

संदर्भ क्र. : शिवाजी वि./अ.म./696

दिनांक : 20/09/2023

प्रति,

- | | |
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| 1. मा. प्राचार्य/संचालक,
सर्व संलग्नित महाविद्यालये,
शिवाजी विद्यापीठ, कोल्हापूर | 2. मा. अधिविभाग प्रमुख,
सर्व अधिविभाग,
शिवाजी विद्यापीठ, कोल्हापूर |
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विषय : एम. ए. भाग 2 अभ्यासक्रमाच्या Skill Enhancement Courses (SEC) बाबत.

संदर्भ : या कार्यालयाचे पत्र क्र.626 दि.21/08/2023.

महोदय/महोदया,

उपरोक्त विषयास अनुसरून आदेशान्वये कळविण्यात येते की, राष्ट्रीय शैक्षणिक धोरण, 2020 नुसार शैक्षणिक वर्ष 2023-2024 पासून लागू करण्यात आलेल्या एम. ए. भाग 2 अभ्यासक्रमासाठी Skill Enhancement Courses (SEC) कोर्ससाठी सत्र निहाय अभ्यासक्रम निश्चीत करून उपरोक्त संदर्भित पत्रानुसार कळविण्यात आले होते. विद्यार्थ्यांनी त्यातील कोणताही एक सत्र निहाय निवडावयाचा आहे. Skill Enhancement Courses (SEC) कोर्स हा स्ट्रक्चरनुसार एकूण 50 गुणांचा आहे याची नोंद घेण्यात यावी.

M.A. Part II (NEP 1.0)

Sr. No.	Semester III Courses	Sr. No.	Semester IV Courses
1	ब्लॉग लेखन	1	पथनाटय लेखन व सादरीकरण
2	विज्ञापन लेखन	2	विज्ञापन के माध्यम और भाषा
3	English for Effective Business Speaking (Infosys Springboard course)	3	Business English: Management and Leadership (Infosys Springboard course)
4	Local Self government : Representation and Administration	4	Election Campaigning
5	Gender Audit	5	Environment Impact Assessment
6	Museums and Museology	6	National Museums in India
7	Basics of Share Market	7	Consumer Rights and Protection
8	Mastering Money Mindset: Timeless Lessons on Wealth and Happiness	8	REHABILITATION PSYCHOLOGY
9	हिंदी ब्लॉगिंग : युक्तियाँ	9	हिंदी ब्लॉगिंग : अनुप्रयोग
10	सुभाषित रसास्वाद	10	वाचाशुद्धी व वाक्पटुत्व विकास

सदरची बाब सर्व शिक्षक, विद्यार्थी व संबंधितांच्या निदर्शनास आणावी.

कळावे,

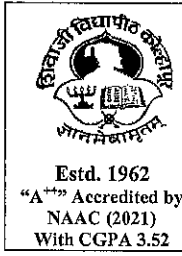
आपला विश्वासू

(डॉ. एस. एम. कुबल)

उपकुलसचिव

प्रत,

1	मा. अधिष्ठाता, सर्व विद्याशाखा	5	सर्व ऑन परीक्षा विभाग
2	मा. संचालक परीक्षा व मुल्यमापन मंडळ	6	परीक्षक नियुक्ती ए व बी विभाग
3	मा. अध्यक्ष, सर्व अभ्यास /अस्थायी मंडळ.	7	आय. टी. सेल विभाग
4	मा. संचालक, दुरस्थ व ऑनलाईन शिक्षण विभाग		



**SHIVAJI UNIVERSITY, KOLHAPUR - 416 004,
MAHARASHTRA**
PHONE : EPABX - 2609000, www.unishivaji.ac.in, bos@unishivaji.ac.in
शिवाजी विद्यापीठ, कोल्हापूर - ४१६ ००४, महाराष्ट्र
दूरध्वनी - ईपीएबीएक्स - २६०९०००, अभ्यासमंडळे विभाग - ०२३१-२६०९०९४



संदर्भ क्र. : शिवाजी वि./अ.म./626
प्रति,

दिनांक : 21/08/2023

1. मा. प्राचार्य/संचालक,
सर्व संलग्नित महाविद्यालये,
शिवाजी विद्यापीठ, कोल्हापूर



2. मा. अधिविभाग प्रमुख,
सर्व अधिविभाग,
शिवाजी विद्यापीठ, कोल्हापूर

विषय : पदव्युत्तर पदवी भाग 2 अभ्यासक्रमाच्या Skill Enhancement Courses (SEC) बाबत.
महोदय/महोदया,

उपरोक्त विषयास अनुसरून आदेशान्वये कळविण्यात येते की, राष्ट्रीय शैक्षणिक धोरण, 2020 नुसार शैक्षणिक वर्ष 2023-2024 पासून लागू करण्यात आलेल्या पदव्युत्तर पदवी भाग 2 अभ्यासक्रमासाठी Skill Enhancement Courses (SEC) कोर्ससाठी सत्र निहाय खालील प्रमाणे अभ्यासक्रम निश्चीत करण्यात आले असून ते विद्यापीठाच्या संकेतस्थळावर उपलब्ध आहेत.

M.A. (NEP 1.0)

Sr.No.	Programme	Semester	Courses
1	मराठी	III	ब्लॉग लेखन
2	हिंदी		विज्ञापन लेखन
3	इंग्रजी		English for Effective Business Speaking (Infosys Springboard course)
4	राज्यशास्त्र		Local Self government : Representation and Administration
5	समाजशास्त्र		Gender Audit
6	इतिहास		Museums and Museology
7	अर्थशास्त्र		Basics of Share Market
8	मानसशास्त्र		Mastering Money Mindset: Timeless Lessons on Wealth and Happiness
9	भाषा प्रौद्योगिकी		हिंदी ब्लॉगिंग : युक्तियाँ
10	संस्कृत		सुभाषित रसास्वाद
1	मराठी	IV	पथनाटय लेखन व सादरीकरण
2	हिंदी		विज्ञापन के माध्यम और भाषा
3	इंग्रजी		Business English: Management and Leadership (Infosys Springboard course)
4	राज्यशास्त्र		Election Campaigning
5	समाजशास्त्र		Environment Impact Assessment
6	इतिहास		National Museums in India
7	अर्थशास्त्र		Consumer Rights and Protection
8	मानसशास्त्र		REHABILITATION PSYCHOLOGY
9	भाषा प्रौद्योगिकी		हिंदी ब्लॉगिंग : अनुप्रयोग
10	संस्कृत		वाचाशुद्धी व वाक्पटुत्व विकास

 <p>Estd. 1962 "A++" Accredited by NAAC (2021) With CGPA 3.52</p>	<p>SHIVAJI UNIVERSITY, KOLHAPUR - 416 004, MAHARASHTRA</p> <p>PHONE : EPABX – 2609000, www.unishivaji.ac.in, bos@unishivaji.ac.in</p> <p>शिवाजी विद्यापीठ, कोल्हापूर - ४१६ ००४, महाराष्ट्र</p> <p>दूरध्वनी - ईपीएबीएक्स - २६०९०००, अभ्यासमंडळे विभाग - ०२३१-२६०९०९४</p>	
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M.R.S. (NEP 1.0)

Sr.No.	Programme	Semester	Courses
1	एम.आर.एस.	III	Soft Skills and Personality Development
2	एम.आर.एस.	IV	Financial Literacy

M.Com. (NEP 1.0)

Sr.No.	Programme	Semester	Courses
1	M. Com.	III	E-filing of Income Tax Return
2		IV	Research Ethics

M.Sc. (NEP 1.0)

Sr.No.	Programme	Semester	Courses
1	All Programme	III (AEC)	Communicative English II
2		IV	ICT Tools

सदरची बाब सर्व शिक्षक, विद्यार्थी व संबंधीतांच्या निदर्शनास आणावी.

कळावे,

आपला विश्वासू

(डॉ. एस. एम. कुबल)
उपकुलसचिव

प्रत,

1	मा. अधिष्ठाता, सर्व विद्याशाखा	5	सर्व ऑन परीक्षा विभाग
2	मा. संचालक परीक्षा व मुल्यमापन मंडळ	6	परीक्षक नियुक्ती ए व बी विभाग
3	मा. अध्यक्ष, सर्व अभ्यास /अस्थायी मंडळ.	7	आय. टी. सेल विभाग
4	मा. संचालक, दुरस्थ व ऑनलाईन शिक्षण विभाग		

शिवाजी विद्यापीठ, कोल्हापूर

Board of Studies in Marathi

मराठी अभ्यास मंडळ

CBCS with M.E. & M.E. in accordance with NEP 2020

Skill Enhancement Course (SEC)

अभ्यासक्रम / Syllabus

एम ए. भाग : 2 / Class : M.A. 2

June 2023 onward

सत्र : तिसरे / Sem III

ब्लॉग लेखन

Course Learning Outcomes

१. ब्लॉग या अविष्कारमाध्यमाचे स्वरूप समजेल.
२. ब्लॉग लेखनाचे तंत्र व पद्धती यांचे आकलन होईल.
३. ब्लॉग संहिता प्रकाशनाची तांत्रिक माहिती होईल.
४. ब्लॉग लेखनाचे प्रकार, महत्त्व व उपयोगिता समजेल.
५. ब्लॉग लेखनाचे कौशल्य अवगत होईल व ब्लॉगलेखन करता येईल.

विभाग Module	घटक Topic	अध्यापन तासिका Teacing Hours	श्रेयांक Credit
विभाग १ Module 1	<ul style="list-style-type: none">• ब्लॉग लेखन: संकल्पना व स्वरूप• ब्लॉग म्हणजे काय□• ब्लॉग लेखनाचे महत्त्व• आंतरजालावर ब्लॉग तयार करण्याची प्रक्रिया• ब्लॉग लेखन: विषय निवड व मांडणी.• ब्लॉग लेखनाचे प्रकार१) व्यक्तिगत २) व्यावसायिक ३) क्षेत्र / विषयनिहाय माहितीपर (उदा. साहित्य, आरोग्य, शिक्षण इत्यादी)• ब्लॉग लेखन आणि विश्वासार्हता.• चित्रे-छायाचित्रे, चिन्हे इत्यादींचा वापर.	15	1

विभाग २ Module 2	<ul style="list-style-type: none"> ब्लॉग लेखन: तांत्रिक ज्ञान, उपयोगिता व मर्यादा. अ) ब्लॉगर व ब्लॉगिंग म्हणजे काय ? ब) ब्लॉग लेखन, प्रसिद्धी व अर्थार्जन. क) ब्लॉग लेखन करताना घ्यावयाची दक्षता. ड) ब्लॉग लेखन, स्वामित्व हक्क व कायदेशीर मर्यादा. 	15	1
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संदर्भग्रंथ

१. नसिराबादकर, ल.रा., व्यवहारिक मराठी, भाषाविकास संशोधन संस्था, कोल्हापूर
२. वांदिले, सुरेश., मराठी भाषा: संधी आहे सर्वत्र, शिवाजी विद्यापीठ, मराठी शिक्षक संघ, कोल्हापूर.
३. वरखेडे, रमेश., सायबर संस्कृती, इन्स्टिट्यूट ऑफ नॉलेज इंजिनिअरिंग, नाशिक.
४. विलानिलम, जे. व्ही., भारतातील प्रसारमाध्यमे काल आणि आज, डायमंड प्रकाशन, पुणे.
५. बनसोडे, राहुल., निवडक लेखसंग्रह, ब्लॅक इंक, मुंबई.
६. जोशी, नीला (संपा.), व्यक्तित्व विकास आणि भाषिक कौशल्ये, दर्या प्रकाशन, पुणे.
७. स्नेह, लता., सोशल मीडिया और ब्लॉग लेखन, नटराज प्रकाशन, दिल्ली.
८. मेहता, रोहित, ब्लॉग लेखन की एबीसीडी., डिजीटल गॅबर, दिल्ली.
९. गोडबोले, अच्युत, आर्टिफिशल इंटेलिजन्स, मधुश्री प्रकाशन, पुणे.
१०. लवटे, सुनीलकुमार, हिंदी वेब साहित्य, राजकमल प्रकाशन, दिल्ली.

प्रश्नपत्रिकेचे स्वरूप

Pattern of Question paper

Total Marks - 50

प्रश्न क्रमांक	प्रश्नाचे स्वरूप	गुण
1.	बहुपर्यायी वस्तुनिष्ठ प्रश्न (MCQ) योग्य पर्याय निवडा (प्रत्येकी 2 गुणांचे एकूण 25 प्रश्न)	50

शिवाजी विश्वविद्यालय, कोल्हापुर.

