

GANPAT UNIVERSITY									
FACULTY OF ENGINEERING & TECHNOLOGY									
Programme		Bachelor of Technology			Branch/Spec.		ALL		
Semester		I			Version		2.0.0.0		
Effective from Academic Year			2018-19		Effective for the batch Admitted in			July 2018	
Subject code		2BS101		Subject Name		Mathematics-I			
Teaching scheme					Examination scheme (Marks)				
(Per week)	Lecture(DT)		Practical(Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	03	01	--	--	04	Theory	40	60	100
Hours	03	01	--	--	04	Practical	--	--	--
Pre-requisites:									
Basic knowledge of Differentiation and Integration									
Learning Outcome:									
After successful completion of the course, student will be able to									
<ul style="list-style-type: none"> Understand mathematical basic preliminaries. Express physical phenomenon in mathematical formulation. Apply Differential & Integral Calculus in formal representation of various computing constructs. Recognize the importance of mathematics for analysis in engineering problems. 									
Theory syllabus									
Unit	Content								Hrs
1.	Differential Calculus : Review of the prerequisites such as limits of sequences and functions, continuity, uniform continuity and differentiability. Successive differentiation, Leibniz's theorem (without proof), Taylor's & Maclaurin's expansions of single variable, Rolle's theorem, Mean value theorems, Indeterminate forms.								12
2.	Partial differentiation and its applications : Partial and total differential coefficient, Euler's theorem, Transformations, Geometrical interpretation of partial derivatives, Tangent plane and Normal line, Jacobians, Taylor's expansion for two variables, Errors and approximations, Maxima and Minima of functions of two variables ,Lagrange method of undetermined multipliers to determine stationary values.								11
3.	Integral Calculus : Reduction Formulae: Reduction formulae of the type $\int \sin^n x dx$, $\int \cos^n x dx$, $\int \sin^m x \cos^n x dx$, $\int \tan^n x dx$ and $\int \cot^n x dx$. Beta & Gamma function, Error function, Elliptic integrals. Application of integration- Length of a curve, Area of a bounded region, volume & surface area of a solid of revolution for Cartesian, parametric & polar form.								12
4.	Multiple integrals : Double integral, change of order of integration, transformation of variables by Jacobian only for double integration, change into polar co-ordinates in double integrals only, Triple integral, Application of multiple integration to find areas, volumes, C.G., M.I. and mean values.								11
								TOTAL	46
Practical content									
Text Books									
1.	B.S. Grewal, Higher Engineering Mathematics, Khanna Publishers, 35th Edition, 2000.								
2.	G.B. Thomas and R.L. Finney, Calculus and Analytic geometry, 9th Edition, Pearson, Reprint, 2002.								
Reference Books									
1.	Veerarajan T., Engineering Mathematics for first year, Tata McGraw-Hill, New Delhi, 2008.								
2.	Ramana B.V., Higher Engineering Mathematics, Tata McGraw Hill New Delhi, 11thReprint, 2010.								
3.	N.P. Bali and Manish Goyal, A text book of Engineering Mathematics, Laxmi Publications, Reprint, 2010.								

GANPAT UNIVERSITY									
FACULTY OF ENGINEERING AND TECHNOLOGY									
Programme		Bachelor of Technology			Branch/Spec		ALL		
Semester		I / II			Version		2.0.0.0		
Effective from Academic Year			2018-19		Effective for the batch Admitted in			July 2018	
Subject code		2BS103	Subject Name		Physics				
Teaching scheme					Examination scheme (Marks)				
(Per week)	Lecture (DT)		Practical (Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	2	--	1	--	3	Theory	40	60	100
Hours	2	--	2	--	4	Practical	30	20	50
Pre-requisites: --									
Learning Outcome:									
After successful completion of course, students will be able to:									
<ul style="list-style-type: none"> • understand necessary parameters of different materials in different domains. • demonstrate the behavior of material in different fields based on their properties. • enrich their experimental knowledge. • enhance practical capability and skills for modules using different materials and selection of material for system designs. 									
Theory syllabus									
Unit	Content								Hrs
1.	Thermal Physics Introduction, thermometry, resistance thermometer, thermoelectric conduction, convection, radiation, thermal conductivity of material.								3
2.	Optics Introduction, different theories based on the properties of light, reflection, refraction, classification of fibers, absorption, dispersion, Lasers and LED, its operation and applications.								8
3.	Acoustics Introduction, parameters associated with sound wave, doppler effect, ultrasonic and its applications								4
4.	Magnetics Magnetic moment, Magnetic dipole, Magnetic Filed strength, Magnetic flux density, Intensity of magnetization, Magnetic dipole moment, Magnetic field Intensity, magnetic permeability, magnetic susceptibility, Bohr magnetron, classification of magnetic materials, , hysteresis, Skin effect, application of magnetic materials.								4
5.	Semiconductor Physics Conductors, Insulator, semiconductors, silicon crystals, intrinsic semiconductor, doping, type of semiconductor, biasing, breakdown, energy level and hill, barrier potential.								6
6.	Modern Physics Introduction to nucleus, application of plasma physics, superconductive materials Nanomaterials, Bio-materials, X-rays.								5
Practical content									
Practicals are based on above contents.									

