



Holy Cross College (Autonomous)

Nagercoil – 629 004

Affiliated to Manonmaniam Sundaranar University, Tirunelveli
Nationally Accredited with A+ Grade (CGPA 3.35) by NAAC IV Cycle
An ISO 9001:2015 Certified Institution

SSR
2019-2020
to
2023-2024

VALUE ADDED SYLLABUS

Value Added - QUICK ARITHMETIC FOR COMPETITIVE EXAMINATIONS

Course Code	Credit	Total Hours	Marks
VAM201 / VAM171	1	30	100

Objectives:

1. To enrich their knowledge and to develop their logical reasoning thinking ability.
2. To accommodate fundamental, mathematical aspects to instill confidence among students.

Course Outcomes

- To gain knowledge about fundamental mathematical operations including simplification, number systems, exponents, and basic arithmetic.
- To apply mathematical concepts such as averages, ratios, percentages, and algebraic principles to solve real-world problems related to finance, measurement, and time.

Unit-1

Simplification, Number system, surfs and indices, cube root, squareroot, HCF and LCM.

Unit-2

Average, ratio and proportion, percentage, problem on ages, partnership.

Unit-3

Men and work, time and work, time and distance.

Unit-4

Mensuration, area, surface area and volume.

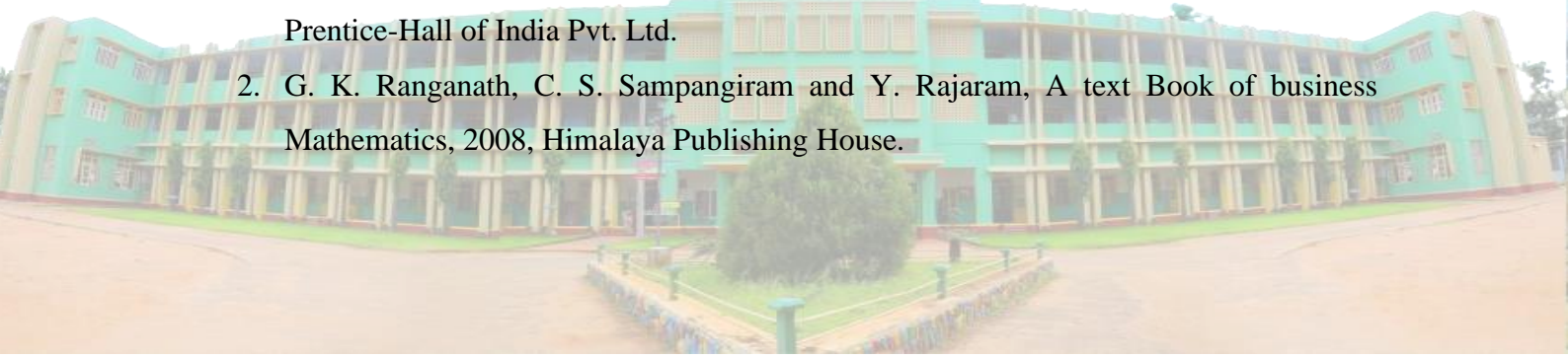
Unit-5

Simple interest, compound interest, profit and loss, basic algebra.

Text Book: Quantitative Aptitude by Agarwal.

Reference Books:

1. R.V. Praveen, Quantitative Aptitude and Reasoning, 2nd Revised Edition 2013, Prentice-Hall of India Pvt. Ltd.
2. G. K. Ranganath, C. S. Sampangiram and Y. Rajaram, A text Book of business Mathematics, 2008, Himalaya Publishing House.



Value Added - TRAINING FOR TNPSC AND OTHER GOVERNMENT EXAMINATIONS

Course Code	Total Hours	Marks
VAM202	30	100

Objectives:

1. To face TNPSC group exams, other competitive examinations like SSE etc.
2. To introduce them to various government and private jobs recruited through competitive examinations like MPSC and Banking.

Course Outcome:

- To gain a broad understanding of scientific principles, including laws, instruments, discoveries, and key concepts in physics, chemistry, botany, and zoology.
- To grasp essential aspects of geography, Indian history, culture, polity, and economy, facilitating a holistic understanding of the Indian subcontinent's dynamics.

Unit I: General Science Physics

Universe- general scientific laws - scientific instruments – inventions and discoveries, national scientific laborations – science glossary - mechanics and properties of matter – physical quantities, standards and units – force, motion and energy – electricity and magnetism - heat, light and sound.

Basic Chemistry: Elements and compounds – bases & salts fertilizers – pestislers – pesticides, insecticides

Botany: Main concept of life science.

Zoology: Blood & Blood circulation- human diseases preventions – communicable diseases

Unit II: Geography

Earth -universe – solar system – rivers in India- forest, wild life – minerals – population density.

Unit III: History & Culture of India

Indian history – culture & heritage of Tamil people – effect of British rule on socio economic factors – social reforms & religious moments – Indian national movement.



Unit IV: Indian Polity & Indian Economy

Constitution of India – preamble – salient features of constitutions- parts. Nature of Indian economy – year plan models – land reform – agriculture – finance commission – planning commission.

Unit V: Mental Ability

Simplification – numbers – ratio and proportion – percentages – profit and loss – averages and mixtures – time and work – simple interest and compound interest- geometry and mensuration – statistics – data interpretation - alpha numeric reasoning – visual reasoning.

