

2.1 ENGLISH AND COMMUNICATION SKILLS – II

L T P
Periods/Week 3 1 2

RATIONALE

Interpersonal communication is a natural and necessary part of organizational life. Yet, communicating effectively can be challenging because of our inherent nature to assume, overreact to and misperceive what actually is happening. Poor communication or lack of communication is often cited as the cause of conflict and poor teamwork. In today's team-oriented workplace, managing communication and developing strategies for creating shared meaning are crucial to achieve results and create successful organizations. The goal of the Communicating Skills course is to produce civic-minded, competent communicators. To that end, students must demonstrate oral as well as written communication proficiency. These include organizational and interpersonal communication, public address and performance. The objectives of this subject are understanding how communication works, gaining active listening and responding skills, understanding the importance of body language, acquiring different strategies of reading texts and increasing confidence by providing opportunities for oral and written expressions.

DETAILED CONTENTS

Section A

1. FACETS OF LITERATURE (22 Periods)

1.1 Fiction 1.1.1 The Portrait of a Lady - Khushwant Singh 1.1.2 The Doll's House – Katherine Mansfield 1.1.3 The Refugees – Pearl S. Buck 1.2 Prose 1.2.1 Of Truth – Francis Bacon 1.2.2 Praises of Solitude – Samuel Johnson 1.2.3 A Gentleman – John Henry Newman 1.3 Poems 1.3.1 All The World's A Stage – W. Shakespeare 1.3.2 A Solitary Reaper – William Wordsworth

Section B 2. READING SKILLS (08 Periods) Unseen comprehension passages (at least 3 passages). 3. WRITING SKILLS (16 Periods) 3.1 Writing Notice 3.2 Writing Circular 3.3 Writing a Memo 3.4 Agenda for a Meeting 3.5 Minutes of the Meeting 3.6 Press release 3.7 Telephonic Messages 3.8 Paragraph writing: Simple and Current Topics should be covered. 4. Correspondence (06 Periods) 4.1 Business Letters 4.2 Personal Letters 5. Communication (12 Periods) 5.1 Media and Modes of Communication 5.2 Channels of Communication 5.3 Barriers to Communication 5.4 Listening Skills 5.5 Body language 5.6 Humour in Communication

LIST OF PRACTICALS (Note: The following contents are only for practice. They should not be included in the final theory examination) 1. LISTENING COMPREHENSION 1.1 Locating Main Ideas in a Listening Excerpt 1.2 Note-taking 2. DEVELOPING ORAL COMMUNICATION SKILLS 2.1 Offering-Responding to Offers 2.2 Requesting-Responding to Requests 2.3 Congratulating 2.4 Expressing Sympathy and Condolences 2.5 Expressing Disappointments 2.6 Asking Questions-Polite Responses 2.7 Apologizing, Forgiving 2.8 Complaining 2.9 Persuading 2.10 Warning 2.11 Asking for and Giving Information

	Time Allotted for Lectures and Tutorials (Periods)	Marks Allotted (%)
2.12 Giving Instructions 2.13 Getting and Giving		

Permission 2.14
Asking For and
Giving Opinions
2.15 Group
Discussion

**LIST OF
REFERENCE
BOOKS**

1. Communicating
Effectively in
English, Book-I by
Revathi Srinivas;
Abhishek
Publications,
Chandigarh. 2.
High School
English Grammar
and Composition
by Wren &
Martin; S. Chand &
Company Ltd.,
Delhi. 3.
Communication
Techniques and
Skills by R. K.
Chadha; Dhanpat
Rai Publications,
New Delhi.

**SUGGESTED
DISTRIBUTION
OF MARKS** Topic
No.

1	22	34
2	08	12
3	16	24
4	06	10
5	12	20
Total	64	100

2.2 ENVIRONMENTAL SCIENCE

L T P

Periods/Week 6 - -

RATIONALE

A diploma holder must have knowledge of different types of pollution caused due to industries and constructional activities so that he may help in balancing the eco system and controlling pollution by pollution control measures. He should also be aware of environmental laws related to the control of pollution.

DETAILED CONTENTS

1. Basics of ecology, eco system and sustainable development (03 Periods)
2. Conservation of land reforms, preservation of species, prevention of advancement of deserts and lowering of water table (04 Periods)
3. Sources of pollution - natural and man made, their effects on living and non-living organisms, Pollution of water - causes, effects of domestic wastes and industrial effluent on living and non-living organisms, Pollution of air-causes and effects of man, animal, vegetation and non-living organisms, Sources of noise pollution and its effects (18 Periods)
4. Solid waste management; classification of refuse material, types, sources and properties of solid wastes, abatement methods (06 Periods)
5. Mining, blasting, deforestation and their effects (03 Periods)
6. Legislation to control environment (04 Periods)
7. Environmental Impact Assessment (EIA), Elements for preparing EIA statements (04 Periods)
8. Current issues in environmental pollution and its control, role of non-conventional sources of energy in environmental protection (06 Periods)

RECOMMENDED BOOKS

1. Environmental and Pollution Awareness by Sharma BR; Satya Prakashan, New Delhi.
2. Environmental Protection Law and Policy in India by Thakur Kailash; Deep and Deep Publications, New Delhi.
3. Environmental Engineering and Management by Suresh K Dhamija; SK Kataria and Sons, New Delhi.
4. Environmental Science by Deswal and Deswal; Dhanpat Rai and Co. (P) Ltd. Delhi.