Text Books	
1	“Engineering Physics” by V Rajendran (Tata McGraw Hill Education).
2	“Modern Engineering Physics” by Vasudeva (S. Chand Publication).
3	“Electronic Principles” by A. P. Malvino (Tata McGraw Hill Education).
Reference Books	
1	“Engineering Physics” John Wiley & Sons.
2	“Engineering Physics” by Naidu (Pearson Education India Publication).
3	“A Text Book of Engineering Physics” by M. N. Avadhunuly, P.G. Kshirsagar (S. Chand Publication).
4	Moocs : 1. http://nptel.ac.in/courses/122107035/1 2. http://nptel.ac.in/courses/122107035/8

GANPAT UNIVERSITY									
FACULTY OF ENGINEERING & TECHNOLOGY									
Programme	Bachelor of Technology				Branch/Spec.	ALL			
Semester	I				Version	2.0.0.0			
Effective from Academic Year	2018-19				Effective from the batch Admitted in	July 2018			
Subject code	2ES101		Subject Name		Engineering Graphics				
Teaching scheme					Examination scheme (Marks)				
(Per week)	Lecture(DT)		Practical(Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	3	0	1	0	4	Theory	40	60	100
Hours	3	0	2	0	5	Practical	30	20	50
Pre-requisites:									
Learning Outcome:									
After learning this course, student should be able to:									
<ul style="list-style-type: none"> • To know and understand the conventions and the method of engineering drawing. • Interpret engineering drawings using fundamental technical mathematics. • Construct basic and intermediate geometry. • To improve their visualization skills so that they can apply these skill in developing new products. • To improve their technical communication skill in the form of communicative drawings. • Comprehend the theory of projection. 									
Theory syllabus									
Unit	Content								Hrs
1	Introduction: Importance of Engineering Drawing, Engineering Drawing, Instruments and uses, B.I.S and I.S.O. Conventions for drawings, Use of plane scales and Representative Fraction								3
2	Loci of Point: Path of the points moving on simple arrangements and simple Mechanism, Slider Crank Mechanism, Four bar Chain Mechanism etc.								4
3	Engineering Curves: Classification of Engineering Curves, Construction of Conics curves, Cycloidal Curves, Involute and Spirals along with normal and tangent to each curve								8
4	Projection of Points and Straight Lines: Introduction to principal planes of projections, Notation System- Points in First, Second, Third and Fourth quadrants, Projections of line Parallel to Two and Perpendicular to one of the principal planes, Line parallel to one and inclined to two principal planes, Line inclined to all the three principal planes, True length of the line and its inclination with the reference planes.								5
5	Projection of Planes: Concept of different planes, Projections of planes with its inclination to one principal plane and with two principal planes. Concept of auxiliary plane method for projections of the plane.								4
6	Projection of Solids and Sections of Solids: Classifications of Solids, Projections of right and regular solids with their axis Parallel to Two and Perpendicular to one of the principal planes, axis parallel to one and inclined to two principal planes, axis inclined to all the three principal planes. Section of solids and the true shape of the section.								6