Text Books:

1. Manorama Year Book
2. Samacheer school books.

Reference books:

1. Dinesh Khattar - Quantitative Aptitude for Campus Interview Vol-I-Pearson Education (2016)
2. Dinesh Khattar - Quantitative Aptitude for Campus Interview Vol-II-Pearson Education (2016)
3. Jaggan Saneja - Quantitative Aptitude Simplified-Notion Press (2020)
4. Mike Bryon - Verbal Reasoning Test Workbook_ Unbeatable Practice for Verbal Ability, English Usage and Interpretation and Judgement Tests (2008)



Value Added - COMMUNICATIVE ENGLISH

Course Code	Credit	Total Hours	Marks
VAC174	1	30	100

Objectives:

1. To provide an interesting new approach to learn English.
2. To enable students, learn correct pronunciation, spelling, meaning and usage of English vocabularies.
3. To give both silent and loved reading practice to students, to enhance their comprehension and English sound recognition skills.
4. To help students to become autonomous and self-directed English language learners.

Course Outcomes

- To remember the usage of noun, verb and tenses.
- To develop writing skills.
- To apply communicative skills in conversations.
- To analyse the communicative style in different parts of the world.
- To evaluate the writing pattern in stories and novels.

Unit I Study Skills

Dictionary Chock, Funny English, Timetable/Graph Study, steps to Positive Attitude, Life Graph, Library-Information Transfer, Library Worksheet, Students' Demands, Family Relationships Drawing Family Tree, Relationship Classification.

Unit II Vocabulary

Bosh Parts, Word Grid, Cards Match, Letter Dictionary Reference, Familiar Things' Uses, Antonyms, Synonyms, One Word Substitutes, Words Often Confused, Word Level Test

Unit III Grammar

Nouns: Numbers, Gender, Verbs: Tense, Concord, Articles, Prepositions, Adjectives, Adverbs, Modals, Pronouns.



NAAC V Cycle Self Study Report (SSR)

Unit IV Reading

Classroom Questionnaire, Anecdotes Split up, Match Stories with Statements, Character Questionnaire, Winners versus Losers, Framing Questions.

Unit V Writing

Story to be Completed, Dream Worksheet, Writing Advertisement, Letter Writing Describing Persons and Places

Text Books:

1. A text book of Communicative English by N.K. Narula
2. Communicative English by Dr.Padmavathi, EMMES
3. Interact in English, Literature Reader, Biplab Banerjee

Reference Books:

1. Contemporary Communicative English, Dr.Shruti Das.
2. Teaching of English language and literature, Dr.Prema Ragavan.



Value Added - FOOD SCIENCE

Course Code	Credit	Total Hours	Marks
VAC173	1	30	100

Objectives:

1. To know the principles of food preservation.
2. To learn various adulterants in food.

Course Outcomes

- To understand the chemical constituents in food and their calorific value.
- To apply various chromatographic techniques to identify pesticides in food products.
- To analyse the size, shape, colour, viscosity, texture, taste and flavour in food.
- To evaluate the food quality with respect to National and International standards.
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Unit I

Analysis of foods such as milk, flour, carbohydrates (mono-.di- and polysaccharides) honey, jam, spices, tea, coffee and beverages for their calorific value, fibre, fat, moisture and ash contents.

Unit II

Pesticide analysis in food products – extraction and purification of samples – High performance liquid chromatography – Gas chromatography – Thin layer chromatography for identification of chlorinated pesticides in food products. Analysis of vitamins (A, B₁, B₂, B₆, B₁₂ and C).

Unit III

General principles of food preservation by use of high temperature – low temperature – drying – radiation – chemical additives techniques. General principles of quality control – quality attributes –size, shape, colour, viscosity, texture, taste and flavour.



Unit IV

Common food adulterants – tests to detect food adulterants – Government and trade standards for quality food laws and regulations.

Unit V

Methods of evaluation of food quality – sensory evaluation – objective techniques – microbiological methods. Agencies for evaluation of food quality – National and International.

Text Books:

1. Lewis M.J., *Physical Properties of Food Processing System*, Ellis Horwood Ltd., England.1987.
2. S. Suzanne Nielsen, *Food Analysis*, 4th Edition, 2010.

Reference Books:

1. Giridarilal Sidappa G.S. and Tandan G.I., *Preservation of Fruits and Vegetables*, ICAR, New Delhi.
2. Horace D.Graham, *The Safety of Foods*, 2nd Edition, Air Publishing Co. Inc., West Port,1980.
3. Julie Miller Jones, *Food Safety*, Eagan Press, USA,1992.
4. Lewis M.J., *Physical Properties of Food Processing System*, Ellis Horwood Ltd., England.1987.
5. Picgott J.R., *Sensory Analysis of Foods*, Elsevier Applied Science Publisher, New York,1984.
6. William C.Frazier, Dennis C.Westhoff, *Food Microbiology*, 4th Edition, Tata Mcgraw Hill Publishing Company Ltd., New Delhi.



Value Added - MUSHROOM CULTURE TECHNOLOGY

Course Code	Total Hours	Marks
VAB201	30	100

Objectives:

1. To learn the technique of mushroom culture.
2. To provide self-employment opportunity

Course Outcomes

- To learn about the biology and ecology of mushrooms, including their life cycle, growth requirements, and various species.
- To encompass both theoretical knowledge and practical skills applicable in various contexts, from gardening to commercial production.

