



# ST. ALOYSIUS' COLLEGE

AUTONOMOUS  
JABALPUR- 482001  
MADHYA PRADESH, INDIA

## CRITERION-6

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

Key Indicator – 6.5.2

Teaching Learning Review Mechanism



Metric No.: 6.5.2

Institutional Reviews and Teaching Learning Reforms



Document Name

Skill Enhancement Courses



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(AUTONOMOUS), JABALPUR(M.P.)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

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DST-FIST Supported & Star College Scheme by DBT.

## Skill Enhancement Courses

### Department Of English

**St. Aloysius' (Autonomous) College,  
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College with Potential for Excellence by UGC  
DST FIST Supported & STAR College Scheme by DBT  
Jabalpur, (M.P) INDIA**

**Credit 05**

<b>Class</b>	MA		
<b>Semester</b>	IV		
<b>Paper</b>	IV (Open Elective Paper)		
<b>Title</b>	Trends and Techniques of Effective Communication		
<b>Marks</b>	<b>Maximum Marks</b>	<b>Theory Marks</b>	<b>Internal Assessment</b>
	50	40	10

#### Scheme of Marks:

**Part A: Five Objective Questions (No Choice) 5X1 =5 Marks**

One question from each unit

**Part B: Five Short Questions (With Internal Choice) 5X3= 15 Marks**

One question from each unit

**Part C: Five Long Questions (With Internal Choice) 5X4= 20 Marks**

One question from each unit

#### Course Outcomes:

1. The course covers most of the basic skills required for undertaking day-to-day personal and professional transactions using English as the medium of communication
2. The prescribed syllabus will help the students increase their proficiency in English by enhancing their resources to deal with communicative needs of everyday life at home, at work and in social interaction.
3. Ability to transfer information from non-verbal to verbal and vice and vice versa.
4. The course will cover development of LSRW.
5. Participation in social and professional communication.
6. Sensitivity of learners to cross-cultural differences.
7. Total shift in pedagogy from lectures oriented classes to interactive learning.
8. Students will be better equipped to understand the function of grammatical item used in spoken/written language.
9. Identifying general theories and central concepts associated with communication.

*Reddy*

*Rosina of Cam Map*

*Nalayani Prasad*

*May B. S. S. S.*



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10. The material, methodology and language tasks create contexts for interaction and language use, so that learners acquire and sharpen their language skills as they process the texts on their own.

Unit - I	Mechanics of Manuscript Preparation: Editing and proof Reading Copy Editing. Words often confused Common Error Punctuations and Capitalization Abbreviation and Numerals
Unit - II	Literary Style and Professional Style. Features of Style Choice of Words and Sentences structure, Paragraph structure. Use of Figures of Speech: Function and Application
Unit -III	Academic Writings and Communication skills: What is Research? Plagiarism; Collecting Material; Primary and Secondary Sources. Hypothesis, Language of a Research Paper
Unit - IV	Communication in a Multicultural World: Idea of a Global World. Impact of Globalization and Multicultural Communication. What is Multiculturalism Etic and Emic Approach to Culture, Cross Cultural Communication Problems: Overcoming cultural Barrier
Unit- V	Keeping link with a changing world: The PR Way. Why Public Relation? Meaning and Definition of Public Relation, Essentials of Public Relation, Methods (Tools) of Public Relation Communication skills for Public relations. What is Press Release? How to handle a press conference. Realities of Public relations, Guidelines for Press Release.

### Books Recommended

1. Oberg, B.C *Interpersonal Communication*
2. Glimson, A.C. *An Introduction to the pronunciation of English*
3. Central Institute of English and Foreign Language, Hyderabad
4. O' Connor, *Better English Pronunciation*



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## DEPARTMENT OF POLITICAL SCIENCE

### St. Aloysius College (Autonomous) Jabalpur संत अलॉयसियस महाविद्यालय (स्वशासी) जबलपुर

M.A. IV Semester एम.ए. चतुर्थ सेमेस्टर			
Subject विषय	Political Science राजनीति विज्ञान		
Paper पत्र/पत्रिका	IV चतुर्थ		
Title of the paper पत्र/पत्रिका का शीर्षक	Human Rights मानव अधिकार		
	Open Elective		
Max. Marks/अधिकतम अंक	Theory/दीर्घात्मिक	Internal Assessment/आंतरिक मूल्यांकन	Credit
50	40	10	3