7	Development of surfaces: Methods of development of lateral surface of right solids, Parallel line development, Radial line development.	4
8	Interpenetration of Solid: Line of interaction, line/generator method and section plane method, intersection of two prisms, two cylinder, interaction of cone and cylinder.	3
9	Orthographic Projections & Sectional Orthographic Projections: Principle of projection, Principal planes of projection, Projections from the pictorial view of the object on the principal planes for View from Front View from Top View from Side using first angle projection method and third angle projection method, Full Sectional View.	4
10	Isometric Projections and Isometric View or Drawing: Isometric Scale, Conversion of orthographic views into isometric projection, isometric view or drawing.	4
Practical content		
Draw Practice sheet. Draw a sheet on Engineering Curves. Draw a sheet on Orthographic Projection. Draw a sheet on Projection of Point and Line. Draw a sheet on Projection of Plane. Draw a sheet on Isometric projection. Draw a sheet on Free hand Sketch. Draw a sheet on Graph and charts.		
Text Books		
1	P. J. Shah "Engineering Graphics" S. Chand & Company Ltd., New Delhi, 2014.	
2	P. S. Gill "Engineering Drawing" S.K.Kataria & sons, Delhi, 13 th Edition 2016	
Reference Books		
1	Arunoday Kumar "Engineering Graphics – I and II", Tech – Max Publication, Pune, 3 rd Edition 2010.	
2	N. D. Bhatt "Elementary Engineering Drawing", Charotar Publishing House, Anand, 2013.	
3	R. K. Dhawan "Engineering Drawing", S.Chand & Company Ltd., New Delhi, 1997.	
4	K. Venugopal "Engineering Drawing and Graphics", New Age International Publication, 5 th Edition	
5	T. Jeyapoovan "Engineering Drawing & Graphics using Auto CAD 2000", Vikas Publishing House Pvt. Ltd., New Delhi, 5 th Edition 2011.	
6	D. A. Jolhe "Engineering Drawing with an Introduction to AutoCAD", Tata McGraw-Hill Publishing Co. Ltd., New Delhi, 2007.	
ICT/MOOCs references		
1	https://www.youtube.com/watch?v=n5Ba6OtDpTU (Introduction of Engineering Graphics)	
2	https://www.youtube.com/watch?v=VjvAGUkK8Nw (Loci of Point)	
3	https://www.youtube.com/watch?v=pr68iKcJy3g&list=PL0onWcajDQkzkvJXJQbyNxZwyOC15-vn0 (Engineering Carves)	
4	https://www.youtube.com/watch?v=L0bkxR11joI (Projection of Points and Straight line)	
5	https://www.youtube.com/watch?v=7-zq81tDwmM&index=2&list=PLIhUrsYr8yHx7TVB51jN3HZVyW3R6RiBg&pbjreload=10 (Projection of Planes)	
6	https://www.youtube.com/watch?v=9hD7q2CqAOA (Section of Solid)	
7	https://www.youtube.com/watch?v=zIblZ7dt3Dk (Development of Surface)	
8	https://www.youtube.com/watch?v=9UMxr7BT8CE (Interpenetration of Solid)	
9	https://www.youtube.com/watch?v=f1Hdtf_iAwk (Orthographic Projection Problem)	
10	https://www.youtube.com/watch?v=sSuyM60s7eA (Isometric view)	

GANPAT UNIVERSITY									
FACULTY OF ENGINEERING & TECHNOLOGY									
Programme	Bachelor of Technology				Branch/Spec.	ALL			
Semester	I / II				Version	2.0.0.0			
Effective from Academic Year	2018-2019				Effective for the batch Admitted in	July 2018			
Subject code	2ES102	Subject Name			Workshop Manufacturing Practice				
Teaching scheme					Examination scheme (Marks)				
(Per week)	Lecture(DT)		Practical(Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	0	0	2	0	2	Theory	0	0	0
Hours	0	0	4	0	4	Practical	30	20	50
Pre-requisites:									
-									
Learning Outcome:									
<p>On successful completion of the subject, students should be able to</p> <ul style="list-style-type: none"> ▪ To acquire measuring skills. ▪ To acquire practical skills in the trades. ▪ To provides the knowledge of job materials in various shops. ▪ To provides the knowledge of core technical subjects for making and working of any type of project. ▪ Students will be able to analyze the material on the basis of their properties and thus assigning different weight age to their use for technical purposes. ▪ Understand modern manufacturing operations, including their capabilities, limitations, and how to design economically. ▪ Gain insight into how designers influence manufacturing schedule and cost, and cost of different components. ▪ Learn how to analyze products and be able to improve their manufacturability and make the cost effectively. ▪ The students will be able to assess the working conditions of any machining process and thus calculating the actual forces involved. ▪ Students are expected to learn the physical recognition of different electrical & Electronics Components like Resistances, Inductances, Capacitances, diodes, transistors and their ratings. ▪ Students are expected to connect electric circuits, and be able to use electric instruments to perform experiments ▪ Students are expected to be able to check ratings of commonly used house hold electrical Appliances. ▪ Students are expected to be able to understand the different wiring schemes used around them likein their homes, shops, college, etc. ▪ Students are expected to recognize the importance of safety while dealing with electrical Equipments. ▪ Students are expected to be able to identify and solve the small problems occurring in their householddevices like fan, iron, washing machine, electric kettle, mixer, etc. 									