Unit I

Introduction, history, morphology, types and life cycle of mushrooms. Identification of edible mushroom. Nutritional and medicinal value of edible mushrooms

Unit II

Cultivation of mushroom – Oyster mushroom (*Pleurotus* sp.) Button mushroom (*Agaricus bisporus*) Paddy Straw Mushroom (*Volvariella* sp.). Isolation, Spawn Production, Substrate for mushroom cultivation. Spawn running and harvesting.

Unit III

Post-harvest technology of mushroom, protection of mushroom from insect pest, nematodes, mites, viruses, fungal competitors and other diseases

Unit IV

Spawn Production technique – Microbiological technique, mother spawn and commercial spawn.



Unit V

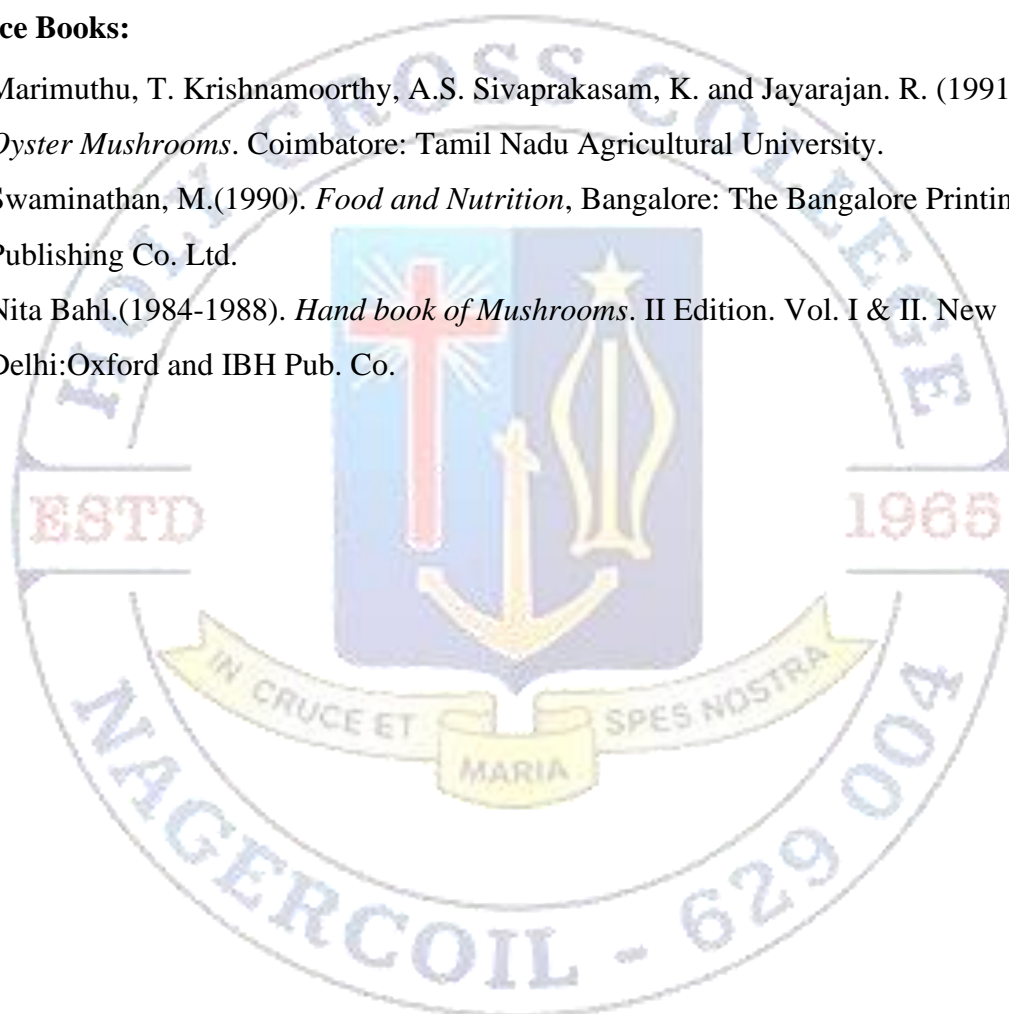
Few recipes, value added Products, packing techniques, marketing in India and abroad, Commercial production- model unit, Banking, Government, Help-Line.

Text book:

1. Tewari Pankaj, Kapoor, S.C. (1988). *Mushroom Cultivation*. Delhi: Mittal Publications.

Reference Books:

1. Marimuthu, T. Krishnamoorthy, A.S. Sivaprakasam, K. and Jayarajan. R. (1991). *Oyster Mushrooms*. Coimbatore: Tamil Nadu Agricultural University.
2. Swaminathan, M.(1990). *Food and Nutrition*, Bangalore: The Bangalore Printing and Publishing Co. Ltd.
3. Nita Bahl.(1984-1988). *Hand book of Mushrooms*. II Edition. Vol. I & II. New Delhi:Oxford and IBH Pub. Co.



Value Added - HYDROPONICS

Course Code	Total Hours	Marks
VAB202	30	100

Objectives:

1. To educate the student about hydroponics and its types
2. To implement hands on training about hydroponic techniques and to give a thorough knowledge about the business opportunities in hydroponic gardening

Course Outcomes

- To learn about design and manage hydroponic systems like NFT and DWC etc.
- To gain skills in formulating and maintaining optimal nutrient solutions for hydroponic crops and produce organic vegetables.