हिंदी अध्ययन मंडल

एम.ए भाग दो, (तीसरा सत्र)

प्रश्नपत्र विज्ञापन लेखन

(SEM-III) कोर्स क्रेडिट- 2

(SKILL ENHANCEMENT COURSE)

सत्र समाप्ति परीक्षा अंक - 40

अंतर्गत मूल्यमापन अंक- 10

कुल अंक - 50

उद्देश्य-

1. विज्ञापन का उद्भव और विकास का ज्ञान प्राप्त कराना।
2. विज्ञापन का स्वरूप, परिभाषा, उद्देश्य का ज्ञान प्राप्त कराना।
3. विज्ञापन के कौनसे क्षेत्रों में रोजगार के अवसर प्राप्त होते हैं, इसकी जानकारी प्राप्त कराना।
4. दृक-श्राव्य तथा पत्र-पत्रिका इन क्षेत्रों में विज्ञापन का कार्य कैसे चलता है, इस पक्ष की जानकारी प्राप्त कराना।

विभाग Modul	विभाग Topic Teaching Hour Credit	अध्यापन तासिका Teaching Hour	श्रेयांक Credit
विभाग - I	विज्ञापन उद्भव और विकास, विज्ञापन का स्वरूप, विज्ञापन की परिभाषा,	15	1

	विज्ञापन उद्देश्य, विज्ञापन के अंग.		
विभाग - II	विज्ञापन के क्षेत्र में रोजगार के अवसर 1. दृक माध्यम में 2. श्राव्य माध्यम में 3. दृक - श्राव्य माध्यम में 4. पत्र-पत्रिकाएँ / मुद्रित माध्यम.	15	1

संदर्भ ग्रंथ—

1. विज्ञापन और हिंदी— संपादक डॉ. पूर्णिमा आर.
2. विज्ञापन डॉट कॉम— डॉ रेखा सेठी.
3. विज्ञापन कला—मधु धवन.
4. जनसंचार एवं पत्रकारिता कल और आज—डॉ सिद्राम खोत.

प्रश्नपत्र का स्वरूप तथा अंक विभाजन

कुल अंक 40

	प्रश्न का स्वरूप	अंक
प्रश्न-1	समग्र पाठ्यक्रम पर पाँच बहुविकल्पीय प्रश्न अ) पर्यायवाची 3 प्रश्न 06 अंक ब) उचित मिलान 1 प्रश्न 02 अंक क) सही गलत 1 प्रश्न 02 अंक	10
प्रश्न-2	समग्र पाठ्यक्रम पर लघुतरी प्रश्न (चार में से दो) उत्तर सीमा 150-200 शब्द	10
प्रश्न-3	समग्र पाठ्यक्रम दीर्घोत्तरी प्रश्न (अंतर्गत विकल्प के साथ) उत्तर सीमा 600-800 शब्द	20

अंतर्गत मूल्यामापन 10 अंक (मौखिक, चर्चासत्र, स्वाध्याय, यात्रा भेंट, क्षेत्रीय कार्य)

Shivaji University, Kolhapur
Skill Enhancement Course (SEC) under NEP
M. A. Part II Sem. III

SEC Course: English for Effective Business Speaking
(Infosys Springboard Course)

Course Link: <https://in.coursera.org/learn/business-english-vocabulary>

Credits: 2

Hours: 30

Self-study Mode

About the Course

The Course is designed to enhance speaking skills of the learners for business purposes. The course introduces day-to-day business situations like self-introduction, interviews, informing, persuasions, presentations and data presentation. The course is designed to develop speaking skills by developing vocabulary, grammar, pronunciation and spoken communication skills within the business context.

Course Objectives

- To acquaint learners with the effective business speaking strategies.
- To introduce learners to business situations like interviews, business deals, providing information and persuading.
- To introduce learners to effective presentation skills.
- To enable students to train their voice for effective business deals.

Course Outcomes

- Learners know effective business speaking strategies
- They are familiar with business situations like interviews and some business deals where they need to be proficient.
- They know how to make an effective presentation and the sub-skills involved in it.
- They are trained for strategic voice modulation for effective speaking.

• **Syllabus of the Course:**

Module No.	Title of the Module	Hours
1	Introduction to Business Speaking	6
2	Business Interviews in English	8
3	Delivering persuasive pitches	8
4	Delivering effective business presentations	8

Detailed Syllabus

Module 1: Introduction to Business Speaking

(Hours: 6)

- ☐ Effective Business Speaking
- ☐ Elements of introducing yourself
- ☐ From interviews to presentations
- ☐ Verbal and Non-verbal communication part 1- Verbal
- ☐ Verbal and Non-verbal communication part 2- Non-verbal

Language Study:

- Challenging English grammar: redundant adjectives
- Adjective and adverb word order
- Challenging English sounds - /u/ "full" and /u:/ "fool" AND /I/ "sit" and /i:/ "seat"

Module 2: Business Interviews in English

(Hours: 8)

- ☐ Job Interviews
- ☐ Speaking to Inform & Persuade
- ☐ Context & Directness
- ☐ Introduce yourself in a Job Interview
- ☐ Sample Self Introduction
- ☐ Describe your Strengths and Weaknesses
- ☐ Sample -Describe your Strengths and Weaknesses

Language Study:

- Challenging English grammar: 'the', 'a' and 'an'
- Referring to something mentioned before
- Before names of professions (articles & determiners)
- Before singular countable nouns
- Before uncountable nouns
- Challenging English Sounds -/ð/ "they" /d/ "day"
- Challenging English Sounds-/æ/ "man" /e/ "men"

Module 3: Delivering persuasive pitches

(Hours: 8)

- ☐ Elements of a persuasive presentation
- ☐ The elevator pitch
- ☐ Rhythm, stress and pausing
- ☐ Body language
- ☐ Rhetorical devices in persuasive speeches

Language Study:

- Challenging English: giving opinions
- More on giving opinions
- Discourse markers
- Challenging English sounds -/ð/ "then" /z/ "zen"
- Challenging English sounds - /θ/ "thin" /s/ "sin"

Module 4: Delivering effective business presentations

(Hours: 8)

- ☐ The differences between written and spoken English
- ☐ Preparing and planning presentations
- ☐ Arranging and organizing presentations
- ☐ Designing effective visuals
- ☐ Engaging the audience

- ☐ Presenting data in charts and graphs
- ☐ Understanding the differences between seminars and conferences
- ☐ Presenting online

Language Study:

- Hedging your language
- Challenging English grammar: prepositions
- More on prepositions
- Common preposition errors
- Challenging English sounds /v/ "not" and /ʌ/ "nut" AND /p/ "pit" and /b/ "bit"

References

https://infyspringboard.onwingspan.com/web/en/app/toc/lex_auth_013267706020896768580/overview

<https://www.coursera.org/programs/headstart-learning-program-lrrgr?authProvider=headstart&isExternal=true&productId=4ljhX6MeEeWHXAr1OpR7HQ&productType=course&showMiniModal=true>

<https://www.coursera.org/learn/business-english-vocabulary/home/week/1>

Evaluation Method

Total Marks	50
Duration	1 hour
Type of Questions	Multiple Choice (MCQ)

Political Science

M. A. II. Sem. III

Skill Enhancement Compulsory Course

SEC – III – Local Self Government : Representation and Administration

Objectives :-

1. To understand role of government and administration at grass root level.
2. To understand role of administration in grass root development.
3. To develop skills of leadership.
4. To understand electoral process.
5. To inculcate skill required for participatory democracy

Module	Topic	Teaching Hours	Credit
Unit I	Local Self Government: Representation a) Leadership b) Electoral Process	15	1
Unit II	Grass root Development : Administration a) Rural - Participatory Democracy and Administration b) Urban - Participatory Democracy and Administration	15	1

Sociology

M. A. II. Sem. III

M. A. [Sociology] New Syllabus M. A. Part – II; Semester -III

Course No. SEC - 03 GENDER AUDIT

Specific Objectives:

- 1] To familiarise the students with concepts and theories of sex and gender as used in feminist perspective.
- 2] To familiarise the students how to conduct gender audit and to enhance the skill among the students.

Course Outcomes:

- 1) To bring the gender sensitization among the students.
- 2) To enhance the skill among the students to conduct the gender audit of various sectors.

Lecture Hours Per Unit

Unit-I Basic Concepts and theories of Gender Relations 15

A] Basic Concepts: Sex, Gender, Patriarchy, Gender Role and Gender Audit

B] Theories of Gender Relations: Liberal, Radical and Socialist.

C] Pattern of Gender inequality in terms of Caste, Class and Religion.

Unit-II How to conduct the Gender Audit 15

A] History, Objective and need of Gender Audit

B] Steps for preparing Gender Audit: Planning, Carrying Out, Draft Report and Final Report.

C] Role and Checklist of Gender Auditors

D] Gender Audit: Private and Public Sectors in India.

49

Reading :

Bhasin Kamal: Understanding Gender, New Dehli: Kali for Women, 2002

Geeta V: Gender ,Calcutta: Stree, 2002

Geeta V: Patriarchy, Calcutta: Stree,2007

Ghadially, Rehana Women in Indian Society, Sage, New Delhi.

Omvedt, Gail :

Neera Desai and

Usha Thakkar: Rege,

Sharmila:

B. Ratna Kumari and K.

Mary Sujatha:

Rajesh Gill:

Inter Action

International Labour

Organisation

UNICEF

Caste, Class and Women's Liberation in India, Bulletin of Concerned Asian Scholars.

Women and Society in India, NBT, 2004.

Writing Caste/ Writing Gender: Narrating Dalit Women's Testimonies, New Delhi: Zubaan, an imprint of Kali for Women. (2006)

Gender Awareness and Gender Audit, Uday Publishing House, 2014

Gender, Culture and Honour: Gender Audit of Punjab and Haryana, Rawat Publication- 2019

"The Gender Audit Handbook: A tool for organisational selfassessment and transformation" , 2010.

A Manual for Gender Audit Facilitators. The ILO Participatory Gender Audit Methodology, 2012.

Gender Audit Manual, A social audit tool to monitor the progress of Viet Nam's Socio-Economic Development Plan, 2012

The Gender Audit Handbook (2003,2010)

Note: Any other text/Article suggested by the subject teacher.

MA-2

Semester-3

Museums and Museology

Unit 1. Museum: Concept

(Teaching Hours- 15, Credit- 01)

- a. Concept and Definition of Museums
- b. History of Museums in the World
- c. History of Museums in India
- d. Types of Museums

Unit 2. Tasks before Museums

(Teaching Hours- 15, Credit- 01)

- a. Collection
- b. Documentation
- c. Preservation
- d. Exhibition and Education

Suggested Readings:

- Eilean Hooper-Greenhill (ed.), *The Educational Role of the Museum*, Routledge, 1994
- Gray Edison and David Dean (ed.), *The Handbook for Museums*, Routledge, 1994.
- Hanna M. Szczepanoska, *Conservation of Cultural Heritage: Key Principals and Approaches*, Routledge 2013.
- Agarwal O.P., *Preservation of Art Objects and Library Material*, National Book Trust ,India, 1993
- Ivan Karlp and Steven D. Lavine (ed.), *Exhibiting Cultures: The Poetics and Politics of Museum Display*, Smithsonian Books, 1991.
- Anupama Bhatnagar, *Museum Museology and New Museology*, Sandeep Prakashan, New Delhi, 1999.

Shivaji University, Kolhapur
M. A. II SEM III (SEC)

Course Name : Basics of Share Market

Course Credits : 2

Course Outcomes: After successful completion of this course, the students will be able to:

- Understand NSE / BSE, Stocks.
- Differentiate investment instruments and its trading mechanism.
- Judge and identify the potential investment areas of the stock market.

Module 1: Introduction to Share Market

(Credit- 01)

- 1.1 Primary market: meaning, types and functions
- 1.2 Secondary market: meaning, types and functions
- 1.3 Secondary market instruments
- 1.4 Market Index: BSE Sensex

Module 2: Indian Stock / Share Market

(Credit- 01)

- 2.1 BSE and NSE: establishments, functions
- 2.2 Forex trading: meaning, financial instruments
- 2.3 Mutual funds: meaning, advantages and disadvantages
- 2.4 SEBI: establishments, functions and responsibilities

READING LIST:

1. Arora Arvind (2022): *Basics of Stock Market*, Invincible
 2. Chakravarti R.(2010): *Capital Markets in India*, SAGE Publishing, India
 3. Deepak R. Raste (2011): *Capital Market in India: Reforms and Regulations*, New Century Publications
 4. Gary Strumeyer (2017): *The Capital Markets: Evolution of the Financial Ecosystem* Wiley
 5. Niti Bhasin (2010): *Financial Institutions and Financial Markets in India: Functioning and Reforms*, New Century Publications
 6. Pandey A. (2014): *Capital Market and Financial System in India*, New Century Publications
 7. Ramchandra G.S. and Dongare K. (2015): *A Practical Approach to the Study of Indian Capital Markets*, Partridge India.
 8. Bimal Jaiswal, Bhuvana Venkatraman and Richa Banerjee (2019): *Financial Markets, Institutions and Financial Services*, Sahitya Bhawan Publications.
 9. www.rbi.org.in
 10. www.sebi.gov.in
-

Shivaji University
M.A. (Psychology) (Part II) (Semester-III)

Skill Enhancement Course in Psychology

M.A. Psychology

Mastering Money Mindset: Timeless Lessons on Wealth and Happiness

Course Description:

Unlock the secrets of a healthy relationship with money as you delve into the psychology of wealth, and happiness. This skill enhancement course offers practical insights and actionable strategies to reshape your financial habits, cultivate contentment, and build a prosperous future. Drawing from timeless principles, behavioural economics, and psychological research, you will embark on a transformative journey to understand and harness the power of your money mindset.

Course Objectives:

1. To gain insights into the psychological factors that shape our relationship with money and influence financial decisions.
2. To develop emotional awareness and intelligence to make informed and balanced financial choices.
3. To discover the connection between money, materialism, and happiness, and learn strategies to enhance overall well-being.
4. To acquire the skills to make rational, well-considered financial decisions based on psychological insights and behavioural economics.
5. To pursue financial goals that align with personal values and long-term happiness.

Learning Outcomes:

Upon completion of this course, participants will be able to:

1. Evaluate their own money beliefs and attitudes, recognizing how these beliefs impact financial behavior and decisions.
2. Incorporate mindfulness techniques to enhance awareness of spending habits, desires, and emotions related to money.
3. Implement practical strategies to resist impulse buying and make more deliberate purchasing choices.
4. Recognize the importance of experiential spending for long-term happiness and implement ways to shift focus away from material possessions.

