
3. Also develop skills of group presentation and communication in team.
4. Develop non-verbal communication such as proper use of body language and gestures.

COURSE CONTENTS

	L
1 BASICS OF COMMUNICATION	10
1.1 Introduction	
1.2 Process of Communication	
1.3 Types of Communication: -	
1.3.1 Formal and Informal	
1.3.2 Verbal and Non-verbal	
1.4 Flow of Communication	
2 BARRIERS TO COMMUNICATION	8
2.1 Introduction	
2.2 Classification of Barriers	
2.3 Ways to overcome Barriers	
3 CRITICAL ANALYSIS OF SHORT POEMS	8
3.1 "Night of the Scorpion" by Nissim Ezekiel	
3.2 "The World is too much with us" by William Wordsworth	
3.3 "Death Be Not Proud" by John Donne	
3.4 "The Seven Ages of Man" by William Shakespeare	

REFERENCES

1. Lindley Murray. An English Grammar: Comprehending Principles and Rules. London: Wilson and Sons, 1908.
2. Kulbhushan Kumar, Effective Communication Skills, Khanna Publishing House, New Delhi (Revised Edition 2018)
3. Margaret M. Maison. Examine your English. Orient Longman: New Delhi, 1964.
4. M. Ashraf Rizvi. Effective Technical Communication. Mc-Graw Hill: Delhi, 2002.

5. John Nielson. Effective Communication Skills. Xlibris, 2008.
6. Oxford Dictionary
7. Collin's English Dictionary
8. Roget's Thesaurus of English Words and Phrases

SEMESTER SCHEME-2020-21

BUSINESS CORRESPONDENCE -I

Course Code	MO 3004
Course Title	BUSINESS CORRESPONDENCE - I
Number of Credits	2 (L-2, T-0, P-0)
Prerequisites	None

COURSE OBJECTIVES

As the external environment has become more dynamic and turbulent, regular exchange of information with outside agencies and individual becomes essential. The diploma holder of this course has to work as private secretary to the executive and an office executive in an organization. To handle jobs, knowledge of correspondence is must. In fact he/she has to acquire the skill of effective correspondence as he/she has to control the office and has to provide help to his/ her executive.

COURSE OUTCOMES

On completion of the course on business correspondence, student will be able to

1. To provide introductory knowledge of business letter
2. Explain the importance of business correspondence.
3. Describe layout of a business letter.
4. State quotation, tenders, etc.
5. To draft different types of business letters e:g
 - i. Enquiry letter
 - ii. Order letters

COURSE CONTENTS

1. Business Correspondence :	L
1.1 Meaning	5
1.2 Communication Process	
1.3 Importance of Business Correspondence	
2. Principles of Letter Writing:	7
2.1 Mechanical structure/Format of a Business Letter	
2.2 Qualities of a Good Business Letter	
2.3 Functions of business letters	
2.4 Styles of Presentation	
3. Enquiry Letter:	7
3.1. Meaning and Importance of Enquiries	
3.2 Quotations.	
3.3 Catalogues.	
3.4 Replies of Enquiries.	
4. Order Letter:	7
4.1 Meaning of Order letter	
4.2 Placing of an Order	
4.3. Execution of an Order	
4.4. Defective Order	
4.5. Acceptance and Refusal of an Order	
4.6. Cancellation of an Order.	
4.7. Substitute Offer	

REFERENCES:

1. Business Communication Rajendra Pal
2. Business Correspondence and Report Writing R.C. Sharma & Krishna Mohan

ORGANISATIONAL BEHAVIOUR

Course Code	MO-3005
Course Title	Organisational Behaviour
Number of Credits	3(L-3, T-0, P-0)
Prerequisites	None

COURSE OBJECTIVES

This course is designed to give a comprehensive coverage at an introductory level to the subject of organizational Behaviour, which is ultimately needed for Organisational growth and success.

COURSE OUTCOMES

By the end of the course,

1. It will develop leadership skills and personality of the students.
2. Motivation and enthusiasm for excelling in jobs will be aroused.
3. The students will develop sensitivity to their own strengths and weaknesses.
4. They will also experience and gain insight into the process of self development, team building and utilizing individual strengths through improved human relations.