Unit I

The merging of nature and technology. Plants- A basic overview. Introduction to Hydroponics/Soil-less Cultivation: Hydroponic system. Basic needs of hydroponics.

Unit II

Hydroponic poly house- location factors, basic structure and design, flooring, glazing material, heating and cooling, air movement, plant support system, supplemental lighting, CO₂ enrichment, climatic condition, backup systems and sanitation, Basic hydroponic structure and components.

Unit III

Garden practices: Kinds of substrates and its preparation, Water analysis, nutrient solution analysis, Selection of plant. Planting of seeds and germination characteristics, transplanting of saplings into larger grow beds, spacing characteristics between plants, Mixing of nutrients, organic nutrients.



Unit IV

Parameters to be maintained: Environmental Factors: Light (quality, energy, photoperiodism & systems), Temperature (heating & cooling) and carbon dioxide, Consulting parameters (EC & pH), Pest and pest control, Cutting and clones, pruning and training, Harvesting

Unit V

Startup costs for an indoor hydroponic farm, Yield and commercial hydroponic farming and Profits, Vocational and Business opportunities in Hydroponics.

Text Book:

1. Jeffrey Winterborne. (2005). *Hydroponics: Indoor Gardening*. (4th ed.). U.K: Pukka Press Ltd.

Reference Books:

1. Keith Roberto. (2003). *How to Hydroponics*. New York: The Future Garden Press.
2. Benton Jones Jr. (2005). *Hydroponics- A Practical Guide for the soilless grower*. (2nd ed.). U.S.A.: CRC Press.
3. Les Bridgewood. (2002). *Hydroponics- Soilless gardening explained*. U.K.: Crowood Publishers.
4. Adam.J. Savage. (1996). *Planning a Profitable Hydroponic- Greenhouse Business*. London:Sovereign University Publishing House.



Value Added - HOUSEHOLD WASTE MANAGEMENT

Course Code	Total Hours	Marks
VAZ202	30	100

Objectives:

1. To encourage healthy waste management strategies at home and the environment.
2. To promote technological methods to enhance effective bio-composting at home.

Course Outcomes

- To identify the sources, composition, collection methods, disposal methods and management of wastes.
- To analyse the types, means of transport and disposal, methods of composting and management of wastes.
- To apply vermicomposting technique and biogas production for biodegradable wastes and documentation of waste management strategies.
- To apply waste management strategies in household and locality to create kitchen garden and healthy society.

Unit I Ecosystem and Solid waste

Introduction to Environment - Ecosystem - meaning- types - components- structure. Types of waste - Definition – Solid and Liquid waste; Biodegradable and Non-biodegradable wastes; Sources of waste - Composition and determinants of waste.

Unit II Generation and Collection of wastes

Factors influencing generation- Assessment of solid wastes-Methods of sampling and characterization. Collection and Transfer - Collection of Solid waste - Collection system - Time and frequency of collection - Factors affecting collection.

Unit III Waste Disposal

Disposal of Solid Wastes - Refuse disposal - Various methods - Incinerations - Sanitary landfills - Gas and leachate movement and control. Bio-composting methods for Kitchen waste management.



Unit IV Composting Methods

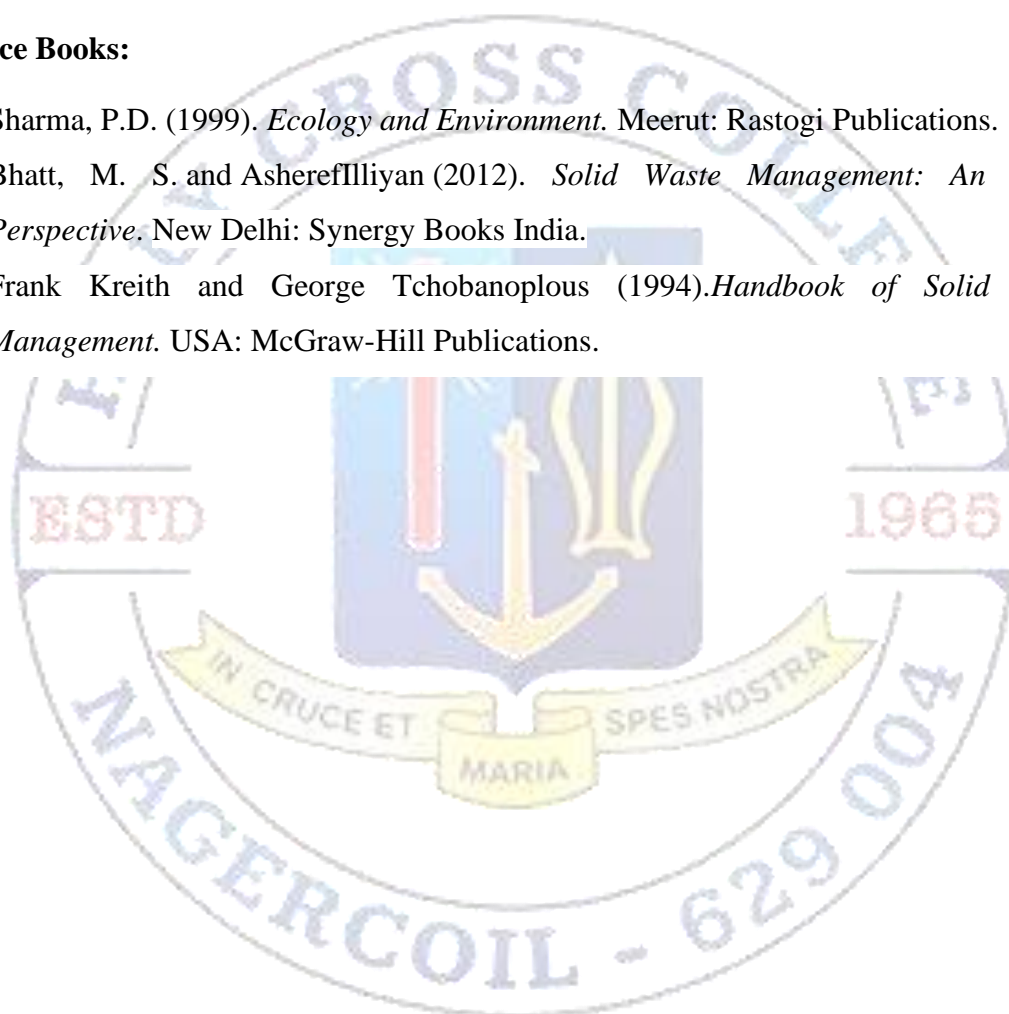
Verm technology for decomposition of House hold wastes. Biogas preparation in house hold waste management systems.