<ul style="list-style-type: none"> Students are expected to be able to calculate their energy bill and apply some energy conservation to reduce it. 		
Theory syllabus		
Unit	Content	Hrs
Topics (A) Mechanical		
1	Instruction and Demonstration: Instruction should be given for each of following shops which include importance of the shop in engineering, new materials available, use of each tool / equipment, methods of processing any special machines, power required etc.	02
2	Carpentry Shop: Study of tools & operations and carpentry joints, Simple exercise using jack plane, Simple exercise on woodworking lathe.	04
3	Fitting Shop: Study of tools & operations, Simple exercises involving fitting work, Make perfect male-female joint, Simple exercises involving drilling/tapping/dieing.	04
4	Smithy Shop: Study of tools & operations, Simple exercises base on smithy operations such as upsetting, drawing down, punching, bending, fullering & swaging.	04
5	Plumbing Shop: Study of Tools and Operations, Simple exercises of piping.	04
6	Welding Shop: Study of tools & operations of Gas welding & Arc welding, Simple butt and Lap welded joints, Oxy-acetylene flame cutting.	02
7	Sheet-metal Shop: Study of tools & operations, making sheet metal component using 'soldering'. Ex: Funnel, tool-box, tray, electric panel box etc.	04
8	Machine Shop: Study of machine tools and operations, Demonstrations of basic machine tools like Lathe, Shaper, drilling machine with basic operations etc.	02
9	Foundry Shop: Study of tools & operations like Pattern making, Mould making with the use of a core. Various Casting processes	04
Topics (B) Electrical		
10	Identification of electrical and electronics components: Resistors, Capacitors, Inductors, Diodes, Transistors.	04
11	Domestic and Industrial Electrical wiring: Wiring of different lamp control, Staircase circuits, Cleat wiring and conduit wiring, Working of fluorescent tube light, Compact Fluorescent Light, Electronic Ballast, Connection of table fan and ceiling fan with regulators.	06
12	Operation of Protective & Safety devices: Fuse, MCB, ELCB, Relay	04
13	Troubleshooting of domestic devices: Dismantling, Repairing, Assembling and testing of domestic appliance like electric iron, Room heater, Electric toaster, Water heater, Electric kettle, Electric oven, Ceiling fan, Table Fan, Regulators, Alarm bell.	04
14	Electrical Energy meter: 1- Φ & 3- Φ Energy meter, Measurement & Calculation of Electrical Energy, Calibration of Energy Meter	04
15	Motor: Demo model of Motor Principle, Assembly & Disassembly of different motors, Basic Troubleshooting of different motors, Voltage, Current, Power & Speed measurement	02

	of various motors	
16	Earthing: Measurement of Earth resistance, Earthing methods, Domestic Earthing.	04
17	Batteries & Cells: Types of Cells, Charging & Discharging Phenomena of Batteries, Applications of various batteries	02
Practical content		
Practicals, assignments and tutorials are based on above syllabus.		
Text Books		
1.	Work shop technology by Hajra Chaudhary	
2.	Elements of Mechanical Engineering by Hajra Chaudhary	
Reference Books		
1.	Elements of Mechanical Engineering by Mathur & Mehta.	
2.	Work shop technology by Chapman 5. Electronics principle by A. Malvino	
3.	S. L. Uppal , “ Electrical wiring, estimating and costing “, Khanna Publication	
4.	K. B. Bhatia, “ Fundamentals of Maintenance of Electrical Equipments”, Khanna Publication	
5.	Dr N. K. Jain, “ A Text Book of Practicals in Electrical Engineering “, Dhanpat Rai Publishing Company	
ICT/MOOCs references		
1	https://www.youtube.com/watch?v=A9m_3onoVV8 (Instruction and Demonstration)	
2	https://www.youtube.com/watch?v=uBeBilcSioo (Carpentry Shop)	
3	https://www.youtube.com/watch?v=KgQyuCrOKoU (Fitting shop)	
4	https://www.youtube.com/watch?v=c-FN4M77qyA (Smithy shop)	
5	https://www.youtube.com/watch?v=STWhYHhfYNo (Plumbing Shop)	
6	https://www.youtube.com/watch?v=GweENcDLvIE (Welding Shop)	
7	https://www.youtube.com/watch?v=BVev9ZYL8-k (Sheet-metal Shop)	
8	https://www.youtube.com/watch?v=xMPYLUoGqLY (Machine shop)	
9	https://www.youtube.com/watch?v=HzBK98PP1sc (Foundry Shop)	
10	https://www.youtube.com/watch?v=6Maq5IyHSuc (Identification of electrical and electronics components)	
11	https://www.youtube.com/watch?v=6UTOTgbJ_8E (Identification of electrical and electronics components)	
12	https://www.youtube.com/watch?v=hKtedrJKyQs (Domestic and Industrial Electrical wiring)	
13	https://www.youtube.com/watch?v=OSwgfU9q_0 (Operation of Protective & Safety devices) https://www.youtube.com/watch?v=otV15U_bbM0 (Operation of Protective & Safety devices)	
14	https://www.youtube.com/watch?v=gaRyNiPn26o (Troubleshooting of domestic devices)	
15	https://www.youtube.com/watch?v=BRJ9azr61OA (Electrical Energy meter)	
16	https://www.youtube.com/watch?v=zLW_7TPf310 (Earthing)	
17	https://www.youtube.com/watch?v=zJL13I1RVXU (Batteries & Cells)	
18	https://www.youtube.com/watch?v=EfgDShcgKvM (Batteries & Cells)	