Module 1: Foundations of Money Psychology

1.1 The Psychology of Wealth

- a. Unravelling beliefs
- b. Attitudes towards money

1.2 The Impact of Early Experiences

- a. How upbringing shapes financial behavior

1.3 Mindfulness and Money

- a. Cultivating awareness for informed financial decisions

Module 2: Creating Lasting Happiness through Financial Wellness

2.1 The Science of Happiness

- a. Exploring the intersection of money and contentment

2.2 The Role of Materialism

- a. Balancing material desires with life satisfaction

2.3 Budgeting for Well-Being

- a. Allocating resources for experiences that bring joy

Activities

1. **Money Autobiography:** Have participants write a brief autobiography of their relationship with money, exploring their earliest memories, significant events, and key influences. This helps them uncover their underlying beliefs and attitudes.

2. **Financial Self-Assessment:** Provide a questionnaire or assessment tool that participants can use to evaluate their current financial mindset, including their views on wealth, spending habits, and financial goals.

3. **Experiential Spending Challenge:** Challenge participants to allocate a portion of their budget to experiences that bring joy (e.g., a hobby, travel, social gatherings) rather than material items. They can share their experiences and insights with the class.

4. **Gratitude and Money:** Have participants keep a gratitude journal specifically focused on their financial blessings and opportunities. Encourage them to explore how practicing gratitude impacts their overall mindset.

Final Project: Integrating Mindset and Action

For the final project, participants can work on a comprehensive financial plan that aligns with their newfound money mindset and lessons learned from the course.

एम.ए. भाषा प्रौद्योगिकी भाग II

सत्र परीक्षा III

SEC – 03 हिंदी ब्लॉगिंग : युक्तियाँ

उद्देश्य -

- ब्लॉगिंग का उद्भव और विकास का ज्ञान प्राप्त कराना।
 - ब्लॉगिंग के विविध अंगों को समझना।
 - हिंदी के प्रसिद्ध ब्लॉग एवं ब्लॉगर्स को जानना।
 - अच्छे ब्लॉगर्स के कर्तव्य को समझना।
-

पाठ्यविषय :

इकाई -1 ब्लॉगिंग

- ब्लॉगिंग , अवधारणा : स्वरूप , इतिहास
- ब्लॉगिंग , परिभाषा : उद्देश्य, लाभ
- ब्लॉग के विविध अंग

इकाई -2 हिंदी ब्लॉगिंग

- हिंदी ब्लॉग के प्रकार
- हिंदी ब्लॉगर्स के प्रकार
- हिंदी के प्रसिद्ध ब्लॉग
- वेब होस्टिंग
- अच्छे ब्लॉगर्स का कर्तव्य

संदर्भ ग्रन्थ -

- डॉ. प्रसाद विनोदकुमार, भाषा और प्रौद्योगिकी
 - सूर्यप्रकाश दीक्षित, भाषा प्रौद्योगिकी एवं भाषा प्रबंधन
 - प्रेमशंकर , ब्लॉगिंग की पूरी जानकारी हिंदी में
 - डॉ.दुर्गेश सिसोदिया, BLOGGING सम्पूर्ण ब्लॉगिंग हिंदी में – OTO Hero
-

SEC – 03 हिंदी ब्लॉगिंग : युक्तियाँ
प्रश्नपत्र का प्रारूप : कुल अंक 50 (40 अंक प्रश्नपत्र तथा 10 अंक मौखिकी)

NATURE OF QUESTION PAPER AND MARKING :

प्रश्नपत्र की प्रकृति एवं अंक विभाजन

Total Marks -40 / कुल अंक – 40

प्रश्न क्रमांक	प्रश्न का स्वरूप	कुल अंक
1.	समग्र पाठ्यक्रम पर बहुविकल्पीय प्रश्न (05 MCQ) (प्रत्येक प्रश्न 02 अंक) अ. पर्यायवाची 3 प्रश्न। (06 अंक) ब. उचित मिलान। (02 अंक) क. सही गलत । (02 अंक)	10
2.	समग्र पाठ्यक्रम पर लघुत्तरी प्रश्न (चार में से कोई दो) (उत्तर सीमा: 150-200 शब्द)	10
3.	समग्र पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (अंतर्गत विकल्प के साथ) (उत्तर सीमा: 600-800 शब्द)	20

SHIVAJI UNIVERSITY, KOLHAPUR

Choice Based Credit System NEP

June 2023 Onwards

M A SANSKRIT PART II - SEM III

Skill Enhancement Course (SEC)

सुभाषित रसास्वाद

उद्दिष्टे:

१. संस्कृत भाषेतील मौलिक विचार समजून घेणे.
२. जीवनाविषयी सकारात्मक भाव जोपासणे.
३. विचारांमध्ये सौंदर्य व कलात्मकता वृद्धिंगत करणे.
४. जगताना स्वतःचे मार्गदर्शन करणे.

फलिते:

१. संस्कृत भाषेतील मौलिक विचार समजून येतात.
२. जीवनाविषयी सकारात्मक भाव जोपासाला जातो.
३. विचारांमध्ये सौंदर्य व कलात्मकता वृद्धिंगत होते.
४. जगताना स्वतःचे मार्गदर्शन घडते.

अनुक्रमांक	घटक नाव	अध्यापन तासिका	श्रेयांक
१	संस्कृत सुविचारांतून व्यक्तिमत्त्व विकास अ. प्रसिद्ध संस्कृत सुविचार ब. संस्कृत सुविचारांचा मराठीत वापर क. संस्कृत सुविचार आणि वक्तृत्व कौशल्य विकास ड. संस्कृत सुविचार आणि भाषा सौष्ठव	१५	१
२	संस्कृत सुभाषितांचे रसग्रहण अ. संस्कृत साहित्यातील प्रसिद्ध सुभाषिते	१५	१

ब. नीतिशतक अध्ययन क. संस्कृत सुभाषितमाला अध्ययन ड. सुभाषितांतील उपदेशाचे विवेचन			
एकूण	३०	२	

Suggested Books/Readings:

१. पराडकर मो.दि., सूक्ती, सुभाषिते व सुविचार, रोहन प्रकाशन, मुंबई, १९९८.
२. धर्माधिकारी भा., मराठी भाषेतील संस्कृत लेणी, पुणे विद्यार्थी गृह प्रकाशन, पुणे, १९८६.
३. जोशी, अयाचित, भर्तृहरिकृत नीतिशतक, चित्रशाळा प्रकाशन, पुणे, १९६१.

Note: Teachers are free to use any relevant books/ articles/ e-resource if needed.

प्रश्नपत्रिकेचे स्वरूप व गुणविभागणी

प्रश्न १ – बहुपर्यायी प्रश्न (एकूण २५ प्रश्न प्रत्येकी २ गुण)

५० गुण

SEC- 3.1: Soft Skills and Personality Development

Course Outcomes:

After completion of this course, students will be able to;

- 1) Develop core skills for the development of self.
- 2) Cultivate interpersonal skills for a successful life.
- 3) Understand the scope of personality and its development.
- 4) Inculcate potential skills in the students to prepare them to deal with the external world collaboratively, communicate effectively, take initiative, and solve problems.

SEC- 3.1: Soft Skills and Personality Development		
Marks: 50		Total Hours of Teaching: 30
Syllabus Contents:		
Unit 1:	Soft Skills 1.1: Introduction to Soft Skills, Communication Skills, Presentation Skills, Time Management Skills 1.2: Body Language, Good Manners, and Etiquettes 1.3: Group Discussion & Interview Skills, Preparation of CV 1.4: Emotional Intelligence Skills, Life Skills, Presentation on Soft Skills	15 Hours
Unit 2:	Personality Development 2.1: Introduction to Personality Development: Concept, Dimensions, and Theories 2.2: Attitude and Motivation: Concept and significance 2.3: Self-esteem: Symptoms and Advantages 2.4: Other Aspects of Personality Development: Problem-solving - Conflict and Stress Management - Decision-making skills - Leadership and qualities of a successful leader – Character building - Team-work - Work ethics –	15 Hours
References: 1) Andrews, Sudhir. How to Succeed at Interviews. 21st (rep.) New Delhi. Tata McGraw-Hill 1988. 2) Heller, Robert. Effective leadership. Essential Manager series. Dk Publishing, 2002 3) Hindle, Tim. Reducing Stress. Essential Manager series. Dk Publishing, 2003 4) Lucas, Stephen. Art of Public Speaking. New Delhi. Tata - Mc-Graw Hill. 2001 5) Mitra, Barun, Personality Development and Soft Skills, Oxford University Press, 2016. 6) Mile, D.J Power of positive thinking. Delhi. Rohan Book Company, (2004). 7) Pravesh Kumar. All about Self- Motivation. New Delhi. Goodwill Publishing House. 2005. 8) Smith, B . Body Language. Delhi: Rohan Book Company. 2004		

शिवाजी विद्यापीठ, कोल्हापूर

Board of Studies in Marathi

मराठी अभ्यास मंडळ

CBCS with M.E. & M.E. in accordance with NEP 2020

Skill Enhancement Course (SEC)

अभ्यासक्रम / Syllabus

एम ए. भाग : 2 / Class : M.A. 2

June 2023 onward

सत्र : चौथे / Sem IV

पथनाट्य लेखन व सादरीकरण

Course Learning Outcomes

१. पथनाट्याची संकल्पना स्वरूप, संहिता लेखनाचे तंत्र यांची माहिती होईल.
२. पथनाट्यांचे महत्त्व, प्रचारात्मकता आणि प्रबोधनाचे स्वरूप समजेल.
३. पथनाट्याच्या सादरीकरणाचे कौशल्य अवगत होईल.
४. पथनाट्याच्या लेखनाचे कौशल्य प्राप्त होईल.

विभाग Module	घटक Topic	अध्यापन तासिका Teacing Hours	श्रेयांक Credit
विभाग १ Module 1	१. पथनाट्याचे स्वरूप आणि व्याख्या - जनसामान्याचे नाटक/खुली संहिता - प्रचार आणि प्रबोधन - सामाजिक बांधिलकी - करमणूक	15	1
विभाग २ Module 2	२. पथनाट्याचे सादरीकरण - लोककला व लोकसाहित्याचा वापर - वाचिक आणि आंगिक अभिनय - मुखवटे, वेशभूषा, वाद्ये, पोस्टर्स, रंगचिन्हे इत्यादी साधनांचा मर्यादित वापर. - लोकबोलींचा प्रभावी वापर- पटनाट्याचे अवाहकत्व	15	1

संदर्भ ग्रंथ

१. कदम, अविनाश, सडक नाटक, लोकवाङ्मय गृह, मुंबई.
२. कुलकर्णी, व. दि., नाटक: रंगाविष्कार आणि रसास्वाद, पद्मगंधा प्रकाशन, पुणे.
३. नुक्कड जनम संवाद, बीसवी सदी मे जनकला: सिद्धांत और सृजन, जन नाट्यमंच, दिल्ली.
४. उत्तरार्ध, जनवादी नाटक विशेषांक, अंक २१ मई, १९८८
५. रंगनायक, अरविंद देशपांडे स्मृती ग्रंथ, संपा. राजीव नाईक, अंक २१ मई, १९८३
६. पेठे, अतुल, नाटकवाल्याचे प्रयोग, मनोविकास प्रकाशन, पुणे.
७. पेठे, अतुल, रिंगणनाट्य, राजू इनामदार, साधना प्रकाशन, पुणे.
८. गुदले, सुरेश, यादव मिलिंद (संपा), पथनाट्य: संकल्पना व स्वरूप, श्रमिक प्रतिष्ठान, कोल्हापूर.
९. रावत, गोविंदसिंह, सडक नाटक परम्परा, रत्न पुस्तक भण्डार, काठमाडौं.
१०. खोले, विलास., नाटक आणि रंगभूमी परिभाषासंग्रह, महाराष्ट्र राज्य साहित्य आणि संस्कृती मंडळ, मुंबई.
११. जैन, अनीता, रीना शुक्ला, पाँच पंच नुक्कड नाटक,
१२. कदम, अविनाश, बादल सरकार: एक जनवादी नाट्यकर्मी, लोकवाङ्मय गृह, मुंबई.
१३. कदम, अविनाश, आधुनिक शाहिरी आणि कामगार रंगभूमी + सडक नाटक- एक जनवादी कलाप्रकार, लोकवाङ्मय गृह, मुंबई.

प्रश्नपत्रिकेचे स्वरूप

Pattern of Question paper

Total Marks - 50

प्रश्न क्रमांक	प्रश्नाचे स्वरूप	गुण
1.	बहुपर्यायी वस्तुनिष्ठ प्रश्न (MCQ) योग्य पर्याय निवडा (प्रत्येकी 2 गुणांचे एकूण 25 प्रश्न)	50

शिवाजी विश्वविद्यालय, कोल्हापुर.

हिंदी अध्ययन मंडल

एम.ए भाग दो, (चतुर्थ सत्र)

प्रश्नपत्र विज्ञापन के माध्यम और भाषा.

