As per the NEP 2020
(Effective from Academic Year 2024-2025 onwards)

ABILITY ENHANCEMENT COURSES

For Under-Graduate Programme

Semester-II

Faculty of Arts/Commerce/Science/BCA

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(CBCS) As per the NEP 2020 (Semester I to IV)
w.e.f. the Academic Session 2024-25
Semester-II

ABILITY ENHANCEMENT COURSES

Semester	Ability Enhancement Courses	Credits	Course Code	Credit distribution of the course			Eligibility criteria
				Lecture	Tutorial	Practical/ Practice	
II	**Business Communication and Correspondence**	**AEC (2)**	**24BAC5201T**	**2**	0	**0**	10+2 from any recognized Board
			OR				
II	**Environmental Pollution,Law and Human Communities**	**AEC (2)**	**24BAC5202T**	**2**	0	**0**	
			OR				
II	Scientific writting and Communication	**AEC(2)**	**24BAC5203T**	**2**	0	**0**	

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Ability Enhancenent Course (AEC)

Business Communication and Correspondence
Syllabus

Course Objectives:

1. To make learners familiar with the basics of business communication theory.
2. To make learners aware of digital communication for personal and business use.
3. To improve learners' understanding of verbal and non-verbal communication.
4. To enable learners with effective business correspondence skills.

Learning Outcomes:

At the end of the course, learners will be able to:
1. Understand the basics and significance of business communication theory.
2. Adapt to and use digital communication methods for personal and business purposes.
3. Grasp and effectively use the nuances of verbal and non-verbal communication.
4. Improve their skills in business correspondence.

Course Title:	**Business Communication and Correspondence**	**Course Code: 24BAC5201T**
Total Lecture hour: 26		**Hours**
Unit I	**Concept of Communication** • Definition and meaning of communication • Process of communication • Need of communication • Feedback	6
Unit II	**Communication at the Workplace** • Channels of communication: Downward, Upward, Horizontal, Grapevine Methods of communication: Verbal and non-verbal	6
Unit III	**Impact of Digital Technology on Communication** • Internet-enabled communication; Email • Social media: FaceBook, Twitter, Instagram, WhatsApp	6
Unit IV	**Business Correspondence** • Parts of a business letter • Layouts of a business letter • Job application with bio-data • letter of appointment • letter of appreciation • letter of resignation • Emails: Job application via email	8

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	• - writing and responding to official emails	

Reference and Reading Books:

1. Ashley, A. *A Handbook of Commercial Correspondence*. New Delhi: Oxford University Press, 1992.
2. Aswalthapa, K. *Organisational Behaviour*. Mumbai: Himalaya Publications, 1991.
3. Balan, K.R. and Rayudu, C. S. *Effective Communication*. New Delhi: Beacon Books, 1996.
4. Bangh, L. Sue, Fryar, Maridell and Thomas David A. *How to Write First Class Business Correspondence*. N.T.C. Publishing Group USA, 1998.
5. Benjamin, James. *Business and Professional Communication Concepts and Practices*. New York: Harper Collins College Publishers, 1993.
6. Britt, Deborah. *Improving Business Communication Skills*. Kendall Hunt Publishing Co., 1992.
7. Bovee Courtland, L. and Thrill, John V. *Business Communication Today*. McGraw Hill, New York, Taxman Publication, 1989.
8. Drucher, P.F. *Technology, Management and Society*. London: Pan Books, 1970.
9. Eyre, E.C. *Effective Communication Made Simple*. Kolkata: Rupa and Co.,1985.
10. Ecouse, Barry. *Competitive Communication: A Rhetoric for Modern Business*. New Delhi: OUP, 1999.
11. Fisher, Dalmar. *Communication in Organisation*. Mumbai: Jaico Publishing House, 1999.
12. Frailley, L.E. *Handbook of Business Letters*. Revised Edn. New Jersey: Prentice Hall Inc., 1982.
13. Flyn, Nancy. *The Social Media Handbook*. Wiley, 2012.
14. Gartside, L.E. *Modern Business Correspondence*. Plymouth: McDonald and Evans Ltd, 1980.
15. Ghanekar, A. *Communication Skills for Effective Management*. Pune: Everest Publishing House, 1996.
16. Labade, Sachin, Katre Deepa et al. *Communication Skills in English*. Orient Blackswan, Pvt Ltd, 2021.
17. Shainesh, G. and Githa Heggde. *Social Media Marketing: Emerging Concepts and Applications*. Springer Nature Singapore, 2018.

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Ability Enhancenent Course (AEC)

Environmental Pollution,Law and Human Communities

Course Objectives:

This course aims to train students to cater to the need for ecological citizenship through developing a strong foundation on the critical linkages between ecology-society-economy

Course Outcomes:

1.Students will gain in- depth knowledge on environment pollution and their risk management to sustain life and govern the economy.

2. Students will be able to predict the consequences of human actions on the environment.

3. Able to develop critical thinking for shaping strategies (scientific, social, economic and legal) for environmental protection and conservation of biodiversity, social equity and sustainable development.

4. Acquiring values and attitudes towards understanding complex environmental economic-social challenges, and participating actively in solving current environmental problems and preventing the future ones.