Unit V Kitchen Garden and waste management strategies

Kitchen garden as a means of liquid and biodegradable waste management. Documentation of waste management strategies implemented in their household and locality.

Reference Books:

1. Sharma, P.D. (1999). *Ecology and Environment*. Meerut: Rastogi Publications.
2. Bhatt, M. S. and Ashereffliyan (2012). *Solid Waste Management: An Indian Perspective*. New Delhi: Synergy Books India.
3. Frank Kreith and George Tchobanoplous (1994). *Handbook of Solid Waste Management*. USA: McGraw-Hill Publications.



Value Added - FIRST AID

Course Code	Total Hours	Marks
VAZ201	30	100

Objectives:

1. To give initial care to a person in distress to save from casualty.
2. To deal with first aid emergencies in any situation.
3. To understand and demonstrate lifesaving skills.

Course Outcomes

1. To identify the responsibilities of a First Aider.
2. To assess the incident and manage responsive and unresponsive causality.
3. To administer first aid to a casualty with injuries, burns, poisoning, bleeding and cardiac arrest.
4. To gain employability as a first aider in institutions.

Unit I Care of the Unconscious

Causes of unconsciousness: Diabetes, Epileptic seizures, head injury, Fainting, heart attack, Cardiac Pulmonary Resuscitation (CPR), electric injury, choking, stroke - principles of treatment - patient approach - call for emergency.

Unit II Bleeding

Hemorrhage - internal, external. Wounds - Amputation-nose bleeds. Principles of treatment - patient approach- call for emergency.

Unit III Burns and Extremes of Temperature

Burns- Causes, signs and symptoms. Hypothermia-hyperthermia.Heat stroke. Principles of treatment- patient approach - call for emergency.

Unit IV Bites and Stings

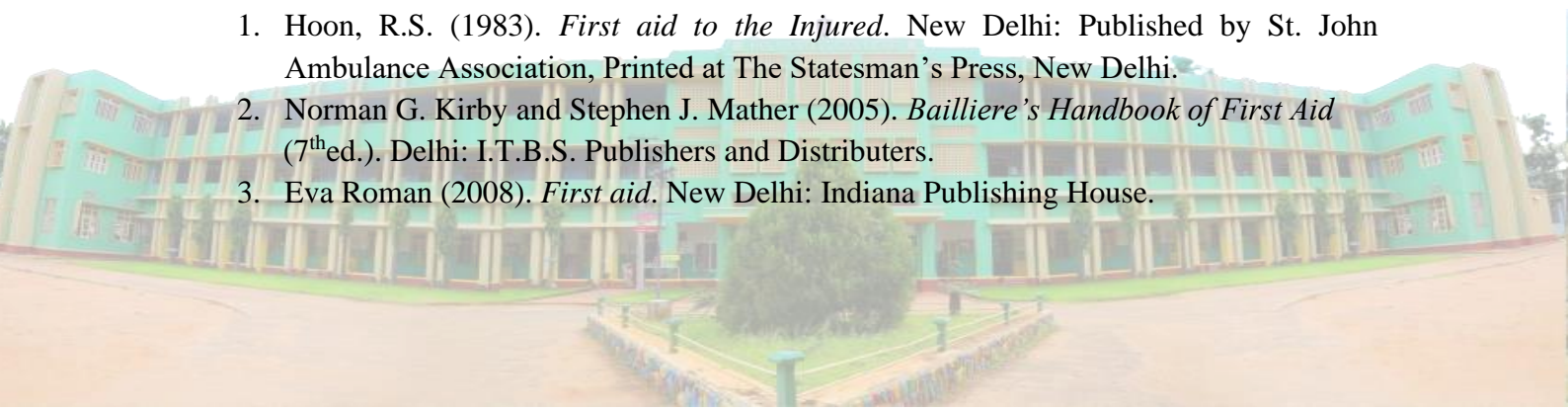
Types of bites and stings- treatment.Patient approach- call for emergency. Foreign body in eye, ear and nose: Type of foreign body-treatment. Patient approach - call for emergency.