(SEM-IV) कोर्स क्रेडिट— 2

(SKILL ENHANCEMENT COURSE)

सत्र समाप्ति परीक्षा अंक — 40

अंतर्गत मूल्यमापन अंक— 10

कुल अंक — 50

उद्देश्य—

1. विज्ञापन का उद्देश्य प्रतिपादित कराना.
2. विज्ञापन के प्रिंट माध्यम की विशेषताएँ प्रतिपादित कराना।
3. विज्ञापन के रेडियो माध्यम की विशेषताओं से परिचित कराना
4. विज्ञापन के टेलीविजन माध्यम की विशेषताओं से परिचित कराना।

विभाग Modul	विभाग Topic Teaching Hour Credit	अध्यापन तासिका Teaching Hour	श्रेयांक Credit
विभाग — I	विज्ञापन की भाषा की विशेषताएँ— विज्ञापन की भाषा के गुण. विज्ञापन के भाषा के उपकरण.	15	1

विभाग - II	विज्ञापन माध्यम 1. प्रिंट माध्यम की विशेषताएँ 2. रेडियो माध्यम की विशेषताएँ 3. टेलीविजन माध्यम की विशेषताएँ.	15	1
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संदर्भ ग्रंथ—

1. विज्ञापन और हिंदी— संपादक डॉ. पूर्णिमा आर.
2. विज्ञापन डॉट कॉम— डॉ रेखा सेठी.
3. विज्ञापन कला—मधु धवन.
4. जनसंचार एवं पत्रकारिता कल और आज—डॉ सिद्राम खोत.

प्रश्नपत्र का स्वरूप तथा अंक विभाजन

कुल अंक 40

	प्रश्न का स्वरूप	अंक
प्रश्न-1	समग्र पाठ्यक्रम पर पाँच बहुविकल्पीय प्रश्न अ) पर्यायवाची 3 प्रश्न 06 अंक ब) उचित मिलान 1 प्रश्न 02 अंक क) सही गलत 1 प्रश्न 02 अंक	10
प्रश्न-2	समग्र पाठ्यक्रम पर लघुतरी प्रश्न (चार में से दो) उत्तर सीमा 150-200 शब्द	10
प्रश्न-3	समग्र पाठ्यक्रम दीर्घोत्तरी प्रश्न (अंतर्गत विकल्प के साथ) उत्तर सीमा 600-800 शब्द	20

अंतर्गत मूल्यामापन 10 अंक (मौखिक, चर्चासत्र, स्वाध्याय, यात्रा भेंट, क्षेत्रीय कार्य)

Shivaji University, Kolhapur

Skill Enhancement Course (SEC) under NEP

M. A. Part II Sem. IV

SEC Course: Business English: Management and Leadership

(Infosys Springboard Course)

Course Link: <https://www.coursera.org/learn/management-leadership-english>

Credits: 2

Hours: 30

Self-study Mode

About this Course:

In this course, you will practice the language and styles of communication needed in English for Recruiting and training a professional team, Managing and participating in well-organized meetings, Making telephone conferences more efficient and Writing professional emails.

Course Objectives:

- To acquaint the students with the effective business communication strategies.
- To introduce the students with various skills of management and leadership.
- To enable students to be effective business managers and leaders.

Course Outcomes:

- Learners know effective business communication strategies.
- Learners are familiar with various skills of management and leadership.
- Learners know how to be effective business managers and leaders.

Syllabus of the Course:

Module No.	Title of the Module	Hours
1	Staffing and Hiring Decisions	6
2	Meeting Management	5
3	Leading and Teaming	6
4	Planning, Organizing & Delegating	5
5	Managing & Coaching	6
6	Review	2

Detailed Syllabus

Module I: Staffing and Hiring Decisions Introduction: Video 1.1 I Need To Get My Team Together: Video 1.2 Vocabulary Preview: Reading 1.3 Direct and Indirect Approaches: Video 1.4 Direct and Indirect Approaches: Quiz 1.5 More on the Indirect Approach: Video 1.6 Example: An Indirect Message: Reading 1.7 The Indirect Approach: Quiz 1.8 Summarizing Basics: Video 1.9 Summarizing Basics: Quiz 1.10 Making Better Hires: Reading 1.11 The Secret to Making Better Hires: Quiz 1.12 Direct and Indirect Requests: Video	Module II: Meeting Management 2.1 The toothpaste of the future: Video 2.2 Vocabulary Preview: Reading 2.3 Effective Meeting Practices: Video 2.4 Example: Agenda: Reading 2.5 Effective Meeting Practices: Quiz 2.6 Conference Calling: Video 2.7 Conference Calling Strategies: Quiz 2.8 Future Tense Contractions: Video 2.9 Future Tense Contractions: Quiz 2.10 The Future of Meetings: Reading 2.11 Future of Meetings: Quiz 2.12 Writing Effective Summaries: Video 2.13 Writing Effective Summaries: Quiz
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1.13 Direct and Indirect Requests: Quiz 1.14 Review: Video 1.15 Vocabulary Practice: Reading 1.16 Test: Quiz	2.14 Review: Video 2.15 Vocabulary Practice: Reading 2.16 Test: Quiz
Module III: Leading and Teaming 3.1 The agenda for the day: Video 3.2 Vocabulary Preview: Reading 3.3 Handling Interruptions: Video 3.4 Amy Cuddy's TED Talk: Reading 3.5 Conference Calling Tips: Video 3.6 Communication Lesson: Quiz 3.7 Interrupt/Hold the floor: Video 3.8 Interrupt/Ask for clarification: Quiz 3.9 Interruption and Clarification: Reading 3.10 Interruption and Clarification: Quiz 3.11 Infinitives and Gerunds: Video 3.12 Infinitives and Gerunds: Quiz 3.13 Review: Video 3.14 Vocabulary Practice: Reading 3.15 Test: Quiz	Module IV: Planning, Organizing, & Delegating 4.1 The status report: Video 4.2 Vocabulary Preview: Reading 4.3, 4.4 Effective Emails: Video & Quiz 4.5, 4.6 Status Reports: Video & Reading 4.7 Status Reports: Quiz 4.8 Concise Language: Video 4.9 Concise Language: Quiz 4.10, 4.11 Nouns to Verbs: Reading & Quiz 4.12 Reading Numbers: Video 4.13 Reading Numbers: Quiz 4.14, 4.15 Review- Part 1 & 2: Videos 4.16 Status Report: Reading 4.17 Vocabulary Practice: Reading 4.18 Test: Quiz
Module V: Managing and Coaching 5.1 Like a coach: Video 5.2 Vocabulary Preview: Reading 5.3, 5.4 Coaching & Mentoring: Video & Quiz 5.5 Effective Teaming: Video 5.6, 5.7 Group Development: Reading & Quiz 5.8, 5.9 First Conditionals: Video & Quiz 5.10, 5.11 Listening Skills: Reading & Quiz 5.12, 5.13 Listening & Feedback: Video & Quiz 5.14 Review: Video 5.15 Vocabulary Practice: Reading 5.16 Test: Quiz	Module VI: 6.1 Review 6.1 Email Peer Review 1: Video 6.2 Email Peer Review 2: Video 6.3 Final Examination: Quiz 6.4 Email Synthesis: Peer-graded Assignment 6.5 Credits: Reading

References:

https://infyspringboard.onwingspan.com/web/en/app/toc/lex_auth_013267711403859968572/overview

<https://www.coursera.org/learn/management-leadership-english>

Evaluation Method

Total Marks	50
Duration	1 hour
Type of Questions	Multiple Choice (MCQ)

Skill Enhancement Compulsory Course

SEC – IV – Election Campaigning

Objectives :-

1. To understand Election Campaigning.
2. To acquire skills for Election Campaigning.
3. To develop political consultancy skills.
4. To understand role of Media and acquire related skills.
5. To apply acquired skills to work in practice.

Module	Topic	Teaching Hours	Credit
Unit I	Political Parties and Campaigning a) Agencies b) Political Advisors and Personal Assistants c) Freelancing	15	1
Unit II	Media and Campaigning a) Print Media b) Electronic Media c) Social Media	15	1

Course No. SEC – 04 ENVIRONMENTAL IMPACT ASSESSMENT

Specific Objectives:

- 1) This course aims to introduce the concepts, procedures and methods of Environmental Impact Assessment (EIA).
- 2) The purpose of EIA is to promote environmental considerations in planning and decisionmaking processes in order to arrive at measures that avoid or minimize adverse environmental impacts.

Course Outcomes:

- 1) To understand the concept of environmental impact assessment and sustainable development.
- 2) To understand the methodology and processes of environmental impact assessment.

Lecture Hours Per unit

Unit-I Introduction to Environmental Impact Assessment 15

- A] Concept and aspects of Environment- Definition, Background, Sustainable Development
- B] Environmental Sustainability
- C] Environmental Impact Assessment- History, Definition, Benefits
- D] Legal, Policy and Regulatory Framework in Indian Context

Unit-II Introduction to Environmental Impact Assessment 15

- A] Environmental Impact Assessment Methodologies
- B] Environmental Impact Assessment Process- Alternative, Screening, Scoping, Impact Analysis and Mitigation
- C] Public involvement in Environmental Impact Assessment
- D] Environmental Impact Assessment case examples

Books and references

- 1) Wathern P., "Environmental Impact Assessment: Theory and Practice", Routledge Publishers, 1990
- 2) Marriott B., "Environmental Impact Assessment: A Practical Guide", McGraw-Hill Publication, 1997
- 3) Shrivastava A.K., Baxter Nicola, Grimm Jacob, "Environmental Impact Assessment", APH Publishers, 2003
- 4) Anjaneyulu Y., Manickam Valli, "Environmental Impact Assessment Methodologies", CRC Press 2011
- 5) Glasson J., Therivel Riki, Chadwick Andrew, "Introduction to Environmental Impact Assessment", Oxford Brookes University 2012/ 4th edition

Note: Any other text/Article suggested by the subject teacher

MA-2

Semester-4

National Museums in India

Unit 1. Northern and Eastern India

(Teaching Hours- 15, Credit- 01)

- a. National Museum, New Delhi
- b. Indian Museum, Calcutta

Unit 2. Western and Southern India

(Teaching Hours- 15, Credit- 01)

- a. Chhatrapati Shivaji Maharaj Museum, Mumbai
- b. Salarjung Museum, Hyderabad

Suggested Readings:

- Baxi, Smita J. Dwivedi, Vinod P. (1973). Modern Museums: organization and practice in India. Abhinav
- Gray Edison and David Dean (ed.), The Handbook for Museums, Routledge, 1994.
- Mathur, Saloni; Singh, Kavita, eds. (21 December 2017). No touching, no spitting, no praying : the museum in South Asia
- Morley, Grace. A Brief Guide to National Museum
- Reddy, A.K.V.S (1992). Salar Jung Museum Guide (1st ed.). Hyderabad: Salar Jung Museum.
- csmvs.in
- indianmuseumkolkata.org
- museumsofindia.gov.in
- nationalmuseumindia.gov.in
- salarjungmuseum.in

Shivaji University, Kolhapur
M. A. II SEM IV (SEC)

Course Name : Consumer Rights and Protection

Course Credits : 2

Course Outcomes: After successful completion of this course, the students will be able to:

- Understand the consumer rights and protection laws.
- Know the ways of consumer exploitation.
- Aware consumer rights and responsibilities.
- Make the best decision to purchase the best product in the market.

Module 1: Consumer Rights

(Credit- 01)

- 1.1 Consumer: meaning, consumer rights- meaning, duties of consumers
- 1.2 Need and importance of consumer awareness and rights
- 1.3 Key elements of consumer awareness
- 1.4 Consumer rights and responsibilities

Module 2: Protecting the Consumer

(Credit- 01)

- 2.1 Consumer exploitation - meaning, forms
- 2.2 Reasons for consumer protection
- 2.3 Consumer Protection Act, 1986 and 2019
- 2.5 Consumer Protection Agencies - Consumer Courts

READING LIST:

1. R. Sivanesan & Ananda Krishna Deshkulkarni (2022): *Consumer Awareness*, Margham Publication.
 2. Agarwal V. K. (2022): *Law of Consumer Protection*, Bharat Law House.
 3. Mohammed Kamalun Nabi, Mohammed Irshadun Nabi and Kishor C. Raut (2015): *Consumer Rights and Protection in India*, Ingram Short Title.
 4. Prakash Chandel and Shammi Minhas (2018): *Consumer Awareness and Consumer Protection: An Empirical Evidence*, Createspace Independent Publisher.
 5. M. Nazer (2012): *Consumer Rights and Awareness*, Discovery Publishing Pvt. Ltd.
 6. Hiren Divya (2017): *Assessment of Consumer Awareness on Consumer's Rights and Responsibilities*, Redshine Publication.
 7. R. K. Bangla (2022): *Consumer Protection Laws*, Allhabad Law Agency.
 8. Department of Consumer Affairs, *The Consumer Protection*, Ministry of Consumer Affairs, Government of India, www.consumeraffairs.nic.in
 9. *The Consumer Protection Act, 2019*, Universal LexisNexis.
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Shivaji University, Kolhapur
M.A. (Psychology) (Part II) (Semester-IV)

(Choice Based Credit System with NEP)

(Introduced from June, NEP- 2023)

REHABILITATION PSYCHOLOGY (SEC-II)

I) Title of Paper: REHABILITATION PSYCHOLOGY (SEC)-II

II) Objectives:

1. To understand the actual process of rehabilitation.
2. To make students familiar with professional skills in rehabilitation.
3. To understand the collaborative working in rehabilitation.
4. To learn and understand basic physical, sensory, developmental, cognitive, mental disability and its effects on performance.

III) Programme Outcome's

1. The program outcomes of a rehabilitation psychology program typically focus on the knowledge, skills, and attitudes that students are expected to acquire by the time they complete the program.
2. These outcomes prepare them for successful careers in the field of rehabilitation psychology, which involves helping individuals with disabilities or injuries to maximize their potential and achieve meaningful and fulfilling lives.