GANPAT UNIVERSITY									
FACULTY OF ENGINEERING & TECHNOLOGY									
Programme		Bachelor of Technology			Branch/Spec.		ME/MC/Auto/MR/Civil/EE		
Semester		I / II			Version		2.0.0.0		
Effective from Academic Year			2018-19		Effective for the batch Admitted in			July 2018	
Subject code		2ES106	Subject Name		Elements of Civil Engineering				
Teaching scheme					Examination scheme (Marks)				
(Per week)	Lecture(DT)		Practical(Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	03	00	01	00	04	Theory	40	60	100
Hours	03	00	02	00	05	Practical	30	20	050
Pre-requisites:									

Learning Outcome:									
Upon completion of this course, students will acquire knowledge about the basic areas of civil engineering like water resources engineering, transportation engineering, surveying & levelling, materials used in construction and engineering aspects related to the construction of structures.									
Theory syllabus									
Unit	Content								Hrs
1.	Introduction: Branches & Scope of civil engineering, Various engineering structures, Role of Civil Engineers, Importance of Planning, Scheduling and Construction management.								03
2.	Construction Materials: Introduction, Stones, Bricks, Lime, Cement, Sand, Aggregates, Mortar, Concrete & Timber.								10
3.	Surveying & Levelling Introduction: Purpose, use and principles of surveying, Introduction of Plan, Scale & map, brief history of old surveying techniques, Plane & Geodetic surveying, Classification of survey. Linear Measurements: Instruments used in chaining, Ranging out of Survey lines, Chaining on sloping grounds, Obstacle in chaining. Angular Measurements: Introduction, Prismatic & Surveyors Compass, Types of Bearings and Meridians, Whole Circle Bearing and Reduced Bearings, Fore bearing & Back bearing, Calculation of Angles from bearings and bearings from angle, Included Angles, Magnetic Dip and Declination, Local Attraction, Closing error. Elevation Measurements: Introduction Dumpy Level, Levelling staff, Methods of leveling, Recording and Reducing of levels & numerical based on them, Contour Survey. Modern Tools of Surveying: Introduction to Theodolite, Electronic Distance Measurement Instruments, Total Station, Global Positioning System, Remote Sensing and Geographic Information System								17
4.	Building, Planning & Construction: Principles of planning, Requirements of building, Plan, Elevation & Section, Building Components (Superstructure & Substructure).								06
5.	Water Resources and Hydraulics: Hydrological Cycle, Importance of Hydrology, Classification of Water resources & Requirement of water for various uses, Water conservation management.								05
6.	Transportation Engineering: Role of Transportation in National development, Transportation Ways, Transportation Systems, Traffic control devices, Types of roads, Components of road pavement								05
Practical content									
This shall consist of field and laboratory work based on above content.									
Text Books									
1.	Surveying – I By B. C. Punmia: LaxmiPub.House								
2.	Elements of Civil Engineering Author: Dr. R.K. Jain and Dr. P.P. Lodha Publisher: McGraw Hill Education, India Pvt. Ltd.								

