

FORM NO. A - 3

[Sub Section 69 (2) of motor Vehicle Act, 1939 and Rule 4-4
(1-8) of The Motor Vehicle rule 40]

Form of Medical Certificate being competent of undertaken First Aid (works)

(To be granted by the Medical Officer, and Govt. Institute of India)

Certified that Shri Palak

s/o Sh. Prern Lal aged 19 yrs

years resident of (Full address) ... Vill: Seola P.O. Takhale

Teh: Jadar Distt Bilaspur is qualified to use the First Aid Box.

He received training for fifteen days in this institution.

Place ... Markand Civil Hospital

Dated .. 31-08-24

Signature and designation of the
Medical Officer seal

Distt. Bilaspur (H.P.)

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Chetana Press, Bilaspur







यह महाविद्यालय आपका जन्म है,
कृपया अपनाई का ध्यान रखें।

1807/11
यह महाविद्यालय के माध्यम से आपका जन्म है, कृपया अपनाई का ध्यान रखें।



Effective communication skills

Outline of Syllabus & Examination Specifications	
English — (HPU) V Semester (Paper Code – ENGL502) DSE-1A	
SYLLABUS	
<p>(A) Teamwork Teamwork involves building relationships and working with other people using a number of important skills and habits :</p> <ul style="list-style-type: none"> Working cooperatively Contributing to groups with ideas, suggestions and effort Communication (both giving and receiving) Sense of responsibility Healthy respect for different opinions, customs and individual preferences Ability to participate in group decision-making <p>(B) Emotional Intelligence Characteristics of Emotional Intelligence :</p> <ul style="list-style-type: none"> Self-awareness Self-regulation Motivation Empathy Social skills Observe how you react to people Look at your work environment Do a self-evaluation Examine how you react to stressful situations Take responsibility for your actions Examine how your actions affect others <p>(C) Adaptability</p> <ul style="list-style-type: none"> See the big picture Don't be afraid to improvise Question the status quo 	<ul style="list-style-type: none"> There's no 'I' in adaptability Change your routines <p>(D) Leadership</p> <ul style="list-style-type: none"> Strong communication skills Ability to influence Humility <p>(E) Problem-solving Four basic steps in solving a problem :</p> <ul style="list-style-type: none"> Defining the problem Generating alternatives Evaluating and selecting alternatives Implementing solutions <p>(F) Reading Visual Texts</p> <ul style="list-style-type: none"> Graphics / Cartoons : Reading and Analysis (with Special Reference to India) Understanding / Interpreting Indian Films
EXAMINATION SPECIFICATIONS	
Internal Assessment	30 marks
Attendance	5 Marks
Assignment / Presentation	10 Marks
Mid-term Test	15 Marks
<p>Note : 1. For ICDEOL students, there will be no Internal Assessment and End-semester Examination (ESE) will be of 100 marks. 2. Marks given in brackets are meant for ICDEOL students.</p>	
End-term Examination	70 marks
<i>Time Allowed : 3 Hours</i>	
<p>1. Ten Very Short Answer Questions (10-20 words) out of the given fifteen are to be attempted. 1×10=10 (1×10=10)</p> <p>2. Six Short Answer Questions (100-150 words) to be attempted out of the given twelve questions (2 from each Unit). 5×6=30 (8×6=48)</p> <p>3. Three Long Answer Questions (300-350 words) to be attempted out of the given six questions (1 from each Unit). 10×3=30 (14×3=42)</p>	

Outline of Syllabus & Pattern of Testing

English — (HPU) B.A. Part-III (Paper Code – ENG DSE 304)
(DSE-1B)

SYLLABUS

1. Types of Academic Writing
 - Descriptive
 - Analytical
 - Persuasive
 - Critical
2. Features and Conventions of Academic Writing
 - Clear, Concise, Objective, Accurate Writing
 - Grammar : Subject-Verb Agreement, Punctuation, Use of Apostrophe, Common Abbreviations
 - Common Errors : Colloquialisms, Jargon, Cliches, Contraction, Repetition, Emotive Language, Spelling and Grammatical Errors
3. Process of Academic Writing
 - Pre-Drafting — Research and Brainstorm
 - Drafting — Headings, Sub-Headings and Development of the Idea
 - Revising — Making Changes; Correcting and Rewriting
 - Editing — Removing Errors, Proofreading, Polishing
4. Critical Thinking
 - Analysis
 - Evaluation
 - Synthesis
5. Paragraph Writing :
 - Topic Sentence, Elaborative Sentences — Supporting / Explaining / Describing / Discussing / Concluding Sentence, Transitional Words and Phrases

HIMACHAL PRADESH UNIVERSITY, SHIMLA

AEEC/SEC-3 : Business Communication (For B.A. 3rd Year)

Time : 3 hrs

Max. Marks : 80

UNIT-I INTRODUCING BUSINESS COMMUNICATION:

- Basic Forms of Communication
- Communication Models of Processes: Linear, Transitional and Interactive
- Effective communication
- Principles of Effective Communication

UNIT-II CORPORATE COMMUNICATION:

- Formal and Informal Communication: Grapevine
- Barriers and gateways to Communication
- Practices in Business Communication
 - ◆ Group Discussion
 - ◆ Mock Interview
 - ◆ Seminars
 - ◆ Individual and Group Presentations

UNIT-III WRITING SKILLS AND MODERN COMMUNICATION:

- Business Letters and Memo Format
- Good News and Bad News Letters
- Sales Letters
- Selection Letters
- Fax, E-mail-Formal and Informal
- Video Conferencing

UNIT-IV NON-VERBAL ASPECTS OF COMMUNICATION

- Body Language
 - ◆ Kinesics or Body Movements
- Proxemics
- Para Language

CLASSROOM ACTIVITY:

- Office Etiquette-Personal Appearance, Grooming, Professional Appearance, Manners, Pleasantness, Punctuality, Listening, Preparation, Respect/Courtesy, Work Culture
- Business Dining-Table Manners and Conventions
- Managing Customer Care-Customer is King, Prompt Service, Courtesy
- Making a PowerPoint Presentation