COURSE CONTENTS

	L
1. Personality :	8
1.1 Theories of Personality	
1.2 Major Determinants of Personality.	
1.3 Application of Personality in Organization.	
2. Group Behaviour and Group Conflicts :	8
2.1 Types of Groups	
2.2 Theories of Group Formation	
2.3 Group Conflicts	
2.3.1 Inter and Intra Group Conflicts	
2.3.2 Causes of Conflicts.	
2.3.3 Conflict-Resolution Actions.	
3. Motivation :	6
3.1 Definition	
3.2 Importance	
3.3 Types of Motivation.	
3.4 Theories of Motivation (Theory x and y, Maslow's Theory, Herzberg's Two Factor Theory and William Ouchi Theory Z)	
4. Leadership :	6
4.1 Meaning & definitions	
4.2 Importance of Leadership	
4.3 Leadership Styles	
4.4 Theories of Leadership	
5. Stress Management :	6
5.1 Meaning of Stress.	
5.2 Causes of Stress.	
5.3 Effects of Stress	
5.4 How to Manage Stress.	

- 6. Time Management :**
6.1 Meaning
6.2 Time Wasting Factors
6.3 How to Manage Time

5

REFERENCE BOOKS:

- | | |
|----------------------------------|---|
| 1. OrganisationalBehaviour | Stephen Robbins |
| 2. OrganisationalBehaviour | Fred Luthans |
| 3. OrganisationalBehaviour | JitChandan |
| 4. OrganisationalBehaviour | Rao &Naraynan |
| 5. OrganisationalBehaviour | Anil Mehta, Bhumija
Chouhan (RBD Pub.) |
| 6. OrganisationalBehaviour | L.M. Prasad |
| 7. PrabandhkeSidhanthevamvyavhar | Prof. G.C. Surana, Dr. Arun
Sharma |

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SEMESTER SCHEME-2020-21

HINDI SHORTHAND & TYPING – I LAB

Course Code	MO-3006
Course Title	HINDI SHORTHAND & TYPING– I LAB
Number of Credits	3(L-0, T-0, P-6)
Prerequisites	None

COURSE OBJECTIVES

इस कोर्स का मुख्य उद्देश्य विद्यार्थियों को कम्प्यूटर से और उसके विभिन्न उपकरणों से अवगत कराना है। विद्यार्थियों को आशुलिपि से परिचित करवा कुशल स्टेनोग्राफर बनाना है ताकि वे निजी सचिव के रूप में कुशलता पूर्वक कार्य कर सकें।

COURSE OUTCOMES

- Explain the functioning of typing and shorthand
- Explains about keyboard in typing & importance of Stenography
- Explains various strokes used in Hindi stenography
- Prepare the students for shorthand dictations & transcriptions by way of applying simple and logical shorthand principles

PRACTICAL

	P
1. टंकण कुंजी वाक्य एवं गति बढ़ाना :	3
1.1 कम्प्यूटर की-बोर्ड के मुख्य कार्यकारी भाग का अभ्यास	
1.2 कुंजी पटल में अनुपलब्ध चिन्हों को टाइप करने का अभ्यास	
1.3 टंकण गति अभ्यास परिक्षा तैयारी हेतु।	
2. गति गणना और अशुद्धियों का अंकन का अभ्यास	2
3. पत्र व्यवहार—अनौपचारिक एवं औपचारिक पत्र।	3
3.1 सरकारी पत्र एवं उनके प्रकार।	
3.2 निमंत्रण पत्र एवं व्यवसायिक पत्र।	
3.3 बधाई पत्र आदि।	
4. सारिणी टाइप करने का अभ्यास	3
5. पाण्डुलिपि का अभ्यास	5
6. आशुलिपि के व्यंजनों, स्वर, शब्द—चिन्हों का अभ्यास	3
7. संक्षिप्त रूप :	8
7.1 शब्द—चिन्ह	