Unit -1	Human Rights: Meaning Concept and Historical Development . Rights: Meaning and Definition. Types of Rights: Moral and legal.
इकाई-1	मानव अधिकार : अर्थ, अन्वयार्थ और ऐतिहासिक विकास । अधिकार : अर्थ और परिभाषा, अधिकारों के प्रकार : नैतिक और वैधानिक ।
Unit-2	Theories of Rights: Theory of Natural Right. Liberal Theory, Legal Theory, Marxist Theory.
इकाई-2	अधिकार के सिद्धांत : प्राकृतिक अधिकार के सिद्धांत । प्रगल्भ सिद्धांत, वैधानिक सिद्धांत, मार्क्सवादी सिद्धांत।
Unit -3	Duties: Meaning, Definition and Types. Relationship between Rights and Duties.
इकाई-3	कर्तव्य : अर्थ, परिभाषा और प्रकार । अधिकार और कर्तव्य के बीच संबंध
Unit -4	Charter of United Nations, Universal Declaration of Human Rights1948, International Covenant on Economic, Social and Cultural Rights1966, International Covenant on Civil and Political Rights,
इकाई-4	संयुक्त राष्ट्र चार्टर, मानव अधिकार सार्वभौमिक घोषणापत्र 1948, आर्थिक, सामाजिक और सांस्कृतिक अधिकारों की अंतरराष्ट्रीय संधि 1966, नागरिक और राजनीतिक अधिकारों की अंतरराष्ट्रीय संधि
Unit-5	Human Rights in the context of India a)Human Rights and Constitutional Provisions; b) Human Rights and Judicial Activism; c) National Commission for Human Rights; d) National Minority Commission; e) National Women's Commission
इकाई-5	भारतीय संदर्भ में मानव अधिकार 1 मानव अधिकार और संवैधानिक प्रावधान 2 मानव अधिकार और न्यायिक सक्रियता 3 राष्ट्रीय मानव अधिकार आयोग 4 राष्ट्रीय अल्पसंख्यक आयोग 5 राष्ट्रीय महिला आयोग



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## DEPARTMENT OF COMMERCE

### St.Aloysius'College(Autonomous),Jabalpur(M.P.)

<b>Course</b>	<b>M.Com</b>	
<b>Semester:</b>	<b>IV</b>	
<b>Compulsory/Elective:</b>	<b>Open Elective</b>	
<b>Paper Title:</b>	<b>Human Resource Development</b>	
<b>Paper Code:</b>	<b>OE:06</b>	
<b>Max Marks</b>	<b>Theory</b>	<b>Internal Assessment</b>
<b>50</b>	<b>40</b>	<b>10</b>

<b>Unit1</b>	Introduction to Human Resource Development: Concept and evolution, Relationship between human resource management and human resource development; HRD mechanisms, processes and outcomes, HRD Matrix; HRD interventions, Roles and competencies of HRD professionals.
<b>Unit2</b>	HRD Process: Assessing HRD needs, Designing and developing effective HRD programs; Implementing HRD programs; and Evaluating HRD programs.
<b>Unit3</b>	Learning and HRD: Maximizing learning: Individual differences in the learning process, Learning strategies and styles, Principles of learning, Learning and motivation, HRD culture and climate,
<b>Unit4</b>	HRD Activities and Applications: HRD for Workers; HRD mechanisms for workers, Role of trade unions; Employee training and development-Process, methods, and types; Coaching, counseling and performance management, Career management and development; Organization development.
<b>Unit5</b>	HRD in Organisations, Trends, and Practices: Select cases for HRD Practices in Government organizations, defense, police, private sectors, and public sector units; HRD audit; Balanced scorecard; People capability maturity model; Integrating HRD with technology, Employer branding, and other recent trends; Future of HRD.



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## DEPARTMENT OF ECONOMICS

### Paper – IV

### Economics of Gender and Development (Open Elective)

Max. Marks: 40

#### UNIT I

Importance and concepts of women studies, Demography of female population: Age structure, mortality rates, and sex ratio - Causes of declining sex ratios and fertility rates in developing countries particularly in India.

#### UNIT II

Women and their access to nutrition, health, education, and social and community resources, and their impact on female mortality and fertility, *economic status and female work participation rate in India.*

#### UNIT III

Factors affecting decision making by women, property rights, access to and control over economic resources, assets; Power of decision making at household, community level, women education in developing countries and India.

#### UNIT IV

Concept and analysis of women's work: Valuation of productive and unproductive work; visible and invisible work; paid and unpaid work; economically productive and socially productive work - Economic status, private property, and participation of women in pre-industrial and industrial societies-Female contribution to National Income.

#### UNIT V

Factors affecting female entry in labour market, Studies of female work participation in agriculture, *non-agricultural rural activities*, informal sector, cottage and small-scale industries, organized industry, and services sector, *Wage differentials in female activities*, Determinants of wage differentials, gender, education, skill, productivity, efficiency, opportunity, Structures of wages across regions and economic sectors.



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Students of all the streams (Arts, Science, Commerce) participated in the skill enhancement programs conducted by the department of management. The course coordinator was Dr Rashmi Patras Total no. of 190 students participated in the programs. Resourced person from Ahemdabad Dr Prateek conducted the session regarding the sustainability in corporate life as well as how to face the interview. He shared his experiences and conducted Interaction session with the students.





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- Guest Lectures on Business Intelligence- (Skill Enhancement) (17 Dec 2021)

