



Symbiosis Skills and Open University

School of Interdisciplinary Science

**Programme Structure-Teaching Pedagogy,
Evaluation Scheme & Syllabus
2018-19**

Programme Structure

Sr.No	Semester	Course Name	Code	LTPS(S)
1	I	Communication Skills-I (conversational Skills)	IDSC-101	03
2	II	Communication Skills-I I (Life coping & writing skills)	IDSC-102	03
3	III	Personal Enhancement Skill-I (Employability skills)	IDSC-201	03
4	IV	Personal Enhancement skills-II (self-awareness & personal development)	IDSC-202	03
5	V	Professional Competency Skill –I	IDSC-301	03
6	VI	Professional Competency Skills- II	IDSC-302	03

Teaching Pedagogy

Teaching/Learning Component	Pedagogy
S: Skill	<i>Skill Component focuses on the application of theoretical concepts and practical inputs at workplace. These are the activities or miniprojects or formative assignments that give industry or job skills to students .They work in small groups or at individual level</i>

Evaluation Scheme

The Evaluation of all the courses of IDSC is Skill Based Evaluation varies with Skill Based Component of Every School.

SEM-I

COURSE WISE SYLLABUS

Program Name B-Tech / BBA / BSC / B-Arch			
Course Name	Communication Skills 1 (Conversational skills)	Course Code	IDSC101
Version No	2.0	Version Update date	14/06/2018
Pre-requisite	<ul style="list-style-type: none"> 12th pass (Passed), First year admitted Basic knowledge of English Language 		
Course Objective	<ul style="list-style-type: none"> To develop four aspects of English language, Listening, reading, writing, speaking To be familiar with communication skills including non-verbal communication To understand structure of language To overcome grammatical mistakes To boost the self confidence To help student for holistic development 		
Course Outcome	<ul style="list-style-type: none"> Student will able to communicate effectively in English language Student will able to connect themselves with communication skills Student will be communicating confidently Student will be ready with information about language and semantics Groomed personality with positivity in action and thoughts 		
Teaching Methodology	<ul style="list-style-type: none"> Learning language in English Lab Ice breaking activities Theme games Group interactions, one to one interface Gallery Display Assignments Stage performance Role play & Presentations (individual & group) Brain storming 		
Total Credits / L:T:P:S	L 0 , T 0 , P 0 , S 3		

Teaching & Examination Scheme	Teaching Scheme				Examination Scheme (Marks)			
	L	T	P	S	Pr. Internal 1	Pr. External 2	Skills Assessment External 20	Total
Hours (Sessions in term, should match with hrs mentioned in Syllabus)	0	0	0	45	40	40		40+40 +20=100

Syllabus

Sr. No	Unit	Detailed Topic wise Syllabus (In bullet points)	Separate Sessions (L :T:P: S)	Total Sessions (Contact hours)
1	Orientation & Pre assessment	<ul style="list-style-type: none"> Recap – What have you already learned in IDSC? Why this session: Pre assessment of learning One to one interaction Interview Icebreaking 	7 S	7 hours
2	Introduction to effective communication Skills-I	Inputs will be given through activities <ul style="list-style-type: none"> Group brain storming Quiz Vocabulary games Role play Grammar quiz and games 	6 S	6 hours
3	Listening Skills	Inputs will be given through activities <ul style="list-style-type: none"> Listening games Audio Visual shows and presentations Role plays Mock sessions of reading 	7 S	7 hours
4	Reading Skills	Inputs will be given through activities <ul style="list-style-type: none"> Reading exercises News reading Article reading Reading comprehension Reading with correct pronunciations 	6 S	6 hours
5	Spoken communication skills Phonetics-correct pronunciation Skill	<ul style="list-style-type: none"> Pronunciation games Small & big group conversations on different themes and scenario Correct Spoken utterances and common errors 	6 S	6 hours

		<ul style="list-style-type: none"> • Use the domain of Phonetics in acquiring knowledge of sound system in English language. • 		
6	Nonverbal Communications Presentation skills	<ul style="list-style-type: none"> • Using dynamics of body language • Class addressing • Group and individual presentation on given topic • Peers assessment • Observation. 	8 S	8 hours
7	Professional Skills as per sector specific need (NSQF)	<ul style="list-style-type: none"> • Selecting minimum two skill enhancement proposed by NSQF • Preparing students to develop requires trades as per specific need of skills { it will vary course to course} 	5 S	5 hours