Reference Books	
1.	Building Construction – By B. C. Punmia: LaxmiPub.House
2.	Materials of Construction By D. N. Ghose Publisher: McGraw Hill Education, India Pvt. Ltd
3.	Highway Engineering - Khanna S.K and Justo C.E.G.,Khanna Publishers , Delhi
4.	Hydrology and Water Resources Engineering- By Santosh Kumar Garg, Publisher, Khanna Publishers
5.	Fundamentals of Surveying – By S.K.Roy, PHI Publication
Reference ICT/MOOCs	
1.	http://nptel.ac.in/syllabus/105104101/
2.	http://nptel.ac.in/syllabus/105102088/
3.	http://nptel.ac.in/syllabus/105101087/

GANPAT UNIVERSITY									
FACULTY OF ENGINEERING & TECHNOLOGY									
Programme		Bachelor of Technology			Branch/Spec.		ALL		
Semester		I / II			Version		2.0.0.0		
Effective from Academic Year			2018-19		Effective for the batch Admitted in			July 2018	
Subject code		2HS101	Subject Name		Communication Skills				
Teaching scheme					Examination scheme (Marks)				
(Per week)	Lecture (DT)		Practical (Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	02	00	01	00	03	Theory	40	60	100
Hours	02	00	02	00	04	Practical	30	20	050
Pre-requisites:									
Basic acquaintance with English Language and English Grammar									
Learning Outcome:									
On successful completion of the course, the students will be able to:									
<ul style="list-style-type: none"> • understand the basics of communication and its significance in the career as engineer. • comprehend and express any idea/thought in an effective manner using the four basic communication skills: Listening, Reading, Speaking, Writing (LSRW). • make effective presentation, face job interview and participate in group communication fruitfully. • handle various professional communication situations more impressively and effectively. 									
Theory syllabus									
Unit	Content								Hrs
1.	Basics of Communication Definition, Principles, Process, Functions, Methods and Barriers to communication with remedies								04
2.	Vocabulary and Verbal Ability Parts of Speech, Verb Forms, Collocations, Words often Confused, One Word Substitutes, Word Analogies, Para jumbles, Verbal Ability for competitive exams, Practice Exercises for Vocabulary and Verbal Ability								04
3.	Receptive Language Skills: Listening & Reading Listening Skill: Significance of listening comprehension for engineers, definition, process and pre-requisites of effective listening, hearing vs listening, modes of listening, traits of a sharp listener, Practice of Listening Comprehension Reading Skill: Significance of reading comprehension for engineers, definition, types and purposes of reading, useful strategies for effective reading comprehension, Practice of Reading Comprehension								06
4.	Productive Language Skill - I: Speaking Presentation Skills: Significance of presentation skills for engineers, definition and components, brainstorming and steps to prepare effective presentation, Boredom factors and its avoidance, Practice of Oral Presentation Group Discussion and Debate: Definition and significance of group discussion, pre-requisites, objectives and characteristics of group discussion, group discussion in organization and group discussion as a part of selection process, Practice of Group Discussion Job Interviews: Definition, significance, purpose and types of interviews, types of job interview, stages of job interview, process of job interview, success and failure factors in job interview, Practice through Mock Interview								08
5.	Productive Language Skill - II: Writing Informal vs. formal writing, significance of written communication ability for success in professional career, features of effective written communication (7 Cs), features that make								08

	writing effective (appearance and language) Formal Writing: (A) Official and Business Letters: significance, characteristics, layout, letter to various authorities, making inquiry, inviting quotation, lodging complaint, offering adjustment, sales promotion, Practice of preparing drafts of different types of letters (B) Advertisement and Press Release: significance, types, lay-out, Practice of preparing various drafts of advertisements and press-release (C) Resume: description, layout, dos and don'ts, Practice of Resume writing (D) Notice and e-mail: Significance, Layout, Practice of drafting Notice and e-mails	
Total Hours		30
Practical content		
The Practicals will be in the form of Tutorials which will be designed with explanation and practice exercises.		
Text Books		
1.	Meenaksi Raman & Sangeeta Sharma, Technical Communication: Principles and Practice, Oxford University Press	
Reference Books		
1.	M Ashraf Rizvi, Effective Technical Communication, Tata McGraw-Hill Education	
2.	V. K. Jain & Omprakash Biyani, Business Communication, S. Chand & Company	
3.	Raymond Murphy, Essential English Grammar: A Self-study Reference and Practice Book for Elementary Students of English with Answer, Cambridge University Press	
4.	AndreaJ. Rutherford, Basic Communication Skills for Technology, Pearson Education Asia	
5.	Cambridge 1 to 12, Cambridge University Press	