Unit V Injuries and Poisoning

Fractures and injuries: Bone and joint injury- head injury-dislocations-treatment. Patient approach- call for emergency. Poisoning: Chemicals - noxious gasses and food poisoning - treatment. Patient approach- call for emergency.

Reference Books:

1. Hoon, R.S. (1983). *First aid to the Injured*. New Delhi: Published by St. John Ambulance Association, Printed at The Statesman's Press, New Delhi.
2. Norman G. Kirby and Stephen J. Mather (2005). *Bailliere's Handbook of First Aid* (7thed.). Delhi: I.T.B.S. Publishers and Distributers.
3. Eva Roman (2008). *First aid*. New Delhi: Indiana Publishing House.



Value Added – DCA (PHOTOSHOP)

Course Code	Credit	Total Hours	Marks
VASC201 / VASC171	1	30	100

Objectives:

1. To enable students to create images for web design, logos, graphics, layouts, image touch-ups and color enhancement.
2. To develop the skills for manipulating the images creatively.

Course Outcomes

- To perform essential tasks such as cropping, resizing, retouching, and color correction. Through hands-on exercises, they developed the skills to enhance photographs, remove imperfections, and create visually stunning images.
- To create captivating graphics and designs using Adobe Photoshop. They learned to leverage features like layers, masks, filters, and blending modes to compose complex compositions, digital artwork, and promotional materials.

Unit I Basics of Photoshop CS4

Introduction to Photoshop CS4 - Pixels and Resolution - Introduction to Basic Tools - The Working Place - Installing Photoshop CS4 - Photoshop CS4 Interface.

Unit II Image and Color Modifications

Image Modifications - Color Modifications. Tools: Basic Tools -Selection Tools - Drawing and Coloring Tools - Advanced Tools - Text Tools - Tools Presets. Using the Brush and Paint: Brush Presets - Color and Shapes.

Unit III Working with Selections

Making Selections with Different Tools - Modifying an Existing Selection -Saving and Loading Selections. Scaling: Transform - Content Aware Scaling.

Unit IV Knowing the Layers

Working with Layers - Layer Options - Layer Effects. Getting Creative with Types: Type Tool and Options - Advanced Text Options. Masks: Mask Types - Modifying Masks.

Unit V Filter Gallery

Filters and Effects - Additional Filters. Playing with Palettes: Arranging Workspace - Various Palettes. Color Adjustments: Contrast – Colors - More Adjustments

Text Book:

1. Vikas Gupta, (2009). *Comdex DTP Course Kit*. (2nd edition). New Delhi: DreamTech Press Publications.



Value Added - SOFT SKILLS

Course Code	Credit	Total Hours	Marks
VAE171	1	30	100

Objectives:

1. To equip students with basic communication skills focusing on the four basic skills.

Course Outcomes

- To understand the process of communication and identify barriers to effective communication.
- To master the art of active listening and its importance in effective communication.
- To develop the ability to speak confidently on given prompts or topics.
- To understand the techniques of skimming and scanning to extract relevant information efficiently.
- To gain proficiency in writing professional emails adhering to standard formats and etiquette.

Unit I Life Skills

Communication: Process, barrier, Types – Career planning-time management – stress management – Problem solving.

Unit II Listening

Active Listening – Introduction to Indian, British and American accents – Listening to Short Stories, news, Passages.

Unit III Speaking

Speaking on prompts – presentation – Group Discussion.

Unit IV Reading

Skimming & scanning – analytical reading – note making – précis writing.

Unit V Writing

Email - report – proposal.

Reference Book:

1. Soft Skills: Know Yourself & Know the World by Dr. K. Alex.



Value Added - READING SKILLS

Course Code	Credit	Total Hours	Marks
VAE172	1	30	100

Objectives:

1. To help students develop the skill of reading
2. To train students in the art of comprehension of passages

Course Outcomes

- To analyse themes of aging, mortality, and societal structures in "The Land Where There Were No Old Men."
- To investigate themes of triumph, perseverance, and dedication in "My Greatest Olympic Prize."
- To explore the life and achievements of Houdini and his influence on popular culture and entertainment.
- To examine the conventions of the detective genre and its evolution in "The Moonstone."

Unit I

The Land Where There Were No Old Men - Migration and Bird - Ringing

Unit II

My Greatest Olympic Prize - The Conjuror's Revenge

Unit III

The One and Only Houdini - A Case of Suspicion

Unit IV & V

The Moonstone by Wilkie Collins

Reference Book:

1. Reading for Meaning by M.L. Tickoo and Paul Gunashekar



Value Added - TRAVEL AND TOURISM MANAGEMENT

Course Code	Total Hours	Marks
VAH201	30	100

Objectives:

1. To understand the various aspects of Tourism Management.
2. To become an Entrepreneurs as a tourist guide and Travel agent.

Course Outcomes

- To discuss about the origin and growth of Tourism.
- To explain the concept of domestic and international Tourism.
- To evaluate the function of Travel agencies and Tour operators.
- To create an awareness about how to apply Passport and VISA.
- To discuss about the Resources for planning Travel itineraries.

Unit I

Definition of Tourism - Origin and Growth of Tourism - Types of Tourism-Forms of Tourism – Basic Components of Tourism.