7.2	शब्दाक्षर एवं संक्षिप्ताक्षर	
7.3	बहुवचन विधान एवं व्याकरणिक चिन्ह	
8.	वृत स, श/ष तथा ज के प्रयोग:	4
8.1	वृत स के साथ व्यंजन ल एवं ह के प्रयोग	
8.2	स वृत एवं व्यंजन रेखा के नियम	
9.	सर्वनाम	3
10.	आंकड़ों का प्रयोग:	10
10.1	त आंकड़े का प्रयोग	
10.2	न आंकड़े का प्रयोग	
10.3	र आंकड़े का प्रयोग	
10.4	ल आंकड़े का प्रयोग	
11.	बड़े वृत का प्रयोग :	4
11.1	आरंभिक वृत स्व	
11.2	माध्यमिक एवं अंतिम बड़े वृत के प्रयोग	
12.	चाप लगाने के नियम	4
12.1	'स्त', 'स्थ' या ष्ट काचाप	
12.2	दार, धार या त्र काचाप	
13.	13.1 म्प या म्ब का प्रयोग	3
13.2	लिंग और वचन	
14	व्यंजन रेखाओं पर प्रारंभिक छोटा हुक (अंकुश)	8
14.1	स,स्व, और र,ल के कुछ प्रयोग	
14.2	दायीं-बायीं रेखाओं का प्रयोग	
14.3	र और ल के ऊपर और नीचे लिखे जाने के नियम	
15.	पत्र व्यवहार—अनौपचारिक एवं औपचारिक पत्र ।	6
15.1.	सरकारी पत्र एवं उनके प्रकार ।	
15.2.	निमंत्रण पत्र एवं व्यवसायिक पत्र ।	
15.3.	बधाई पत्र आदि ।	
16.	आधिकारिक पत्राचार का टाइपिंग अभ्यास	9
16.1	साधारण औपचारिक पत्र	
16.2	परिपत्र	
16.3	अर्धसरकारी पत्र	
16.4	ज्ञापन	
16.5	अधिसूचना	
16.6	प्रेसविज्ञप्ति	

- 16.7 कार्यालय आदेश
16.8 समर्थन
16.9 पादलेख

परीक्षा योजना :

1. टंकण :

- 1.1 30 शब्द प्रति मिनट की गति से पैराग्राफ टंकित करना। (10 मिनट)
1.2 कम से कम 150 से 200 शब्द का एक व्यावसायिक/ सरकारी पत्र/अर्द्ध सरकारी/व्यक्तिगत पत्र टंकित करना। (15 मिनट)
1.3 साधारण सारणीयन। (15 मिनट)
1.4 पाण्डुलिपि टंकित करना।(10 मिनट)

2. आशुलिपि:

- 2.1 50 शब्द प्रति मिनट की गति से 5 मिनट तक का एक पैराग्राफ जोकि पाठ्यक्रम पर आधारित हो जो आशुलेखन में लिखना तथा उसका पूर्ण लेखन कर प्रिन्ट आउट लेना। (25 मिनट)
2.2 150 शब्दों का एक व्यवसायिक व सरकारी पत्र आशुलेखन में लिखकर हिन्दी भाषा में लिपान्तरण करना।(25 मिनट)

संदर्भित पुस्तकें :

- | | |
|---------------------------------------|-------------------|
| 1. हिन्दीटाइपराइटिंग | दृ आर. सीभाटिया |
| 2. टंकण गति अभ्यास. | ओंकारनाथ |
| 3. हिन्दीसंकेतलिपि, ऋषिप्रणाली, | गयाप्रसादअग्रवाल |
| 4. विशिष्ट गति लेखन निर्देशिका | डॉ. जी. डी. विश्व |
| 5. 2000 सरल वाक्यांश एवं गति अभ्यास | |
| 6. शब्द चिन्ह कोष एवं गति लेखन अभ्यास | |

ENGLISH SHORTHAND & TYPING-I LAB

Course Code	MO-3007
Course Title	ENGLISH SHORTHAND & TYPING – I LAB
Number of Credits	3(L-0, T-0, P-6)
Prerequisites	None

COURSE OBJECTIVES

The objective of this subject is to introduce the students with the typing on computers. After the completion of this course the students should not only be conversant with typing with accuracy but also achieve a certain speed with their comfort level. With this, student will be given introductory knowledge of Shorthand also.