IV) Module	No. of Credits
Module 1: Introduction to rehabilitation	1
Module 2: Psychological Assessment and Community Based Rehabilitation	1

V) Books for Reading:

Frank, R., Rosenthal, M., & Chaplan, B. (2000). Handbook of Rehabilitation Psychology (2nd ed.). Psychological Association.

Teotia, A. (2018). Rehabilitation psychology, Notion Press.

REHABILITATION PSYCHOLOGY (SEC)

Module 1. Introduction to rehabilitation Psychology

- 1.1. Introduction and definition of rehabilitation psychology
- 1.2. History and nature of rehabilitation psychology
- 1.3. Concepts of ability and disability, types of disability

Module 2. Psychological Assessment and Community Based Rehabilitation

- 2.1 Assessment of persons with disability
- 2.2 Goals of Community Based Rehabilitation
- 2.3 Role of NGO and role of community

Note: Question papers as per pre-revised syllabi will be set at the examinations to be held in October, 2023 and April, 2024 for the benefit of repeater students.

एम.ए. भाषा प्रौद्योगिकी भाग II

सत्र परीक्षा IV

SEC -IV हिंदी ब्लॉगिंग : अनुप्रयोग

उद्देश्य -

- ब्लॉगिंग के पेज निर्माण का ज्ञान प्राप्त कराना।
 - ब्लॉगिंग के टेम्पलेट को समझना।
 - ब्लॉग के ट्रैफिक को जानना।
 - ब्लॉग निर्माण की प्रविधि को समझना।
 - ब्लॉग द्वारा अर्थार्जन के ज्ञान को प्राप्त कराना।
-

पाठ्यविषय :

इकाई 1 - हिंदी ब्लॉगिंग पेज निर्माण

- ब्लॉग पर पेज बनाना
- ब्लॉग के लिए टेम्पलेट लेना
- ब्लॉग के लिए विषय लेना
- ब्लॉग पर ट्रैफिक बनाना

इकाई-2 ब्लॉग निर्माण एवं अर्थार्जन

- ब्लॉग निर्माण की प्रविधि
- ब्लॉग का डिजाइन
- ब्लॉग का विमोचन
- ब्लॉग द्वारा अर्थार्जन

संदर्भ ग्रन्थ -

- डॉ. प्रसाद विनोदकुमार, भाषा और प्रौद्योगिकी
 - सूर्यप्रकाश दीक्षित, भाषा प्रौद्योगिकी एवं भाषा प्रबंधन
 - प्रेमशंकर, ब्लॉगिंग की पूरी जानकारी हिंदी में
 - डॉ. दुर्गेश सिसोदिया, BLOGGING सम्पूर्ण ब्लॉगिंग हिंदी में – OTO Hero
-

SEC IV - हिंदी ब्लॉगिंग : अनुप्रयोग

प्रश्नपत्र का प्रारूप : कुल अंक 50 (40 अंक प्रश्नपत्र तथा 10 अंक मौखिकी)

NATURE OF QUESTION PAPER AND MARKING :

प्रश्नपत्र की प्रकृति एवं अंक विभाजन

Total Marks -40 / कुल अंक – 40

प्रश्न क्रमांक	प्रश्न का स्वरूप	कुल अंक
1.	समग्र पाठ्यक्रम पर बहुविकल्पीय प्रश्न (05 MCQ) (प्रत्येक प्रश्न 02 अंक) अ. पर्यायवाची 3 प्रश्न। (06 अंक) ब. उचित मिलान। (02 अंक) क. सही गलत। (02 अंक)	10
2.	समग्र पाठ्यक्रम पर लघुत्तरी प्रश्न (चार में से कोई दो) (उत्तर सीमा: 150-200 शब्द)	10
3.	समग्र पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (अंतर्गत विकल्प के साथ) (उत्तर सीमा: 600-800 शब्द)	20

SHIVAJI UNIVERSITY, KOLHAPUR

Choice Based Credit System NEP

June 2022 Onwards

M A SANSKRIT PART II - SEM IV

Skill Enhancement Course (SEC)

वाचाशुद्धी व वाक्पटुत्व विकास

उद्दिष्टे:

१. वाणीमध्ये उच्चारण शुद्धता आणणे.
२. संस्कृत समानार्थी शब्दज्ञान वाढविणे.
३. उच्चारणासाठी आवश्यक संधिनियम शिकणे.
४. वक्तृत्वात अचूकता, प्रभाव व संक्षिप्तता आणण्यासाठी समास शिकणे.

फलिते:

१. वाणीमध्ये उच्चारण शुद्धता येते.
२. संस्कृत समानार्थी शब्दज्ञान वाढते.
३. उच्चारणासाठी आवश्यक संधिनियम शिकले जातात.
४. वक्तृत्वात अचूकता, प्रभाव व संक्षिप्तता आणण्यासाठी समास शिकले जातात.

अनुक्रमांक	घटक नाव	अध्यापन तासिका	श्रेयांक
१	उच्चारण शुद्धता अ. संस्कृत वर्णमाला अध्ययन ब. पाणिनीय शिक्षा क. संधि नियम अध्ययन ड. स्तोत्र पठण	१५	१
२	वाक्पटुत्व विकास अ. अमरकोश अध्ययन ब. शब्दपाठ अध्ययन	१५	१

क. धातुपाठ अध्ययन ड. समास अध्ययन		
एकूण	३०	२

Suggested Books/Readings:

१. पाण्डेय राजकिशोर, रूपचन्द्रिका, चौखम्भा ओरीयण्टालिया, वाराणसी.
२. आचार्य नारायणराम, अमरकोषः, चौखम्भा पब्लिशर्स, वाराणसी.
३. कौण्डिन्यायनः, पाणिनीय शिक्षा, चौखम्भा विद्याभवन, वाराणसी, २०१७.
४. मिश्र हरेकान्त, बृहद्भातुकुसुमाकर, चौखम्भा संस्कृत प्रतिष्ठान, दिल्ली, १९९९.
५. साठे म. दा., लघुसिद्धांतकौमुदी, संस्कृत विद्या परिसंस्था, पुणे, १९९८.

Note: Teachers are free to use any relevant books/ articles/ e-resource if needed.

प्रश्नपत्रिकेचे स्वरूप व गुणविभागणी

प्रश्न १ – बहुपर्यायी प्रश्न (एकूण २५ प्रश्न प्रत्येकी २ गुण)

५० गुण

SEC-4.1: Financial Literacy

Course Outcomes:

After completion of this course, students will be able to;

1. Understand the benefits of financial planning.
2. Differentiate the various banking and financial market terms.
3. Get acquainted with protection-related products.
4. Compare the different tax saving schemes.

SEC-4.1: Financial Literacy		
Marks 50		Total Hours of Teaching: 60
Syllabus Contents:		
Unit 1:	Basics of Savings and Investment: 1.1: Why are investing and savings important? Savings Vs Investment, Power of Compounding, what should be the investment objectives? 1.2: Risk and Return, Inflation Effects on Investment, Investor's Age and Assets Allocation Banking Activities: 1.3: Deposits and Types of Deposits-Saving Bank Accounts, Fixed Deposit Accounts, Recurring Deposit Accounts, Special Term Deposit Schemes, Loans, and Types of loans advanced by Banks 1.4: Other secondary functions of Bank. 1.5: Banking Structure in India and Role of Reserve Bank of India	15 Hours
Unit 2:	Financial Markets: 2.1: Capital Market Vs Money Market, Securities and its types, i.e., Equity, Debentures or Bonds, IPOs and FPOs, Mutual Funds, 2.2: Types of Mutual Funds, Brokers, sub-brokers, Process for becoming a capital market investor. Protection Related products: 2.3: Insurance Policies, Life Insurance, Term Life Insurance, Endowment Policies, Pension Policies, ULIP, Health Insurance and its Plans, Understanding of Ponzi Schemes. Tax saving Schemes- 2.4: Government Schemes-National Saving Certificates, Public Provident Fund, Post Office Schemes, Equity Linked Savings Schemes, 2.5: Retirement Benefits Schemes- NPS (New Pension System)	15 Hours
References: 1) Investment Planning by SEBI 2) Indian financial System, by T. R. Jain and R. L. Sharma, VK Global Publisher 3) Money and Banking by T. R. Jain and R. K. Kaundal, VK Global Publisher		

Shivaji University, Kolhapur

Syllabus of M.Com.

Faculty of Commerce and Management

Syllabus in accordance with NEP-2020

Introduced from academic year 2023-24

M.Com. Part-II (Semester-III)

SKILL ENHANCEMENT COURSE (SEC-3)

(Self Study Mode)

Title of the Paper : E-filing of Income Tax Return

30 Hours

2 Credits

	Course Content
Course Outcomes	After studying this course students shall be able To know the different income tax return To know the procedure of e filing tax return and payment of tax
Skills to be acquired	Acquire ability to apply such knowledge to e filling of income tax return
Unit-I	Return of Income
Theory	Permanent Account Number (PAN), different forms of income tax return , compulsory and voluntary filling of income tax return , fees and interest for default in filling return, return of loss, belated return , revised return, defective return, persons authorized to verify return of income
Unit-II	E payment of tax and E filling of income tax return
Theory	Online payment of taxes , steps of e payment of tax , Login of e filling portal procedure of online filling and verification of return

Books Recommended:

1. Singhanian V.K. & Monica signghanian : Students' guide to Income tax , Taxman publication
2. Manoharan T.N. Direct taxes : Snow white publication, New Delhi
3. The Institute of Chartered Accountants of India study material for CA Inter
4. Website : <https://eportal.incometax.gov.in>

Shivaji University, Kolhapur
Syllabus of M.Com.
Faculty of Commerce and Management
Syllabus in accordance with NEP-2020
Introduced from academic year 2023-24
M.Com. Part-II (Semester-IV)
SKILL ENHANCEMENT COURSE (SEC- 4)
(Self Study Mode)
Title of the Paper : Research Ethics

30 Hours

2 Credits

	Course Content
Course Outcomes	1. Provide students with the fundamental knowledge of basic research ethics 2. Create awareness among students about misconduct of ethics in research
Skills to be acquired	Consent for original work, respect for confidentiality, distinguishing between right and wrong, avoiding misinterpretation of research data, promoting truth, minimising errors
Unit-I	Introduction to Research Ethics
Theory	Meaning, Definition, Principles of research ethics, Objectives, Advantages, Disadvantages, Responsibilities for Research ethics.
Unit-II	Publication Ethics
Theory	Publication Ethics meaning, Scientific Misconducts: Nature, fabrication and plagiarism Publication Misconduct: Introduction, Importance. Violation of publication ethics : Inappropriate authorship, multiple submission, overlapping publication, salami publication, inappropriate authorship, intended omission of negative results, data dredging Corrective measures taken by UGC to control misconduct in publication.

Books Recommended:

1. Bora Pransal , (2023). Research Methodology and Research Publication Ethics. Notion Press.
2. Datta Dilip, (2021) Good Practices and Ethics in research publication, Ane Books Pvt. Ltd.
3. Ray Partha (2022) A Guide to Research and publication Ethics, New Delhi Publisher.

(Note – Recent editions of the above books may be referred)

SHIVAJI UNIVERSITY, KOLHAPUR

**Syllabus to be implemented from
July, 2023 onwards.**

M.Sc. Part-II (CBCS)

Sem-III

AEC-II Communicative English-II

INTERVIEW AND PRESENTATION SKILLS

Unit : -1. Interview Skills.

Unit : -2. Presentation Skills. (Presenting your point of view.)

Nature of Question Paper Pattern

M.Sc. II

Ability Enhancement Compulsory Course- II

Time Allotted: 2 hrs

Total Marks: 50

Instructions

- All the questions are compulsory.
- Figures on the right indicate full marks allotted to each question.

Q. 1 Rewrite the following questions choosing the correct alternative.	8
Q. 2 Answer the following questions in one word/ phrase/ sentence	7
Q. 3 Answer the following questions. (Theory questions) (3/5)	15
Q. 4 Questions based on the given advertisement.	10
Q. 5 Preparation of Oral or PowerPoint Presentation.	10

M.Sc. Part II Sem. III

AEC-II

Unit No.1 Interview Skills

Introduction

At one stage or the other, we have to face interview for one reason or the other. Most of the times it is for job; sometimes it is better opportunity; sometimes for judging a person as a life partner and so on. Requirements of each of these situations are different. Sometimes it is academic, sometimes knowledge based, sometimes application based, sometimes experience oriented, sometimes sentimental but most of the times it is combination of all these. People attempt to assess different aspects of your personality with a special focus on their requirements.

Most often it is found that candidates get goose bumps on hearing about interview. It brings about some type of unknown burden to them. The very idea of interview is daunting for them. The case should be the otherwise. Let's discuss the topic in the light of needs and requirements of success at interview events.

What is Interview?

The word 'interview' can be split into two words 'inter' and 'view'. To simplify the meaning, 'interview' is an attempt to peep in to your personality for some specific purpose. Interview is a personality check. Your personality is assessed through observations on 'how' and 'what' of your presentation. People try to judge you from what you speak and how you behave and present yourself. Your views, your attitude, your aptitude, your knowledge, your skill and your behaviour are the points of check during an interview. This may be checked through questions and answers, demonstrations, written or oral tests, tasks, etc.

We go to market to buy some item. We check availability, suitability, quality, price and price variation, intensity of our need and finally the value of the item for us.