2.3 APPRECIATION OF DECORATIVE DESIGN

L T P
Periods/Week 4 2 -

RATIONALE:

A true designer must be able to understand and appreciate the works of his earlier designers and his contemporary ones. It adds to his perceptions and enriches him with the new thoughts. The paper aims to inculcate this ability in the designers.

DETAILED CONTENTS

1. **TRADITIONAL INDIAN DESIGNS:** Designs and motifs used on surfaces and objects including pottery, stone and metal ware, wood crafts, carpets, textiles, lamps and other handicrafts. Study and sketch from museums and other sources and development of creative designs and based on study and research.
2. **CONTEMPORARY INDIAN DESIGNS AND MOTIVES:** Designs and motifs used in carpets, textiles, lamps, vases, handicrafts, wood, stone and metalware.
VISITS: To sources like emporia, specialized stores, etc.
3. **INDIAN FOLK DESIGNS:** Folk designs and motifs used on walls, floors and utility objects, such as Madhubani, Warli, Pattachitra, kalamkari, Bidri work, Sankheda, etc.
4. **DECORATIVE DESIGNS:** On the basis of composition, colour, pattern and texture, exercises should be given in making decorative designs of murals, wall paper, posters, textiles, carpets, wall hanging, etc. Motifs and Patterns of Historical, National, Regional, Seasonal and Festival importance are to be considered. Study of inlay and meenakari in relation to interiors.

VISITS: To sources, museums, art galleries and constructional sites, etc.

2.4 INTERIOR DESIGN-I

L T P
Periods/Week 3 - 10

Rationale

To explore the creativity and the visualisation of the students while introducing them to the Design problem. Thus particular course aims at preparing the students to initiate their designing skills.

Design Statement

Concept and design of Residential space.

Evolution of design

Intoduction to the Interior Design problem.

Step 1

3-d Models in any material

Step-2

Make a composition (with or without maintain theirn geometrical identity)

Step-3

After finalising the composition , use any three different materials on three surfaces of the composition.

Step- 4

Now make the plan of this obtained model.

Step-5

Now prepare a layout plan for the design scheme of a Residential interiotr as per their own requirement.(min area to be designed 40 sq m)

Requirements:-

1. Models:-
 - 1.1 Block model
 - 1.2 Block model with different materials
 - 1.3 Interior Model with block furniture
2. Top view of the obtained space

3. Plan at eye level
4. Furniture layout plan of the space
5. Sectional elevations at least three
6. 3-D View -01 no.

RECOMMENDED BOOKS

1. Times Savers Standards
2. Periodicals and Magazines

SUGGESTION

2.5 BUILDING CONSTRUCTION-I

L T P
Periods/Week 3 - 10

RATIONALE

The construction techniques are directly related with interior design works for example knowledge of brick work is essential for developing competency of decorative brick work, decorative tiling, dado in brick work etc. Similarly knowledge of timber construction is necessary for interior decoration involving timber work. Knowledge of floor finishing is also required in interior design. The specifications of these are required to train the students so that they may be able to execute various interior projects.

DETAILED CONTENTS

1. **Foundation** : Introduction, Types of foundation-Brick, R.C.C., Raft and Pile (Two Sheets)
2. **Components of building**: section through external brick wall (One Sheet)
3. **Brick Masonry** :
 - a) English and Flemish bonds. (Two Sheets)
 - b) Decorative brick work (wall elevation) (One Sheet)
4. **Stone Masonry**:
 - a) Ashlar and Rubble masonry. (Two Sheets)
 - b) Decorative stone work (wall elevation) (One Sheet)
5. **Openings**:
 - a) Arches- Introduction and their types. (Two Sheets)
 - b) Lintels- Introduction and their types. (One Sheet)
 - c) Doors- Introduction, types of doors and their closing devices viz. Simple, Glazed, Panelled, Fly-proof, flush door, Glazed and Panelled, Sliding, Swing doors in Wood and Metals. (Eight Sheets)
 - d) Window- Introduction and their types viz., Bay window, Corner window, Dormer window, Casement Window, Sliding Window, Sky light and Ventilators in Wood and Metals. (Six Sheets)
6. **Paneling**: Introduction and Paneling in plywood, PVC and wooden tiles showing fixing details. (One Sheet)

Total sheet to be made=27 (atleast)

Note:

1. Relevant theory should be taught along with practical exercises.
2. Relevant site visit to explain the various topics must be carried out to add to the practical knowledge of the students.

Recommended books

1. Building construction by Sushil Kumar, VB Sikka and Barry

SUGGESTION