COURSE OUTCOMES

On completion of this subject, student will be able to

- Describe keyboard
- Identify introductory knowledge on keyboard mastery
- Explain typing and formatting of paragraphs, letters and tables
- Explain proof-reading
- Describerules of basics of shorthand and contains some advance techniques also

PRACTICALS

	P
1. Typing practice of keyboard	4
1.1 Practice of calculating speed and counting Errors	
1.2 Practising Special Symbols/Signs	
1.3 Speed Typing Exercises (with counted strokes/words)	
2 Letter typing/ Drafting Exercises with different types of letters	4
3. Tabular Statements & Display Typing	4
4. Typing Corrected Proofs & Manuscripts .	4
5. Alternative Signs For r And h	4
5.1 Practice of Exercises	
6. Upward and Downward Forms of R and Sh:	4
6.1 Practice of Exercises	
7. Alternative Forms of Semi-Vowels W and Y :	4
7.1 Semi-circle or abbreviated W.	
7.2 Semi-circle of Y or Diaphone U.	
7.3 Practice of Exercises	

- | | | |
|------------|---|----------|
| 8. | Alternative Forms of Aspirate H : | 4 |
| | 8.1 Downward h stroke. | |
| | 8.2 Tick and dot h. | |
| | 8.3 Practice of Exercises | |
| 9. | Phraseography (Joining of Words) : | 2 |
| | 9.1 Formation of important phrases from short-forms and strokes | |
| | 9.2 Tick form of <i>The</i> | |
| | 9.3 Practice of Exercises | |
| 10. | The Circle : | 6 |
| | 10.1 Small circle of S & Z. | |
| | 10.2 Circle and the stroke. | |
| | 10.3 Circle S with stroke H. | |
| | 10.4 Stroke L and circle S. | |
| | 10.5 Practice of Exercises | |
| 11. | Large Circle : | 4 |
| | 11.1 Large initial circle SW. | |
| | 11.2 Use of large/big circle medially and finally. | |
| | 11.3 Circle and vowel places. | |
| | 11.4 Practice of Exercises | |
| 12. | The Loops : | 4 |
| | 12.1 Small loops of ST/SD. | |
| | 12.2 Large Loop of STR. | |
| | 12.3 Practice of Exercises | |
| 13. | Initial Small Hooks : | 6 |
| | 13.1 R & L hooks | |
| | 13.2 Shr&shl hooked strokes. | |
| | 13.3 Vowel and double consonants. | |
| | 13.4 Practice of Exercises | |
| 14. | Alternative Forms of Curved Hooked Strokes : | 4 |
| | 14.1 Left & right curves of f/v/th/TH. | |
| | 14.2 Upward SH with hooked strokes. | |
| | 14.3 Intervening vowels. | |
| | 14.4 Practice of Exercises | |
| 15. | Circles or Loops preceding Initial Hooks | |
| | 15.1 Practice of Exercises | |
| 16. | Compound Consonants : | 5 |
| | 16.1 Initial large hooks of WH, WHL, KY, GY, | |

KW/GW, MP/MB strokes.
16.2 Practice of Exercises

17. Typing Practice of Personal & Business Correspondence:4

- 17.1 Formal & Informal Letters.
- 17.2 Personal Correspondence.
- 17.3 Business Correspondence.
- 17.4 Public Notice – Tender, Advertisements etc.

18. Typing practice of Official Correspondence: 3

- 18.1 Simple Official Letters
- 18.2 Circulars
- 18.3 Demi Official
- 18.4 Memorandum
- 18.5 Notification.
- 18.6 Press Release
- 18.7 Office Order
- 18.8 Endorsement.
- 18.9 Footnote.

Practical Examination Scheme:

Typing:

- (a) Typing Speed Test@ 25 WPM for 10 Minutes.
- (b) Typing of Business / Govt. Letters not less than 150-200 words in 15 minutes.
- (c) Typing of Simple tabulation in 15 minutes.
- (d) Correct typing of a manuscript (correction drafts by using proof correction sign) in 10 minutes.

Shorthand:

- (a) Dictation of passage @50 WPM for 5 minutes and Transcription in language in 25 minutes.
- (b) Dictation of Business/Govt.letters @50 wpm 150 words and Transcription of the same in language in 25 minutes.

REFERENCE BOOKS

- 1. Pitman shorthand Instructor and Key
- 2. Typewriting (Theory & Practice) R.C. Bhatia
- 3. Shorthand Dictation & Correspondence Dr.G.D.Bist

INFORMATION TECHNOLOGY LAB

Course Code	MO 3008
Course Title	Information Technology Lab
Number of Credits	1 (L-0, T-0, P-2)
Prerequisites	None

COURSE LEARNING OBJECTIVES:

- To give the knowledge about various aspects of Information technology, role of IT in office work.
- Students will learn about the freeware tools, Ubuntu OS, security threats for data and methods for threat resolutions.