Unit II

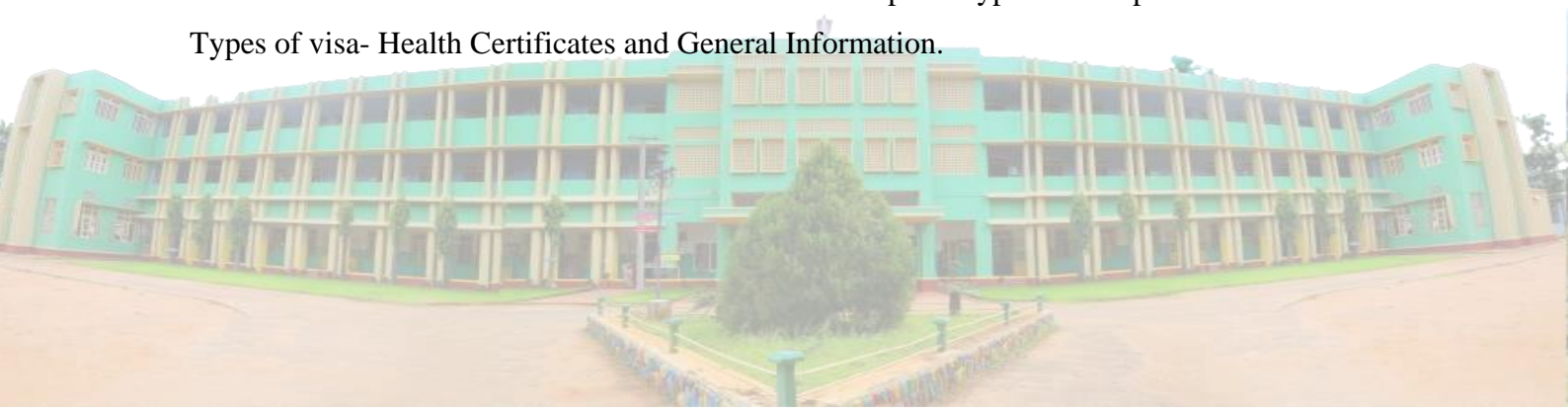
Concept of domestic and international Tourism- Geography of the world- World time difference- International Standard time.

Unit III

Functions of Travel Agency and Tour Operators – Types of Tour packages- Preparation of Tour itinerary- Fares and Ticketing – Important world currencies with its logo – Travel Agents in India-Tourist guides.

Unit IV

Travel formalities- Travel Documents-The Passport- Types of Passport- The Visa – Types of visa- Health Certificates and General Information.

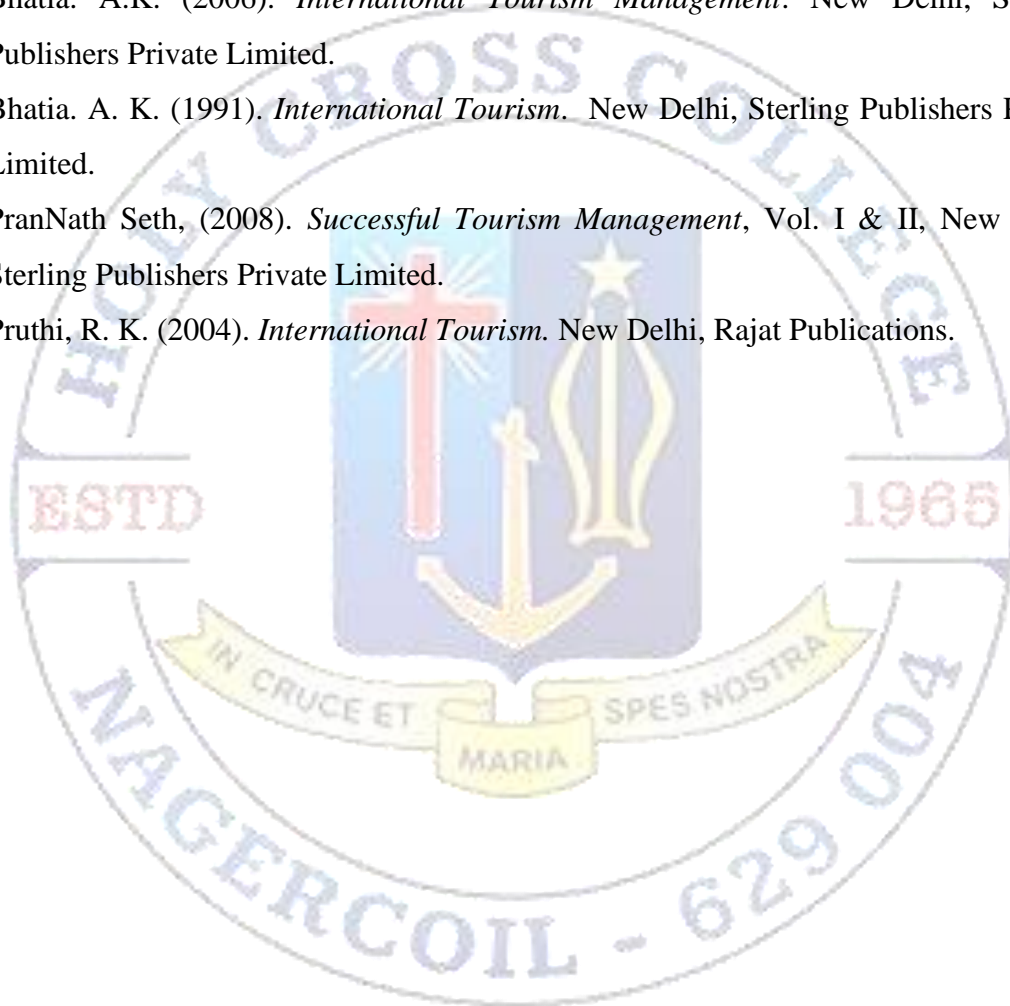


Unit V

Planning Travel Itineraries- Basic steps in planning Itineraries- Planning Travel Itineraries-Resources for Planning Travel Itineraries.