SEM-II

Course Curriculum Pack

Program Name	B-Tech / BBA / BSC / B-Arch									
Course Name	Communication Skills II (Life Coping Skills and Writing Skills)				Course Code			IDSC 102		
Version No	3.0				Version Update date			2nd July 2018		
Pre-requisite	IDSC 101									
Course Outcome	<p>The Students will be able to:</p> <ul style="list-style-type: none"> • Speak grammatically correct language and enhance their vocabulary. • Write and comprehend essays and effective business letters. • Learn and implement reading skills. • Comprehend and explain any given text • Think creatively and critically as and when needed. • Learn about image building And use their image as their armour. 									
Total Credits / L:T:P:S	0:0:0:3									
Teaching & Examination Scheme	Teaching Scheme				Examination Scheme					
	L 0	P 0	T 0	S 45	CAT 0	Internal 40	TEE 0	External 40	External 20	

Syllabus

Sr. No	Module/Units	Detailed Topic wise Syllabus (In bullet points)	Total Hours (L +T+P+ S)
1	Pre- assessment and Vocabulary Development:	Importance of having good vocabulary Tips and techniques for learning new vocabulary. Homophones, Homonyms, One word Substitution, Words often misspelt/confused, jargons and slangs, root idioms/phrases and metaphors/similes root words, suffixes and prefixes, Using dictionaries and thesaurus.	7
2	Reading skills:	Reading strategies and techniques for developing speed. SQ3R technique. Note taking and Note making Seven step ladder to writing effective paraphrase and summary.	6
3	Study Skills	Brain storming Individual & group counselling Writing assignments Presentations	6
4	Effective Formal Writing – Business letters and emails:	Business letter writing – formats and styles. Different kinds of business letters - Enquiry, Order, Sales, Complaint, adjustment, etc. Writing official emails – style, language, copy criteria etc.	7
5	Thinking Skills:	Thinking Skills – Introduction to Creative thinking and Critical thinking. <ul style="list-style-type: none"> • Creative thinking - Thinking out of the Box • Critical thinking - Need for critical thinking in profession – Do's and Dont's. • From ridiculous to possible. • Working model for critical thinking. • Case Study on Thinking Skills. • 	6
6	Impression creation:	Factors contributing to first impression – <ul style="list-style-type: none"> • Mental images and other personality traits. • Impact of Cross cultural differences in first impression. • Killer instincts of First impression. • Presentation on “Initial 30 seconds and 30 years of your Career”. 	6
7	Professional Skills as per sector specific need (NSQF)	<ul style="list-style-type: none"> • Selecting minimum two skill enhancement proposed by NSQF. • Preparing students to develop requires trades as per specific need of skills { it will vary course to course 	7

SEM-III

Program Name B-Tech / BBA / BSC / B-Arch			
Course Name	Personal Enhancement Skills I (Employability Skills)	Course Code	IDSC 201
Version No	2.0	Version Update date	25/06/2018
Pre-requisite	<ul style="list-style-type: none"> • Graduation course First Year (Passed) • Basic knowledge of English Language, Communication Skills & Writing Skills 		
Course Objective	<ul style="list-style-type: none"> • To develop four aspects of English language, Listening, reading, writing, speaking • To be familiar with interview skills including non-verbal communication • To understand KYC and 3 C (Company, Competitors & Customers) industry & specific company • To overcome stage fear • To design and scripting of self-introduction • To develop self-awareness and professional responsibility • To help student for holistic development 		
Course Outcome	<ul style="list-style-type: none"> • Student will able to communicate effectively in English language • Student will able to connect themselves with industry needs & requirements • Student will be facing interviews confidently • Student will be ready with information about companies related to 3 C • Groomed personality with positivity in action and thoughts 		
Teaching Methodology	<ul style="list-style-type: none"> • Video shooting of Self-introduction • Ice breaking activities • Theme games • Group interactions, one to one interface • Gallery Display • Assignments • Stage performance • Role play & Presentations (individual & group) 		
Total Credits / L:T:P:S	S-3		