COURSE OUTCOMES:

At the end of course / subject students will be able to:

- Understand the role and importance of Linux based OS i.e. Ubuntu.
- Student will be able to install and use software's on Ubuntu Linux / Ubuntu based Servers.
- Utilize the existing IT infrastructure to generate awareness and interest in company products among the customers.
- Learn about the various security threats for data & computer security.
- Students will be able to configure system / computer / phone for data safety and secure web browsing.

List of Practicals

1. Study the basic of UNIX operating system (kernel,shell), features of UNIX and UNIX based operating system. **4**
2. Practice of following on computer **4**
 - a. Install a virtual machine on Window OS which support Ubuntu Linux O.S. (any freeware virtual machine like VMware workstation , Virtual box , or any other)
 - b. Install recent version of Ubuntu OS (G.U.I. mode only) on newly installed and configured virtual machine
3. Practice of Installing software on Ubuntu **3**
 - a. Install freeware image editing tool " GIMP" on Ubuntu in GUI mode (using software centre / package manager / etc)
 - b. Try to install any software using command line tool
 - i. Use and explain the "sudo", "apt-get update", "apt-get install ", etc. Commands purpose and syntax.
4. Practice of following commands on Ubuntu **3**
 - a. File & directory management related commands
 - b. Process management
 - c. Software installation related commands

5. Study the various types of malware programs and Use any free anti-virus / antimalware program to identify quarantine and remove the malware program from system (full system scan, removable media, selected file / directory scan). **3**
6. Study about data privacy issues and perform following operation on any OS (windows / Ubuntu) **3**
 - a. User Account – Creation, Assign Role / power, delete account.
 - b. Web browser settings – History , cookies , auto save password , form fill , do not track request
7. Study the Phishing attacks over email / social media and preventive steps for such attack. **3**
8. Study the Firewalls, purpose and features. Perform the inbound, outbound and connection security rules related settings on windows inbuilt firewall (i.e. – windows defender). **3**

Book references:

1. Unix Concepts and Applications , Sumitabha Das , McGraw-Hill Education
2. UNIX & Shell Programming, B.M. Harwani, Oxford University Press.
3. CRYPTOGRAPHY AND NETWORK SECURITY, Atul Kahate , McGraw Hill India

ENVIRONMENTAL STUDIES-I LAB

Course Code	BC-3009 (Common in All Branches of Non Engineering)
Course Title	ENVIRONMENTAL STUDIES-I LAB
Number of Credits	1.0 (L-0, T-0, P-2)
Prerequisites	None

Course Objective

Environmental study is a subject as per directions of Supreme Court / Govt. of India. Under Act. 51 A (g) of our constitution it is our fundamental duty to protect our environment.

A diploma holder must have knowledge of different types of pollution so that she may help in balancing the eco system and controlling pollution by pollution control measures. She should also be aware of environmental laws related to the control of pollution.

Course Outcomes

After completing the course the Learner will

- Understand the extent of Air pollution in their city.
- Understand the extent of Water pollution in their city.
- Know about the Ph value of water , hardness and TDS of water, their importance method of determination .
- Have knowledge of solid waste management of their city

PRACTICALS

1. Visit to the important circles and measurement of Air Quality Index
2. Determination of Ph Value of tap Water
3. Determination of Hardness of tap Water by EDTA Method
4. Determination of TDS of tap Water
5. Visiting the local agency to Prepre the report of solid waste management of the city .
6. Plantation

COMMUNICATIVE ENGLISH –I LAB

Course Code	MO -3010
Course Title	Communicative English – I Lab
Number of Credits	1 (L-0, T-0, P-2)
Prerequisites	None

COURSE OBJECTIVES

Communication skills play an important role in career development. This lab course aims at actively involving students in various activities to improve their communication skills with an emphasis on developing personality of the students. Thus, the objectives of this course are:

1. To develop listening skills for enhancing communication.
2. To develop speaking skills with a focus on correct pronunciation and fluency.
3. To introduce the need for personality development- focus will be on developing certain qualities which will aid students in handling personal and career challenges, leadership skills etc. for that purpose group discussion, extempore and other activities should be conducted during lab classes.