Reference Books:

1. Bhatia, A. K. (2010). *Tourism Development - Principles and Practices*. New Delhi Sterling Publishers Private Limited.
2. Bhatia. A.K. (2006). *International Tourism Management*. New Delhi, Sterling Publishers Private Limited.
3. Bhatia. A. K. (1991). *International Tourism*. New Delhi, Sterling Publishers Private Limited.
4. PranNath Seth, (2008). *Successful Tourism Management*, Vol. I & II, New Delhi, Sterling Publishers Private Limited.
5. Pruthi, R. K. (2004). *International Tourism*. New Delhi, Rajat Publications.



Value Added - EPIGRAPHY

Course Code	Total Hours	Marks
VAH202	30	100

Objectives:

1. To discuss the types of inscription and writing materials
2. To have a skill about the important inscription

Course Outcomes

- To define Epigraphy
- To explain the Dating of Inscription
- To discuss Tamil Brahmi Inscription
- To explain the Estampaging of inscription
- To discuss the important inscription

Unit I

Epigraphy- Introduction and Importance – Types of Inscriptions- Writing Materials.

Unit-II

Epigraphical contents and conventions- Dating of Inscriptions- Estampaging of Inscriptions.

Unit-III

Decipherment of Scripts- Brahmi-Tamil Brahmi Inscriptions-Tamizhi- Vatteluthu-Kharoshti-Grantha Script-Nagari.

Unit-IV

Pillar Inscription-AsokanEdits- Allahabad Inscriptions- Hathikumba Inscriptions-Kuram Copper Plates- Velvikudi Copper Plates- Uttiramerur.

Unit-V



NAAC V Cycle Self Study Report (SSR)

Important Inscriptions-AsokaEdits- Allahabad Inscriptions- Hathikumba Inscriptions- Kuram Copper Plates- Velvikudi Copper Plates- Uttiramerur Inscriptions- Kanyakumari Inscriptions.

Reference Books:

1. James Edger Swan, (1947). History of world Civilization, New Delhi, Eurasia Publishing House(P)Ltd.
2. Khurana, K.L. (1930). History of India Earliest Times to 1526A.D, Agra, LekhmiNaranayan, Agarwal's Educational Publishers.
3. Pillay,K.K, (1990). Studies in India with Special Reference in Tamil Nadu, Madras, Published by author.
4. Sharma.M.S .(2014). Modern Indian History, New Delhi, Blackprint.
5. William.L.Langer. (1946). An Encyclopedia of World History, London, New Extended Edition, Hanap &Galley Press.



Value Added - VERBAL AND NON-VERBAL REASONING – I

Course Code	Total Hours	Marks
VAF201	30	100

Objectives:

1. To broaden the analytical skill of the student.
2. To imbibe the technical skills and aptitude for reasoning in order to face competitive examination and find employment.

Course Outcomes:

- To calculate Number, Time, Ranking and directions.
- To identify blood relations, logical sequence and decision-making skill.

Unit I Verbal Reasoning

Analog – Classification – Series completion – Coding – Decoding – Blood relations – Puzzle test – Direction sense test – Logical venn diagrams – Alphabet test – Number, ranging & timesequene test.

Unit II Verbal Reasoning

Mathematical operations – Logical sequence of words – Arithmetical reasoning – inserting the missing character – Data sufficiency

Unit III: Verbal Reasoning

Assertion & reason – Situation reaction test – Verification of truth of the statement.

Text Book:

1. Verbal and Non-verbal Reasoning, Prakash. R. McMillan India, New Delhi, 2004.

Reference Books:

1. Competition Success Review – various issues
2. Competition master – various issues
3. A Modern Approach to Verbal and Non-Verbal Reasoning, Dr. R.S. Aggarwal, S. Chand &Company Ltd, 2010.
4. Quantitative Aptitude, Dr. R.S. Aggarwal, S. Chand & Company Ltd, 2011.



Value Added – ENGLISH COMMUNICATION SKILL

Course Code	Credit	Total Hours	Marks
VAA173	1	30	100

Objectives:

1. To develop the communicative skills of students.
2. To prepare the students to face the job interview with confidence.

Course Outcomes

- To build a vocabulary to express ideas and thoughts more effectively in both spoken and written English.
- To enhance reading comprehension skills to understand and interpret the content effectively.
- To acquire the skills necessary for writing a letter effectively.
- To acquire effective communication skills during interviews, including body language.

Unit I Speaking and writing correct English

Review of grammar -Remedial study of grammar -Building vocabulary -Phonetics
Public speaking -Conversations

Unit II Developing reading, understanding and express meaningfully

Reading-Comprehension -Short answers -Paragraph writing

Unit III Writing skills

Letter Writing-Resume Preparation-Note making

Unit IV Speaking Skills

Telephonic conversation -Debating -Discussion

Unit V Interview Skills

Before interview – during interview – after interview

Text Book:

1. Urmila Roy & S.M Roy. (2019). Effective Communication skills. (1st edition). Himalaya Publishing House.