Teaching & Examination Scheme	Teaching Scheme				Examination Scheme (Marks)			
	L	T	P	S	Pr. Internal 1	Pr. Internal 2	Skills Assessment External	Total
Hours (Sessions in term, should match with hrs mentioned in Syllabus)	0	0	00	45	40	40	20	40+40 +20=100

Syllabus

Sr. No	Unit	Detailed Topic wise Syllabus (In bullet points)	Separate Sessions (L :T:P: S)	Total Sessions
1	Developing Speaking Skills-I	<ul style="list-style-type: none"> Recap – What have you already learned in IDSC? Why this session: Extempore speaking Group discussion, lab assignment on Language Skills... Building Block Quiz (Worksheet 1) Speaking exercise on given topic individually Peers assessment and feedback for improvement 	4 S	4 hours
2	Developing Speaking Skills-II	<ul style="list-style-type: none"> Giving information to the class about Postures, gestures, movements of hands Stage presentation, role play 	5 S	5 hours
3	Interview Skills, Self-Introduction	<ul style="list-style-type: none"> Points about self-introduction Sharing and discovering innovative concepts of self-introduction. Scripting and practicing Video shooting of performance 	8 S	8 hours
4	Mock interview skills	<ul style="list-style-type: none"> Interview practice Keeping focus on self-introduction Finding errors and corrective measures after feedback Video shooting of activities 	7 S	7 hours
5	Know Your Company (KYC) & 3 C. report	<ul style="list-style-type: none"> Searching and collecting information/ individually/ group Collating and designing the presentation Display/ presentation 	5 S	5 hours
6	Personality Development & Presentation Skills	<ul style="list-style-type: none"> Exercises to bring out internal potential talent Self-evaluation with SWOT Making road map for self-development, presentation on given topic, individual/ group Inputs will be given how to present 	8 S	8 hours
7	Professional Skills as per sector specific need (NSQF)	<ul style="list-style-type: none"> Selecting minimum two skill enhancement proposed by NSQF. Preparing students to develop requires trades as per specific need of skills { it will vary course to course } 	8 S	8 hours

SEM-IV

Program Name	B-Tech / BBA / BSC / B-Arch									
Course Name	Personal Enhancement Skills II (Self Awareness & Personal development)				Course Code			IDSC 202		
Version No	3.0				Version Update date			7th July 2018		
Pre-requisite	<ul style="list-style-type: none"> • Basic knowledge of English Language and personality Development • LSRW Skills 									
Course Outcome	<p>Know their goals, SWOT, and personality type. Build the right attitude for themselves. Know the hierarchy of motivating factors and identify their own level. Know the importance of values and ethics in professional life and be able to analyse the repercussions of not adhering to the same. Start a conversation with any stranger in the right manner. Network with people in a professional way.</p>									
Total Credits / L:T:P:S	0:0:0:3									
Teaching & Examination Scheme	Teaching Scheme					Examination Scheme				
	L 0	P 0	T 0	S 45	CAT 0	Internal 40	TEE 0	External 40	Ex 20	

Syllabus

Sr. No	Module/Units	Detailed Topic wise Syllabus (In bullet points)	Total Hours (L +T+P+ S)
1.	Building the right Attitude: Behavior & responsibility	Attitude – the definition and perception attached to it. Learning about the positive attitude and what defines it. Training the thought process. Grabbing the opportunity in difficulty vs. seeing the difficulty in opportunity. How to think the right way. The power of visualization.	4
2.	Goal Setting and SWOT Analysis.	<ul style="list-style-type: none"> • SWOT Analysis – As a Tool for Planning • How to interact with our environment. • Where to direct our mental energy. • How to take decisions and cope with emotions • Our approach to work, planning and decision-making 	6
3.	Self Esteem/ Self-Confidence:	<p>Types of Personalities –</p> <ul style="list-style-type: none"> • Activists. Theorist, Pragmatists, Reflectors Creators, Fact Finders, Fault Finders, Analysts, Judges etc. • Personality Test of an individual - Learn to understand Self, Others, Building meaningful Relationships. <p>Individual Personality Test – A Roadmap for Success</p>	5
4.	Power of positive thoughts & optimism	<p>Self Esteem – Introduction and Importance</p> <ul style="list-style-type: none"> • Know your Self-worth, Self-rating, • Self-contemplations and Idiosyncrasies • Loving yourself and uplifting your self esteem • Case Study on Self Esteem <p>Self Confidence – Introduction and importance</p> <ul style="list-style-type: none"> • Ways to boost your confidence at work place • Ways to push yourself out of your comfort zone. • Be the change you wish to see. 	6
5.	Self- integrity/ productivity:	<p>Self-integrity – Truth to self.</p> <ul style="list-style-type: none"> • Self-Monitoring the behavioral approach in Education, Profession and Society. <p>Self-Discipline for productivity - The Science of Self-Discipline.</p> <ul style="list-style-type: none"> • The ability to do things that need to be done. • The ability to train and control one's conduct, feelings and desires. 	6
6.	Values and Ethics	<ul style="list-style-type: none"> • Demonstrate appropriate values and ethical behavior in institutions, families and society. • Understand and recognize the importance of ethical behaviour in both personal and professional life. 	6
7.	Study skills and Networking	<ul style="list-style-type: none"> • Study the pattern of study • Peers learning • Utilization of learning resources • Network with different people • Network through social platforms like for example – via LinkedIn profile. • Start and take forward a conversation with almost anyone 	6