COURSE OUTCOMES

At the end of this course the students will be able

1. To communicate effectively with an increase in their confidence to read, write and speak English fluently.
2. They will also demonstrate a significant increase in word power.
3. The variety of exercises and activities that will be conducted in the Language Lab will develop their skills needed to participate in a conversation like listening carefully and respectfully to others' viewpoints; articulating their own ideas and questions clearly and over all students will be able to prepare, organize, and deliver an engaging oral presentation.
4. They will also develop non-verbal communication such as proper use of body language and gestures.

COURSE CONTENTS

	P
1. BUILDING VOCABULARY	7
1.1 Word-formation	
1.2 Phrasal Verbs, Foreign Phrases, Idioms and Phrases	
1.3 Word Games such as crosswords, scrabble, quiz, spell-it etc. (to enhance self-expression and vocabulary of participants)	
2. SELF INTRODUCTION	7
3. CREATIVE WRITING	6
3.1 Story writing with the help of given words	
3.2 Imaginative description of given pictures	
4. ORAL PRESENTATION / EXTEMPORE	6

RECOMMENDED READING

1. Kulbhushan Kumar, Effective Communication Skills, Khanna Publishing House, New Delhi (Revised Ed. 2018)
2. Lindley Murray. An English Grammar: Comprehending Principles and Rules. London: Wilson and Sons, 1908.
3. Margaret M. Maisson. Examine your English. Orient Longman: New Delhi, 1964.
4. Pfeiffer, William Sanborn and T.V.S Padmaja. Technical Communication: A Practical Approach. 6th ed. Delhi: Pearson, 2007

BUSINESS CORESPONDENCE –I LAB

Course Code	MO 3011
Course Title	BUSINESS CORESPONDENCE – I LAB
Number of Credits	1 (L-0,T-0,P-2)
Prerequisites	None

COURSE OBJECTIVES

As the external environment has become more dynamic and turbulent, regular exchange of information with outside agencies and individual becomes essential. The diploma holder of this course has to work as private secretary to the executive and an office executive in an organization. To handle jobs, knowledge of correspondence is must. In fact he/she has to acquire the skill of effective correspondence as he/she has to control the office and has to provide help to his/ her executive.

COURSE OUTCOMES

On completion of the course on business correspondence, student will be able to

1. To provide introductory knowledge of business letter
2. Explain the importance of business correspondence.
3. Describe layout of a business letter.
4. State quotation, tenders, etc.
5. To draft different types of business letters e:g
 - i. Enquiry letter
 - ii. Order letters

PRACTICALS

The students will draft letters in their practical classes on different topic :

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1. Styles of Presentation
- 2 . Enquiry letters
- 3 .Quotations
4. How to design Catalogue
- 5 . Replies to Enquiry Letter
6. Placing of an Order
7. Execution of an Order
- 8.. Defective Order
9. Acceptance and Refusal of an Order
10. Cancellation of an Order.
11. Substitute Offer

ORGANISATIONAL BEHAVIOUR -LAB

Course Code	MO-3012
Course Title	Organisational Behaviour-Lab
Number of Credits	1.0(L-0,T-0,P-2)
Prerequisites	None

COURSE OBJECTIVES

This course is designed to give a comprehensive coverage at an introductory level to the subject of organizational Behaviour, which is ultimately needed for Organisational growth and success.

COURSE OUTCOMES

By the end of the course,

1. It will develop leadership skills and personality of the students.
2. Motivation and enthusiasm for excelling in jobs will be aroused.
3. The students will develop sensitivity to their own strengths and weaknesses.
4. They will also experience and gain insight into the process of self development, team building and utilizing individual strengths through improved human relations.

PRACTICALS**P**

1.	Case Studies Relating to Topics of Syllabus.	10
2.	Role Play Exercises.	10
3.	Exercises Related to Personality, Self Diagnosis, etc.	9
4.	Group Discussion on emerging trends in Management	10

REFERENCE BOOKS:

1	OrganisationalBehaviour	Stephen Robbins
2.	OrganisationalBehaviour	Fred Luthans
3.	OrganisationalBehaviour	JitChandan
4.	OrganisationalBehaviour	Rao &Naraynan
5.	OrganisationalBehaviour Chouhan (RBD Pub.)	Anil Mehta, Bhumija
6.	OrganisationalBehaviour	L.M. Prasad
7.	PrabandhkeSidhanthevamvyavhar	Prof. G.C. Surana, Dr. Arun Sharma

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