Same is true about interview. An interviewer also checks almost all these criteria and arrives at a conclusion. He checks whether qualities s/he is seeking are possessed by some candidate/s, if s/he is suitable for the job and working conditions, whether s/he is willing to work with the salary we offer, if the candidate is really needy, and finally if we select him/ her will he prove himself valuable to the organization.

Taking these questions in the mind, interviewers design their set of questions. They decide stages of interview and accordingly shortlist a suitable candidate. A candidate who answers these questions satisfactorily gets selected; those who cannot fulfil their expectations get rejected. It is a simple process of selection where the interviewer attempts to choose the best option s/he has.

Types of Interview

There are different types of interview. In a process of selection, you may face one or more of the following situations.

- a) **Face—to—Face Interview:** This is a very traditional type of interview. This is the most frequently preferred type. The candidate may have to face an individual or a team of individuals in this type of interview. Arrangements are made for one—on—one conversation. The interviewer asks questions to the candidate and the candidate answers them. Sometimes a panel or committee of one to ten persons may conduct interview.
- b) **Telephonic Interview / Video Conferencing:** With the increasing use of technology in our daily life, telephonic interviews and video conferencing is becoming more and more popular and preferable. For a company with remote location such as the U.S.A. or Japan or Australia, it is not possible for an individual to attend interview in their head office. In such cases, telephonic and video conferencing becomes the most easy, time saving and money saving tool. This type of interview is very much like face-to-face interview. One has to follow all the manners and etiquettes of face-to-face interview here. The only care that

one needs to take is there should not be any disruptions due to technological problems.

- c) **Group Discussion/ Interview:** Group discussion or group interview is a stage of selection process where an individual needs to exhibit his leadership qualities. It is designed to uncover our leadership potential. They check whether we are cooperative, attentive, inclusive, considerate, good listener, fair in judgement, willing to compromise, decision maker, emphatic and so many other qualities to be possessed by a good leader. Overall they check your communicative abilities and the abilities to influence others.
- d) **Lunch/ Dinner-on-Interview:** This is just a change in location of face-to-face interview. Except for the situation, everything remains the same. One has to follow etiquettes and manners of conversation here also. Rather, in this situation, the interviewer has more scope to observe your habits minutely. S/He may make some personal observation related to your habits, approaches, behaviour and so on.
- e) **Demonstration:** This is a typical situation. There are some work places which may make the person to think in all the possible ways so as to tackle a problem. In this type of interview, the candidates are given different situations to solve typical problems, or they may be asked to formulate a plan to for some situation. This is often followed by a presentation with cross-questions.

Preparations for Interview

Preparations for interview can be divided into events—Before Interview and During Interview.

Before Interview Preparations

A. Know about the Organization:

It is very necessary to know the organization, company, firm or institute where you intend to apply.

Know the organization.

- History of the organization

- Founders of organization
- Aims and objectives of the organization
- Management hierarchy
- Recent changes in the organization
- Product
- Market
- Financial Changes

Know the job

- Designation
- Job description
- Nature of work
- Responsibilities to be shouldered
- Qualifications required
- Specializations required if any
- Experience required
- Skills required
- Work environment
- Performance expectations

This information may be gathered from the website of the organization or from some person working in the organization or you may give a call in the company itself. The Human Resource Department (HRD) would provide you all the information. Once you know about these things, think about your skills and capacities and highlight them in your C.V. If you are technically eligible for the post, rest can be managed through preparations.

B. Preparing C. V. (Curriculum Vitae):

Most of the times, interviewers ask questions related to the information given in our Curriculum Vitae. Hence, our C.V. should be well organised and systematically presented. A good curriculum vitae is a reflection of our

personality. It includes most of our important details. It includes a few of the following details.

○ **Personal details**

- Full Name (All letters capital)
- Address (Correspondence, Permanent, Email)
- Contact Numbers (Mobile, Landline, Some optional number/s)
- Date of Birth
- Gender
- Marital Status
- Nationality

○ **Educational Qualifications**

- Education (in reverse chronology—latest at the top)
- Details of degree—date, grade, institution, specialization, etc.

○ **Professional Qualifications**

- Details of any technical qualifications such as computer courses, typing, any other subject/ job related course, etc.

○ **Work Experience**

- Employment details such as name of the company, designation, nature of responsibilities along with dates.

○ **Other Relevant Information**

- Languages known
- Hobbies and Interest
- Special achievements (Mostly relevant to the post)

All of us have these details. However, organizing these details according to the demands of job is a skill. We should organize details in our C.V. as per the requirements of the company.

For example: In a particular company, there is a vacancy of a Quality

Supervisor. The company demands at least 2 years' experience. Here, only those having experience will apply. **Experience becomes the most important aspect of our C.V.**

- Now, the experience should be highlighted more than any other details.
- While writing experience, never forget to highlight your experience (if you have any) of the larger and famous companies you have worked with.
- If you do not have experience of such organization, briefly give details of nature of work you have undertaken.

In some other case, specialization is expected.

For example: A particular organization wants an individual with specialization in seed technology. Here, a person with B.Sc./ M.Sc. Agriculture and also an individual with M.Sc. Botany is also eligible provided he has studied Seed Technology as one of the subjects at the PG level or s/he has some research work in the seed technology. Here a Botany student can highlight his area of interest/ specialization by

- Giving title of the research work s/he has undertaken.
- Giving title of the published research paper.
- Creating special bullet "Area of Specialization/ Research/ Interest".

Some companies demand knowledge of particular language. For example: an International organization/ company want to recruit an individual with the knowledge of German language. In this case, do not forget to highlight your proficiency in different language skills of the German language. Do not forget to attach related documents.

Most of the times, nothing is demanded in particular. We need to present our details in a manner that our field of specialization gets highlighted. Here, we have scope

for compelling the interviewer to ask questions related to our area of interest or specialization. Thus, it is our C.V. and the information provided in it that helps us manage our success in an interview.

It is not necessary to decorate your C.V. Let it be plain and simple. Do not forget to highlight (bold) the important but relevant achievements. You may change the sequence of items presented only for the sake of emphasizing certain information. This change attracts the interviewer and s/he tempts to ask you questions related to the highlighted information.

C. Preparing Questions: Once you are ready with your C.V. and research about the job, the first part of your preparation is framing a set of questions for rehearsal. We need to frame some questions and be ready with relevant answers for them. While framing questions, we need to focus each and every point mentioned in our C.V.

Our questions begin with our name and may end anywhere. However, here should be ready till the end. All the questions that we have prepared may not be asked by the interviewer and it is not expected also. But we should be ready with at least a set of questions.

When you are ready with your own set of questions, you can be tricky and can control your interview.

To my experience, interview can be of two types—Logical and Haphazard. Logical interviews follow a logical pattern. The questions asked in the logical interview are based on the information provided. The interviewers catch a thread and ask questions around the same thread. Answer of first question creates ground for the next question and answer of the second for the third and so on.

The second type is haphazard interview. Here, interviewers want to check your patience, conversational etiquettes, memorization abilities, wittiness, presence

of mind, etc. Hence, there is no logical connection between the questions asked. First question may be 'Introduction' and second question may be 'Have you ever played Tennis?', the third may be 'Have you ever met Salman Khan?'.

It is here, that we must be prepared with the set of questions and their answers.

Our questions can be divided into six different types—personal, Educational, Career Goals, Knowledge of the Organization, Experience, Research and expertise. Let's see some sample questions.

1) Personal

- Tell us about yourself./ Introduce yourself to the panel.
- Tell us briefly about your family background.
- What are your strengths/ weaknesses?
- How do you spend your spare time?/ What are your hobbies and interests?
-

2) Educational/ Academic

- Tell us about your primary/ secondary/ undergraduate/ post-graduate education?
- Why did you choose that college/ university only?
- Which course/s did you enjoy the most/ least? Why?
- Who is/ was your favourite teacher? Why?
- Which is your favourite study place? Why?
- Which is your favourite subject? Why?
- Have you ever participated in some extra-curricular activities like cultural, sports, N.S.S. or N.C.C.?
- Do you have any special academic achievements? Tell us about them in details.

3) Career and Goals

- What is the goal of your life?
- What are your professional goals?
- Where do you see yourself after 5 years/ 10 years?
- How do you motivate yourself to work?
- How do you motivate others to work?

4) Knowledge of Organization

- Tell us what you know about our organization.
- Why do you think you are suitable for the post?
- What appeals you about this job?
- Why do you want to join our organization?
- How do you plan to contribute to our organization to develop?
- What do you expect from us?
- What are your expectations about salary?
- What would you do if you get a better opportunity after joining our organization?

5) Experience

- How does your work experience relate to this job?
- Why are you willing to leave your previous organization?
- What do you prefer—working in a team or working independently? Why?
- Do you have any experience of working in team? Explain.
- What managerial skills did you acquired during your service span?
- Can you describe any critical situation when you had to take the decision?
- How do you describe your previous organization/ company?

6) Research and Expertise (These are subject specific questions.)

- Why did you choose this field/ subject/ topic?
- What interests you in this field/ subject/ topic?
- What is your contribution to the field?
- How does your research differ from that of others'?
- What are your findings?
- Which methods of data collection have you used? Why?
- What is the practical application of your research?

- What benefits have you got due to your expertise/ research?

7) Interests and Hobbies (These questions are related to the hobby you mention in your C.V.)

- What do you do in your spare time? Why?
- What is your hobby? Why?
- Which field interests you the most? Why?
- How do manage time to maintain your hobby?
- Who is your favourite_____ (author, poet, player, actor, political leader, ...)? Why
- Which is your favourite_____(book, movie, game, place,...)? Why?

D. Dress Code: This is something that really matters about your personality. Value your appearance and the simplest way to improve our appearance is to dress decently. Following tips can be followed for the dress code.

- Be formal in your dress code.
- Check if any particular dress code is specified in the interview letter. If specified, be in the expected dress code.
- When nothing is specified, try to be as formal as possible.
- Wear clothes that make you comfortable.
- Whether your clothes are old or new, have them washed and pressed.
- Do not wear any dark coloured clothes. They affect your impression.
- Shirt and pants is an expected dress code for men in most of the situations.
- Wear tie and coat only if you are comfortable.
- Girls are expected to be dressed decently. If you are comfortable, wear traditional dress like sari. Sari should not expose any body parts unnecessarily. Salwar and kamiz is the most suitable dress for women of all ages.

- When you wear some dress, it should not distract your own attention at any cost.
- There some girls who try to pull down their tops because someone has noticed the open part of your body. There some girls who often play with their veil (odhanis/ chunari) or stole. This is a distraction which can affect your impression.

E. Document Presentation: All our documents are verified during the interview. We need to arrange our documents as per the requirements. Some tips for arranging documents are as follows.

- Carry all your original documents to the interview venue.
- Have a folder file to carry your documents.
- File should be big enough to accommodate all your documents.
- Each document should be easily accessible.
- Arrange all the documents in the descending order i.e. the most recent degree should be placed at the beginning if you are a fresher.
- If you have work experience, you may place your experience certificates at the beginning and then put your academic certificates.
- Carry at least two extra copies of your documents (more than mentioned in the interview letter).
- Do not hide any document unnecessarily.
- **NEVER ATTACH ANY ORIGINAL DOCUMENTS TO YOUR APPLICATION.**

During Interview

We can take care of following things during interview.

A. Structure of Interview

Every interview has a structure. The general structure of any interview is as follows.

- Greetings and Receiving
- Introduction
- Casual or informal talks to develop rapport (optional)
- Formal presentation of Documents by the candidate
- Formal presentation of C.V. by candidate or the panel
- Assessment (through Questions and Answers and document verification) by the interviewer/s
- Conclusion (Saying thanks and leave taking)

B. Attentiveness: Be attentive from the beginning to the end during the interview.

Being attentive means a lot.

- Listen to the question/s carefully.
- Think before you answer.
- Answer the question only. Do not give answers in a roundabout way.
- Be precise in your answer but do not leave any answer incomplete.
- There may be series of questions asked to confuse you. Remember as many questions as possible. Try to answer the questions chronologically.
- If you forget some question, do not hesitate to request about repeating the question.
- There are possibilities that someone may comment or ask you some question while you are answering one question. In such a situation, take a pause, listen to the question or comment, keep it in mind, and complete your answer first. Once you finish your answer, respond to the question or the comment. Do not forget to follow conversational etiquettes such as 'Excuse me, would you mind if I finish with my answer?', 'Allow me to finish with this question sir.'
-

C. Body Language: During an interview, it is found that most the candidates are not really aware of what they are doing. Their body language changes. This happens

due to the pressure of interview. There certain things that we can take care of about the body language.

- Try to be comfortable during the interview.
- Think about everything positively. This will bring some peace to your mind.
- Your body should reflect confidence.
- Do not seat too lose or too tight. Seat in a comfortable position in the chair.
- Do not make any unnecessary body movements such as
 - shaking your leg,
 - shaking your hand,
 - caressing hands,
 - pressing fingers
 - playing with pen/ pencils
 - thumping on the table
 - looking at your wrist watch again and again
 - sitting in an awkward position
 - playing with your hair (women),
 - looking at only one person or thing,

These actions are reflection of lack of confidence. Hence, it is always advised that we avoid these unnecessary body movements. They also distract you from framing adequate answers sometimes.

- Try to maintain smile on your face. Your natural smile shows your confidence and comfort. At the same time do not smile unnecessarily; this may affect your general impression.

D. Eye Contact: Eye contact reflects our level of confidence in our presentation. It is equally important to show that you respect every individual interviewer. Adequate eye contact should be maintained throughout the interview.

- Look at the person who is asking question. This helps you to understand the question better.