8.	Professional Skills as per sector specific need (NSQF)	<ul style="list-style-type: none">• How to kick-start a conversation.• What to say after the first greeting.• How to enter the closed group.• How to influence and win people.• Some more tips and techniques.	6
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SEM-V

Program Name B-Tech / BBA / BSC / B-Arch			
Course Name	Professional competencies Skills 1	Course Code	IDSC 301
Version No	1.0	Version Update date	25/06/2018
Pre-requisite	<ul style="list-style-type: none"> • Graduation course First Year and second year (Passed) • Basic knowledge of English Language, Communication Skills & Writing Skills • Learned the communication, presentation, conversation and employability skills. 		
Course Objective	<ul style="list-style-type: none"> • To develop professional skills of the learner • To develop professional traits • To meet the demands of employers and companies • To develop resume building • To design and scripting of ideas, research topics and creative writings • To develop self-awareness and professional responsibility 		
Course Outcome	<ul style="list-style-type: none"> • Student will able to meet the demands of the industry • Student will able to design professional resume • Student will be able to face professional challenges • Groomed personality with positivity in action and thoughts 		
Teaching Methodology	<ul style="list-style-type: none"> • Video shooting of advance communication skills • Skill talk • Theme games • Group interactions, one to one interface • Gallery Display • Assignments • Stage performance • Role play & Presentations (individual & group) • Internal competitions • Categorization of students 		
Total Credits / L:T:P:S	S-3		

Teaching & Examination Scheme	Teaching Scheme				Examination Scheme (Marks)			
	L	T	P	S	Pr. Internal 1	Pr. Internal 2	Skills Assessment External	Total
Hours (Sessions in term, should match with hrs mentioned in Syllabus)	0	0	00	45	40	40	20	40+40 +20=100

Syllabus

Sr. No	Unit	Detailed Topic wise Syllabus (In bullet points)	Separate Sessions (L:T:P: S)	Total Sessions
1	Resume : Soft copy & Video Resume	<ul style="list-style-type: none"> Recap – What have you already learned in IDSC? Why this session: Showing them advanced types and formats of resume Sequencing the data of resume Video practice for resume and recording 	5 S	5 hours
2	SAR stories : Success stories Situation Achievement Situation - Action – Result attainment (STORIES)	<ul style="list-style-type: none"> Scripting autobiographical stories on the basis of situation, attainment & result orientation Story telling 	5 S	6 hours
3	Advance communication Skills	<ul style="list-style-type: none"> Scripting of Skill talks & video shooting Skill talk on domain subject and advance research Skill talk sessions on the line of TED talk. Selected skill talk will be aired through public media. 	6 S	6 hours
4	Competition : Personality contest Talent contest	<ul style="list-style-type: none"> Arranging Personality contest and talent competition inter and intra department. Assessments of participant. Video shooting of activities 	7 S	7 hours
5	Advanced Group Discussion Personal Interview	<ul style="list-style-type: none"> Practice sessions with the help of external experts Collating and designing the presentation Display/ presentation 	6 S	5 hours
6	Internship : Project making & presentation	<ul style="list-style-type: none"> Scripting of project report Presenting formally in front of students like corporate presentation 	8 S	8 hours