5. Learn about the policies and low regarding protection of the environment.

Course Title:	**Environmental Pollution,Law and Human Communities**	**Course Code: 24BAC5202T**
Total Lecture hour: 26		
Unit I		**Hours**
	Environmental Pollution: Types, causes, effects and controls; Air, water, soil, chemical and noise pollution. Nuclear hazards and human health risks. Solid waste management: Control measures of urban and industrial waste. Pollution case studies.	**8**
Unit II	**Environmental Policies & Practices:** Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture. **Environment Laws:** Environment Protection Act; Air (Prevention & Control of Pollution) Act; Water (Prevention and control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act; International agreements; Montreal and Kyoto protocols and conservation on Biological Diversity (CBD). The Chemical Weapons Convention (CWC). Nature reserves, tribal population and rights, and human, wildlife conflicts in Indian context.	**7**
Unit III	**Human Communities & Environment:** Human population and growth: Impacts on environment, human health and welfares. Carbon foot-print. Resettlement and rehabilitation of project affected persons; case studies. Disaster management: floods, earthquakes, cyclones and landslides. **Environmental movements:** Chipko, Silent valley, Bishnois of Rajasthan. Environmental ethics: Role of Indian and other religions and cultures in	**7**

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	environmental conservation. Environmental communication and public awareness, case studies (e.g., CNG vehicles in Delhi).	
Unit IV	**Field work:** Visit to an area to document environmental assets; river/forest/flora/fauna, etc. Visit to a local polluted site – Urban/Rural/Industrial/Agricultural. Study of common plants, insects, birds and basic principles of identification. Study of simple ecosystems-pond, river, etc.	**4**

Reference and Reading Books:

1. World Commission on Environment and Development. 1987. Our Common Future. Oxford University Press
2. Wilson, E.O. 2006. The Creation: An appeal to save life on earth. New York: Norton.
3. Groom, Martha J. Gary K. Meffe, and Carl Ronald carroll. Principles of Conservation Biology. Sunderland: Sinauer Associates, 2006.
4. Grumbine, R. Edward, and Pandit, M.K. 2013. Threats from India's Himalaya dams. Science, 339: 36-37.

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Course Objectives:

This course aims to train students to Scientific writing and Communication skills

Learning Outcomes:

At the end of the course, Students will be able to:

1. Understand the importance of scientific or academic writing in Science research
2. Understand the structure and format of various scientific article types
3. Identify the suitable scientific platform to communicate and publish research
4. Understand plagiarism in scientific writing and explore tools available to avoid
5. Get awareness to communicate new scientific knowledge through technical reports, presentations at conferences, and grant applications

Course Title:	**Scientific Writing and Communication**	**Course Code: 24BAC5203T**
Total Lecture hour: 30		**Hours**
Unit I	**Introduction to Academic Publishing** Purpose of scientific writing and publishing, types of scientific reports, components required for journal publications, bibliometrics and academic identity of researchers, research impact analysis and metrics. • Links for topic: https://onlinelibrary.wiley.com/doi/abs/10.1002/9781118907283.ch37https://www.springer.com/gp/authors-editors/authorandreviewertutorials/writing- a-journal-manuscript/types-of-journal-articles/10285504	8
Unit II	**Structure and Format Scientific Article: I** General structure of scientific article (research/review), simple rules for concise scientific writing. • Links for topic: https://authorservices.taylorandfrancis.com/publishing-your-research/writing-your-paper/writing-a-journal-article/https://www.elsevier.com/authors/submit-your-paper	7
Unit III	**Structure and Format Scientific Article: II** Submitting a manuscript to a journal, review process, publication process. Drafting opinions and book chapters, scientific styles in drafting the manuscript, drafting project reports and thesis. • Links for topic: https://authorservices.taylorandfrancis.com/publishing-your-research/writing-your-paper/writing-a-journal-article/https://www.elsevier.com/authors/submit-your-paper	8
Unit IV	**Plagiarism & Scientific Misconduct** Ethics in scientific writing and publishing. Types of plagiarism, plagiarism detection, duplication of publication. Roles and responsibilities of authors, unethical authorship, misconduct in authorships. • Links for topic: https://www.plagiarism.org/https://publicationethics.org/resources/flowcharts/plagiarism-submitted-manuscript **Scientific Communications** Poster and paper presentations, abstracts for presentations, dos and don'ts of Power Point slides. Tools and software for preparations of presentations. • Links for topic: https://conferencealerts.com; https://www.allconferencealert.com/	7
Reference and Reading Books:		

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Reference and Reading Books:

1. Denys Wheatley (2021) Scientific Writing and Publishing: A Comprehensive Manual for Authors, 1st Edition, Cambridge University Press.
2. Subhash Chandra Parija and Vikram Kate (2017) Writing and Publishing aScientific Research Paper, 1st Edition, Springer.
3. Angelika H. Hofmann (2019) Scientific Writing and Communication: Papers, Proposals, and Presentations, 4th Edition, Oxford University Press.
4. C. George Thomas (2021) Research Methodology and Scientific Writing, 2nd Edition, Springer.
5. Angie Hofmann (2021) Writing in the Biological Sciences, 4th Edition, Oxford University Press.
6. Cristina Hanganu-Bresch and Kelleen Flaherty (2020) Effective Scientific Communication the Other Half of Science, 1st Edition, Oxford University Press.
7. Barbara Gastel and Robert A. Day (2018) How to Write and Publish a ScientificPaper, 8th Edition, Greenwood, an imprint of ABC-CLIO

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