- While answering a question, do not stare at the person who has asked you the question. Everybody in the panel should be addressed through eye contact.
- While maintaining eye contact, do not forget points you want to present.
- Avoiding eye contact and staring at single individual only are considered bad manners.

E. Answering Questions: This is the most important part of the interview. A candidate is asked several questions related different aspects s/he has mentioned in the C.V. We have a tentative list of questions. However, it is a very general list. We need to prepare for questions pertaining to our own subject. Most of the students are quite conversant with the subject content. Some general tips for answering questions are as follows.

- Your answer should have quality i.e. there should not be a dint of lie in your answer.
- If you do not know the answer, do not hesitate to say "I don't know".
- Your answer should be brief and concise. Do not give any roundabout answers.
- Do not provide extra information unless you want to compel the interviewers to ask questions about that particular topic.
-

Let's discuss some of the general questions and answers expected.

1) Introduce yourself.

This is an apparently simple but a decisive question. Many times, your introduction decides whether you are going to control interview or interviewers are going to control you. An ideal introduction may include your name, the place from where you are, your academic qualification and experience. If you want to lead your interview into a particular field, present that information towards the end of your answer. Logically, attention of the interviewer is drawn to this issue and s/he may ask you questions on that issue.

2) What are your major strengths and weakness?

This is a tricky question. The interviewer wants to know your self-evaluation skills. Answer to this question should not be related to nature or behaviour. You should disclose your strengths and weaknesses only in connection to your working style. Weakness should always be presented in the improvised sense and the efforts you have taken to improve them should be emphasized. For example, taking time to make a decision is a weakness. However, you may present it as strength by saying "I cannot go with impulse. I have a habit of thinking of things at a deeper level. This sometimes marks me as a slow decision maker."

3) Why do you want to join our organization?

Here, you have scope to present your information about the organization. Do not be judgemental. Do not criticise anything in the organization. Make a few positive remarks about the organization. Any negative comment may expel you from the competition.

4) What makes you suitable for the post?

You have already made research about the position. Tell in details about your skills, experience, expertise and areas of interest.

5) What do you expect from us?

This is also a tricky question. It is technique to disclose your monetary expectations. However, be polite here and avoid talking about any monetary expectation directly. Do talk about knowledge, experience, training, etc. Do give hints about your monetary expectations but in a circumlocutory way. Just say "And I am sure that the organization would pay me according to my abilities and its social status."

6) What are your future plans in career?

Here also, do not speak about your dreams about a house, car, and other mercenary interests. Speak about your dreams in the profession. For example you may say, "I am trying to understand industry since my first joining. I learn new things every day. My skills are improving. Besides, I think now I can understand

people better and I can manage them better. In this sense, I obviously see myself in some managerial position the organization.” Be tricky here also.

In a sentence, BE DIPLOMATICALLY TRUTHFUL IN YOUR ANSWERS.

Conclusion

Interview skills is a topic on which thousands of books are available. Each of the author has his/ her own opinions and views about interview. Some come through studies you undertake, some develop through observations and some views develop through experience. Theorizing something is quite easy than actually practising it. And for this we need to be attentive and should use our sense of presence. It is our study and rehearsal of certain practices which helps us achieve our goals in the interview.

References

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M. Sc. II

Sem. III

AEC-II Unit 2

Presentation Skills

Objectives:

- To acquaint the students with the skill of the presentation skills.
- To enable the students to understand the aspects and the stages of effective presentation.
- To equip and enable the students to make presentation with the help of tools of ICT (Information and Communication Technology)

➤ : Learning Outcomes:

After studying this unit the students will be able to:

- ✓ Understand the aspects and the stages of effective presentation.
- ✓ Understand the nuances of the skill of presentation.
- ✓ Make successful presentation with the help of Information and Communication Technology Tools such as computer, projector, speaker, microphone, power-point presenter etc.

4.1. Introduction:

Language is the most important tool of communication. Communication is an art, and effective communication is a skill. Communication essentially means the exchange of ideas, opinions and convincing others your point of view. It is

effective only when the speaker is able to communicate the message clearly and the listeners understand it as expected by the speaker. Thus, communication is a two-way process. It can be broadly classified into three categories:

1. Oral Communication
2. Written Communication
3. Body Language

The present unit mainly focuses on the skill of oral presentation. The skill of presentation is the most important requisite of the current times. It is an indispensable part of the world of business. It is an integral part of each and every sector today. One is required to make presentation on a number of occasions. For instance, executives of a firm or organization have to make presentations in meetings, seminars, conferences etc. They should be good speakers as they have to address an audience on a number of occasions. Thus, the skill of speaking is an asset in any field. It can be cultivated and developed by understanding its various aspects. As one wishes to make progress in one's professional career, the skill of presenting one's point of view will be of great help.

4.2.: Characteristics of Good Presentation:

The presentation skill is important equipment for life. The successful presentation is based upon the principles of oral communication. Therefore, successful and effective presentation should be governed by strategy, structure, support and delivery of speech. If the purpose of the presentation is to give information, the presentation should be planned carefully with main points and sub points. If the purpose of the presentation is to persuade the audience, the presenter should make use of logic and evidence highlighting aspects which are important to the audience. The presenter should be successful in convincing his/her audience.

He/she should present the ideas and plans in an effective manner. He/she should appeal to the hearts as well as heads of the audience and create interest in their minds.

A good presentation should be governed by the following characteristics:

1. The first and foremost characteristic of good presentation is clarity. The presenter should have a good command over the language. He/she should express the ideas very clearly so that the audience will make sense of what is being presented.
2. The second characteristic of good presentation is the appropriate length. The length of the presentation should be neither too brief nor too long. The presenter should know in advance the time span allotted for the presentation. Accordingly, the presenter should plan the content as much that can be presented within the time limit. The presenter should limit the presentation on the theme ensuring delivery of the topic to the audience. Thus, the presenter should decide the length of the presentation as per the situation.
3. The third characteristic of good presentation is that it should be informative to the audience. The presenter should give attention to the fact that what new information he/she is giving to the audience. He/she should have a sense that he/she is an expert in the field of his/her talk. In a way, the presentation should be an eye-opening for the audience.
4. The next characteristic of good presentation is that it must be interesting. The presenter should devise various means to make the presentation interesting and effective. The use of audio-visuals can be helpful to catch the attention of the audience.

4.3. : Before Presentation:

The objective of the presentation is to deliver the topic in such a manner that the points and issues are clearly comprehensible to the audience. Therefore, the presenter should know all the nuances of good presentation. The presenter should make clear the purpose and objective of the presentation. He/she should have marked out the key areas of the presentation. He/she should be ready with the summary of the presentation.

The presenter, before making the presentation, should question himself/herself with the five Ws and the one H: (1) Why? (2) Who? (3) Where? (4) When? (5) What? (6) How?

- 1) **Why?:** The purpose of the presentation should be clear to the presenter. The presenter/speaker should be aware of the reasons behind the presentation. He/she should use appropriate tone and style to suit the purpose of the presentation.
- 2) **Who?:** The presenter should know who the audience is. The presenter should have the knowledge of the audience. This will help the presenter to speak according to the level of the audience. The presenter should try to understand the knowledge level of the audience. He/she should also think of about their academic and receptive level. He/she should consider the needs of the audience from the moment the presentation begins. He/she should also make sense of who the organizer is. He/she should also make acknowledgement to the organizers who have provided him/her an opportunity to speak or present his/her point of view.
- 3) **Where?:** The presenter should also think about the place of the presentation. He/she should try to cope with the place of the presentation. Prior to the

presentation, the presenter should check the available tools and facilities. He/she should make maximum use of the facilities available at the place.

- 4) **When?:** The presenter should be aware of the time or the occasion of the presentation. The task of the presenter becomes more challenging if he/she has to make the presentation after the lunch hour. The presenter should devise activities to sustain and ensure the active involvement of the participants in the presentation. The presenter should be ready to make the presentation effective at any time. He should be aware of the time allotted for the presentation. He/she should keep strictly within the allotted time. He/she should also reserve time for interaction or question/answer with the audience.
- 5) **What?:** The presenter should know what he/she is going to present before the audience. He/she should have clear idea of the topic and the content of the presentation. He/she should have organized all the material at hand very sequentially.
- 6) **How?:** The presenter should plan the stages of the presentation. He/she should think of how to achieve the right effect through the presentation. It is also important that how the presenter relates the topic to the audience. The success of the presentation largely depends on the perception or understanding the theme of the presentation by the audience. The presenter should think of how to use all the facilities and tools fruitfully to make the presentation more interesting and effective.

4.4.: Some Important Things about the Presentation: The presenter or speaker should keep in mind the following things:

- i. The first thing is the preparation of the material of the presentation. The presenter should prepare well so as to make the presentation more effective.
- ii. The presenter should structure the presentation well in advance. He/she should collect the relevant material in the light of the theme of the presentation. He/she should gather information from libraries, interviews, surveys, reports and from other reliable sources. He/she should spend enough time in the preparatory stage for making the presentation effective.
- iii. The presenter should organize the information into main and sub-points. He/she must think of the time available for the presentation and prepare the content accordingly.
- iv. Next, the presenter should exercise self-control. The presenter may likely to take the burden of the presentation before unknown audience. He/she should know how to keep the nervous state aside. He should be relaxed and tension free during the presentation. He/should show the confidence before the audience and should start the presentation with great enthusiasm.
- v. Finally, the presenter should be successful enough to take the control of the audience. He/she should find out the needs and requirements of the audience. Then, he/she will be able to deliver the message through the presentation.
- vi. The basic purpose of the presentation should be such that the audience is able to comprehend the message easily.
- vii. It is necessary for the speaker to prepare his/her mind by positive imagining before beginning the presentation. He/she should have confidence over the success of his/her presentation. It is likely that the

presenter may commit some mistakes in the course of the presentation. However, the presenter should try to avoid errors as possible.

4.5. : Some Important Aspects of Good Presentation:

The presenter should pay attention to the following aspects of good presentation. These aspects include visual, verbal and vocal.

- A. Visual Aspects:** Visual aspects are related to the elements that can be noticeable by the eyes of the presenter as well as the audience. The presenter should pay attention to the following visual aspects:
- a. The presenter should dress up effectively to look smart. His/her dress should be formal and pleasant looking. It should not be gaudy and colourful. The presenter may wear an overcoat and a tie to look smart and presentable.
 - b. The presenter should be confident about the topic of the presentation. He/she should state the things authoritatively. His/her confidence should be reflected through the effective speech and moves during the course of the presentation. The audience should notice that the presenter has good knowledge of the topic.
 - c. The presenter should establish and maintain eye-contact with the audience during the course of the presentation. He/she should look in all the directions. His/her eyes should not be fixed at one place or on one person. He/she should not look in vacuum during the course of the presentation. His/her eye contact with the audience will give the sense of command over the topic of the presentation.

- d. The presenter should not look at the notes during the session of the presentation. He/she should have spent enough time in the preparation of the presentation well in advance. He should have worked out on the material of the presentation thoroughly.
- e. The presenter should be active during the session of the presentation. If the presenter has to stand at one place and deliver the presentation, he/she should stand upright. However, in order to avoid steady look of the audience, he/she may move here and there during the course of the presentation. The ease of his/her movements will help to make the presentation more playful.
- f. The presenter should pay attention to the fact that he/she has covered all the points of the topic. The audience should not feel at any moment that the presenter was in hurry to end the presentation at earliest.
- g. The presenter should move out confidently after the presentation. He/she should have a sense of satisfaction that he/she has given something substantial to the audience. The sense of satisfaction should be reflected on the face of the audience that they have gained something very useful through the presentation.
- h. In face to face interaction the speaker does not communicate only through the words. In fact, the whole personality of the speaker is involved in the process of communication. The body language of the presenter includes personality, appearance, good grooming, clothing, posture and gestures. The speaker should make appropriate movements of his hands and other parts of the body during the session of the presentation.
- i. The presenter should establish proper eye contact with the audience. This helps to develop good rapport with the audience. While speaking the

presenter should shift his/her eyes gently and naturally all around so that it appears that the presenter is interested in communication with the audience.

B. Verbal Aspects: Verbal aspects refer to the usage of the language. It is important to understand that oral presentation is different from written presentation. Therefore, the presenter should adhere to the basic parameters of good language usage. He/she should pay to the following aspects of the language in the presentation:

- a. Language is the most important tool of communication. The presenter should have command over the language in which he/she is going to make the presentation. He/she should use appropriate words and proper pronunciations. He/she should use the vocabulary that can be understood by the audience. He/she should use familiar words instead of abstract and complex words. His/her usage of the words should be grammatically correct. He/she should try to avoid errors in the use of the vocabulary during the presentation.
- b. The presenter should use short sentences. He/she should use proper syntax patterns. The language of the presentation should be simple and lucid. The presenter should not use complex sentence structures. The sentences should be in active voice.
- c. The presenter should be able to use various connectives in his/her speech. He/she should be able to use language coherently. He/she should link the words and sentences appropriately.
- d. The presenter should address the audience directly. He/she should maintain friendly talk during the course of the presentation. The presentation should be two-way communication

C. Vocal Elements: Vocal elements are related to the use of voice in the presentation. A good voice is a gift of nature but anyone can improve the quality his/her voice with proper training. If one wishes to become an effective speaker, one must know how to use the voice properly. The presenter should pay attention to the following vocal aspects in order to be an effective speaker:

- a. The presenter should speak in an effective manner. He/she should be enthusiastic in the presentation. His/her voice should be clear and audible. He/she should speak loudly so as to be heard by all the listeners present at the place of the presentation. His/her voice must be neither soft nor very high. He/she should use proper intonation. He/she should give emphasis on the right words and at the right moment.
- b. The presenter should be more alert to the tone of his/her voice. He/she should try to break monotony of speech by changing the pitch and tone of the voice. He/she should bring variety in the manner of presentation by incorporating variations in the pitch and the volume of his/her voice.
- c. The presenter should use every opportunity to speak. The more practice and experience of speaking will give him/her confidence and strength.
- d. The presenter should speak at the rate at which audience can understand him/her. He/she should speak according to the level of the audience. He/she should use a microphone while addressing the large audience.
- e. The presenter should take pauses at a suitable time in his/her speech. A pause is also helpful to seek attention of the audience towards a particular point.