	Article Writing	•		
7	Professional Skills as per sector specific need (NSQF)	<ul style="list-style-type: none"> • Selecting minimum two skill enhancement proposed by NSQF. • Preparing students to develop requires trades as per specific need of skills { it will vary course to course } 	8 S	8 hours

SEM-VI

Program Name			
B-Tech / BBA / BSC / B-Arch			
Course Name	Professional Skills (Advanced/Progressive)	Competency II	Course Code
			IDSC 302
Version No	1.0	Version Update date	04/07/2018
Pre-requisite	<ul style="list-style-type: none"> • Graduation course second Year (Passed) • Basic knowledge of English Language, Communication Skills & Writing Skills 		
Course Objective	<ul style="list-style-type: none"> • Students will be able to handle crucial conversations and develop skills required for interpersonal communication. • Students will develop traits required for working in a team and will be able to work in groups. Students will learn about different leadership styles and will be able to adapt one according to the need of the situation. • Students will learn techniques of conflict management and shall be able to manage or deal with situations of conflict effectively. • Students will be able conduct effective meetings with all the necessary know-hows adhered to. • Students will be able to implement change management and become adaptable to different situations 		
Course Outcome	<ul style="list-style-type: none"> • Student will develop confidence to work in a team • Student will able to demonstrate leadership skills • Student will be proactive about resolving conflicts • Student will develop healthy interpersonal relationship • Students will develop the mannerism and etiquettes of meeting 		
Teaching Methodology	<ul style="list-style-type: none"> • Learning English in English laboratory • Various interactive activities in the class • Theme games • Group interactions, one to one interface • Gallery Display • Assignments 		

	<ul style="list-style-type: none"> • Stage performance • Role play & Presentations (individual & group) 								
Total Credits / L:T:P:S	2 (S) Dis sonali mam								
Teaching & Examination Scheme	Teaching Scheme				Examination Scheme (Marks)				
Hours	L	T	P	S	Pr Interna l	Pr Exter nal	Th Term end	Pr Term end	Skill Assessment
	0	0	0	45	40	40	0	20	100

Syllabus

Sr. No	Unit	Detailed Topic wise Syllabus (In bullet points)	Separate Sessions (L:T:P: S)	Total Sessions
1	Emotional Intelligence:	<ul style="list-style-type: none"> • Recap – What have you already learned in IDSC III ? • Why this session: • Understanding what emotions are for. • Managing with emotional issues • Deciding with brain • Trauma and emotional relearning. • Mindfulness and emotions. • The self-science of temperament. 	9 (S)	9 hours
2	Anger Management:	<ul style="list-style-type: none"> • Understanding the dangerous after effects of anger with example • Use his anger in a constructive way. • Understanding the display anger to the right person, at the right time, for the right reason 	3 (S)	3 hours
3	Time Management:	<ul style="list-style-type: none"> • Evaluation of time spending habits. 	3 (S)	3 hours

		<ul style="list-style-type: none"> Managing time. Priority management. How to make most of your day. Finding space for yourself – getting satisfaction and productivity. 		
4	Stress Management:	<ul style="list-style-type: none"> Causes of stress – organizational, family, and social. Impact of stress on oneself – decision making, performance, behavioural, psychological, psychosomatic. Managing stress. Difference between distress and eustress 	6 (S)	6 hours
5	Money Management:	<ul style="list-style-type: none"> Prioritizing the finances. Facts about students loans and credit cards. Budgeting and planning. Liquidity and security. 	2 (S)	2 hours
6	Problem solving skills & decision making	<ul style="list-style-type: none"> Focus on discussing the solution rather than the problem. Cognitive and emotional problems. Levels of problems – interpersonal, intrapersonal, intergroup, intra-group, intra-organizational. Problem solving styles. 	4 (S)	4 hours
7	Relationship Management	<ul style="list-style-type: none"> Life position matrix. The need for managing relations. Types of relationships in an organization. Customer relationship management Business relationship management 	5(S)	4 hours
8	Personality Development & Presentation Skills	<ul style="list-style-type: none"> Understand the importance of self-grooming Understand value of internal & external personality 	6 (S)	6 hours
9	NSQF skills	<ul style="list-style-type: none"> Skills required for their domain 	6(S)	6 hours