4.6. : Outline of the Effective Presentation:

The presentation can be done with the following outline:

1. Introduction: The presenter must give his/her introduction at the beginning of the presentation. Even if the presenter has been introduced formally, he/she should state his/her name. This will reinforce the presence of the presenter and will help the audience to remember him/her. This will also help to establish rapport with the audience. The presenter, if time permits and the audience is less in number, must try to know the audience in person. He/she should also mention the other dignitaries on the stage and should express his/her gratitude for the opportunity of presentation given to him/her. The beginning of the presentation should engage the attention of the audience and involve their interest. The presenter can use a variety of expression at the beginning of the presentation. For instance,

- Good morning/afternoon/evening all and the respected dais.....
- I'm very happy to be here on the occasion of.....
- I'm greatly delighted to share my views on.....
- It gives me a great pleasure to express my thoughts before such a delightful audience.....
- I'm really glad to be amongst this august gathering....

2. Attention gaining Statement: A good opening of the presentation can catch the attention of the audience. The presenter should try to catch attention of the audience to the topic of his/her presentation. He/she should devise some ways to gain attention of the audience. The presentation can be started with a story, joke, video clip, word picture or audio clip etc. The presenter should begin the presentation with

cheerfulness, friendliness and sincerity. It will help to set the tone of presentation and the attitude of the audience towards the presentation.

3. **The Main Theme:** The main theme of the presentation should be introduced to the audience at the very beginning. The presenter should stick to the main theme throughout the presentation. There should not be many digressions. The presenter can give relevant information and turn to the main theme of the presentation.
4. **Body:** The body depends on the occasion and the objective of the presentation. It should have a fairly simple structure. It should be the continuation of the beginning so that the audience will be able to follow that plan easily. It can be divided into separate parts leading to a definite conclusion. The presenter should develop the body of the presentation according to the time allotted for the presentation. During the session of the presentation the presenter should:
 - Ask or raise one or two relevant questions to enable the audience to think over.
 - Focus on facts, figures and truthful information
 - Use appropriate quotation, proverb, parable or story.
 - Tell, if possible, real life example to emphasize the point of view.
5. **Conclusion:** The presenter should have the idea of conclusion on the theme. He/she should be successful enough to drive home the audience with the concluding statement. The conclusion of the presentation should be holistic on the theme of the presentation. It should not be abrupt. It should give a clear message to the audience.
6. **Review:** The presenter should take a review in the last few minutes of what has been presented to the audience. This recap will help the audience to get the understanding of the topic.

7. Closing Statement: At the closing moment the presenter should thank the organizers for providing an opportunity to share his/her views. He/she must also thank the audience for their patient listening and active participation during the session of the presentation. He/she should express his/her wish of looking forward to meet again in near future. He/she should use the following expression at the end of the presentation:

- I'm once again really thankful to all those involved in organizing this.....
- I thank all those present here for listening attentively...
- I hope that I have tried to present the topic at my level best...
- Thank you all for giving me your time and attention...

8. Questions and Answers: After presentation, a sufficient time should be given to the audience to raise questions and ask for clarification of doubts, if any. The presenter should welcome questions from the audience. The presenter/speaker, while answering the questions, should keep in mind the following things:

- The presenter should try to answer the questions satisfactorily. The answers should be brief and to the point.
- The presenter should address his answers to the audience in general.
- The presenter should be sincere and honest in his/her answers.
- The presenter should pay attention to the question and limit the answer accordingly.
- The presenter should handle the situation of argument very tactfully and carefully.
- The presenter should treat all the questions with respect.

9. Feedback: The feedback forms should be given to the audience. They should be filled by the audience very truthfully. They should be collected and analysed thoroughly in order to check all the aspects of the presentation. The analysis of the feedback will help the presenter to understand the success level of the presentation. If the presenter finds any suggestions from the audience, he/she will be able to overcome the shortcomings and implement the suggestions in his/her next presentation.

4.7.: The Use of Audio-visuals in the Presentation:

The use of audio-visuals in the presentation is indispensable in the age of ICT (Information and Communication Technology). The presenter must use the best audio-visual aids according to the context of the presentation. The visual aids include maps, pictures, diagrams, tables, posters, flip charts, slides, overhead projectors, blackboards etc. The audio aids include tape recorder and audio clips. The audio-visual aids may include video-cassettes and computer aided tools. The presentation with the use of audio-visuals must be augmented with the writings on the blackboard or whiteboard.

Audio-visual material has a stronger impact on the audience. It is vital for making effective presentation. It helps in clarifying the speaker's ideas and makes the presentation more illuminating. It also makes the presentation interesting leaving relatively permanent impact on the minds of the audience. The diagrams, charts, tables and pictures help the presenter to explain his/her point of view very clearly. The presenter must plan the use of audio-visuals well in advance. He/she should take care to avoid errors in the spelling and content. All the material should be prepared carefully and meticulously. The participants should be given the

printouts/ handouts at the beginning of the presentation. This will help the audience to raise focused queries at the end of the presentation.

It has been established that 11% of what we learn is through hearing, 83% through sight and the rest through the other three senses. Therefore, visual aids can make the presentation more effective. The audience usually feel stimulated and take more interest in what is being presented with the use of audio-visual aids. The explanation of a topic with the use of audio-visual aids can become more vivid and easily understandable. There are many ways of adding visuals in the presentation. Visuals must fit well in the presentation. They must be prepared carefully as an integral part of the presentation. They must be used to enhance a point with illustration or lay out the main points or to display a chart or graph which is referred in the presentation.

The use of audio-visuals can make the presentation more effective. Some of the often used aids are as below:

- **Blackboard/whiteboard:** The presentation which is given orally and with the help of computer aided devices should be supported with the writing on the blackboard/whiteboard. The presenter should write or draw important things on the board. He/she should be able to write quickly and legibly.
- **Overhead Projector (OHP):** Overhead projectors are used to present/display images on a wide screen. Transparent sheet can be printed with the graph, chart, diagram etc. and the same can be place on the top glass to project the image on the screen. The transparent sheets can be erased and reused for new presentations.
- **LCD and Computer:** LCD stands for Liquid Crystal Display. LCD projector is an electronic device. LCD projectors are more advanced image

presenters compared to the conventional OHPs. They are very useful for addressing large audience. They can be used with computer and video-record player to project high quality pictures on a wide screen. Presentation with the help of power point can be prepared on computer using graphics, charts, sound etc. and can be displayed on a wide screen using LCD projector. The other ICT devices such as speakers, power-point presenter etc. can be used to enhance presentation.

The presenter should take care of not making the presentation crammed with the use of audio-visual aids. He/she must use pictures and graphic description or dramatic narration to enliven the presentation by creating mental pictures in the minds of the audience. The presenter should keep the following things in mind while making use of visual aids in the presentation:

- i. There should be coordination between the speech and the use of visual aids.
- ii. The visual aids should be clearly visible and readable to all the participants.
- iii. The presenter can use a pointer to gain attention of the participants towards some important information or thing.
- iv. The presenter or speaker should take care of not obstructing the view of the visual to the participants in any way.
- v. The presenter should make use of simple visuals focusing the desired information of the presentation.
- vi. The visuals should not be crammed with so many details and unnecessary information.
- vii. The presenter or speaker should practice to write legibly and quickly on the blackboard/whiteboard.

- viii. The coordination between the speaker and the displayer is necessary to make the presentation effective.
- ix. The speaker can take the control of audio-visual aids in his/her own hands with the use of modern tools such as power-point presenter. The power-point presenter can help the presenter to proceed at his/her own speed.

4.8. : Short Answer Questions

- 1. Important aspects of effective presentation.
- 2. Outline of the Presentation.
- 3. Use of audio-visuals in the presentation.

4.9. : Long Answer Questions

- 1. Prepare a presentation following the outline on the topic of your choice.
- 2. Collect relevant material on the theme of "Personality Development" and make presentation with the help of power-point.

4.10. : References for further study:

Rai, Urmila and S. M. Rai. *Effective Communication*. Himalaya Publishing House, Mumbai. 2001.

Kumar, Varinder and Bodh Raj. *Business Communication*. Kalyani Publishers, New Delhi. 2000.

Jain, A. K., Pravin S. R. Bhatia and A. M. Sheikh. *Professional Communication Skills*. S. Chand & Company Ltd. New Delhi. 2001.

Ganguly, Anand. *The Art of Business Communication*. Goodwill Publishing House, New Delhi.

Mathew, M. J. *Business Communication: Theory and Practice*. RBSA Publishers, Jaipur. 2002.

Kaul, Asha. *Business Communication*. Prentice-Hall of India Private Limited, New Delhi. 2007.

Shivaji University, Kolhapur

Academic Year-2023-24

Mandatory Non-CGPA Elective Course SEC for M.Sc Part-II Sem-IV

Faculty of Science and Technology

Syllabus

M.Sc. Part –II SEM-IV

ICT Tools

Study hours per week: 02 Credit: 02

Course Outcomes: After successful completion of this course the students will be able to -

1. Understand importance and need of incorporating modern ICT tools in education.
2. Use social networking sites for research and academics.
3. Work collaboratively on different projects and assignments through online mode.
4. Work with different Reference Management and plagiarism tools.
5. Use applications of Google for academics, carry out Scholarly writing using Ms-Word.

Unit I: ICT for Learning and Research

(15 hrs.)

- a. Introduction of MOOC and Open Source LMS, LMS Activities and Resources.
MOOC (NPTEL, Spoken Tutorials, e-PG Pathshala, Coursera, eDX, Udemy, Unacademy)
- b. Awareness of Academic Social Networking Sites (Academia.edu, Research Gate, LinkedIn, Google Scholar, ORCID)
- c. Reference Management Software (Zotero, Mendeley, EndNote)
- d. Scholarly writing using Ms-Word.

Unit II: ICT Tools for Academics

(15 hrs.)

- a. Google Slides, Google Meet, Google forms and Certify'em, Google Sites.
- b. Concept of OER and FOSS for education
- c. Plagiarism Tools, Understanding Creative commons - Handling copyright for online resources / Courses.

References:

Sr. No.	Topic	Reference / Link
1	MOOC	https://www.indiaeducation.net/online-education/all-about-moocs-massive-open-online-courses-india-abroad.html https://www.mooc.org/about-moocs
2	LMS	https://elearningindustry.com/what-is-an-lms-learning-management-system-basic-functions-features https://moodle.org/ https://docs.moodle.org/38/en/Activities https://www.youtube.com/watch?v=DsQNAprWBfg https://www.youtube.com/watch?v=BENxpst5yM8
3	Creative Commons	https://creativecommons.org/about/ https://www.youtube.com/watch?v=4dxBa_GlpRo https://www.youtube.com/watch?v=srVPLrmlBJY
4	Plagiarism Tools	https://www.techtimes.com/brandspin/238059/20190130/top-5-best-plagiarism-checking-tools-2019.htm https://elearningindustry.com/top-10-free-plagiarism-detection-tools-for-teachers https://www.scribbr.com/plagiarism/free-plagiarism-checker-comparison/
5	Google slides	https://support.google.com/docs/answer/2763168?co=GENIE.Platform%3DDesktop&hl=en https://www.youtube.com/watch?v=o7wvavrAxUQ https://www.youtube.com/watch?v=KFPB68S7L54
6	Google Meet	https://support.google.com/a/users/answer/9282720?hl=en https://www.techradar.com/in/how-to/how-to-use-google-meet https://teachercenter.withgoogle.com/first-day-trainings/welcome-to-google-hangouts-meet
7	Google forms and Certify'em	https://atguides.humboldt.edu/m/google/1/792830-how-do-i-use-google-forms-and-sheets-to-automatically-generate-custom-certificates https://www.youtube.com/watch?v=G98B8_JZo-0
8	Digital Initiative of government of India in higher education	https://mhrd.gov.in/ict-initiatives https://www.lisportal.com/en/lis-result/3720-digital-initiative-of-govt-of-india-in-higher-education

9	Resources, Reference Management Software (Zotero, Mendeley, EndNote)	https://library.si.edu/sites/default/files/tutorial/pdf/endnotezoteromendeleychart-2018sept.pdf
10	Google Sites	https://sites.google.com/site/tiesitestutorial/
11	Scholarly Writing with MS- Word	http://www.postgraduate.uwa.edu.au/data/assets/pdf_file/0018/2904300/SeminarSeries_Word.pdf https://www.youtube.com/watch?v=qr9rtFG7fKM https://www.youtube.com/watch?v=4ruXKxwQ4LE https://www.learningcomputer.com/ms_word_references_tab/
12	Awareness of Academic Social Networking Sites	Authorised websites of the respective product/ service
13	Open Educational Resources	https://www.oercommons.org/oer
14	FOSS	https://eric.ed.gov/?id=EJ1179515
15	NPTEL	https://mhrd.gov.in/ict-initiatives