



**SILIGURI INSTITUTE OF TECHNOLOGY
INFORMATION TECHNOLOGY
ENGINEERING**



COURSE FILE

2ND SEM, 1ST YEAR, 2019

SEC – IT

PAPER DESCRIPTION : ENGLISH

PAPER CODE :HM HU 201

Course File

Course Title: English

Code: HM HU201

Semester: 2nd Year: 1st

Name of the Faculty: MS Rimni Chakravarty

E-mail : rimnichakravarty@gmail.com

Class Schedule			
Lecture		Tutorial	Practical
Tuesday	10-11.40am		

Hours for meeting students:	
Wednesday	After 4.40 pm
Friday	After 4.40pm

i) Course Objective

The students will be able to comprehend the utility of English language and their aspects in professional life.

ii) Course Outcomes

Course Outcome		Target (marks %)
HU201.1	Write grammatically correct English to express in a lucid manner (BT1)	50%
HU201.2	Summarize technical and non technical passages written in English (BT2)	50%
HU201.3	Understand and develop the skill to write different instruments of organizational communication (PS3)	50%
HU201.4	Explain the various concepts of technical communication and its utility in profession (BT2)	50%

- i. After completion of this course the students are expected to be able to demonstrate following knowledge, skills and attitudes:

Sl. No.	Knowledge and Skills
1	Understand and know grammatical nuances like subject verb agreement, use of prepositions, idioms and phrases etc.
2	Organization of writing, comprehend and write a precise on technical and non technical passages and write an essay on technical and general topics
3	Identify the different characteristics of good business letters, reports and job application letters.
4	Distinguish and practice the form, structure, tone and style of organizational communication like memo, circular, notice, agenda and minutes.

- ii. Once the student has successfully complete this course, he/she must be able to answer the following questions or perform/demonstrate the following:

Sl	Question	BT Level
1.	How to describe the difference between “practice” and “practise”?	1
2.	Write the synonym and antonym of words like global, optimistic etc.	1
3.	How to write a notice as the game secretary of the institute urging the other students to participate in a friendly football match to be held with the male faculties on the ground.	BT PS3
4.	What are the barriers of effective communication skills? Explain the methods to overcome the barrier?	1
5.	What are the “Seven C” of effective communication? How would these be helpful in solving issues in professional life?	1
6.	Justify the title “The Open Window” by Saki.	2
7.	Explain the short story “The Thief “by Ruskin Bond?	2
8.	Identify the difference between a CV and a Resume.	1
9.	Write a resume along with a cover letter evaluating the key skills to justify the position applied for.	1
10.	What are the basic principles of a Group Discussion?	1
11.	How to weigh the dos and don’ts in a Group Discussion?	1
12.	What are the parameters justified in a group discussion?	2
13.	How to plan effectively in a group Discussion?	3
14.	How to build rapport with the audience in presentation?	3
15.	What are the methods needed to be devised while making a presentation?	2
16.	What are the methods that need to be adapted to remain assertive and not aggressive in a group discussion as well as in a presentation?	BT PS6
17.	How the team leader should operate in a presentation?	BT PS5
18.	How the group should co ordinate among themselves in a group Discussion?	BT PS5
19.	How one should develop the quality of delivery in a presentation and a group discussion?	BT PS5
20.	Why is it necessary to maintain eye contact in a presentation?	BT PS5

iii) Topic Layout

Topic		Lecture Hours
1.English language and grammar	Correction of errors in sentences/Building vocabulary/word formation/Single word for a group of word. Fill in the blanks with correct words. English Language and Grammar/Sentence structure and Transformation/Active and Passive Voice/Direct and Indirect Sentences.	5
2.Reading Comprehension	Strategies for reading a comprehension passage, Practicing Technical and non technical passages	4
3.Technical Communication	The Theory of Technical Communication -Nature and Scope/Barriers of Communication/ Different Communication Models/ Effective Communication (Verbal and Non Verbal)/ Presentation /Public Speaking Skills	9
4.Mastering Technical Communication	Writing skills: Technical report/ Business letters/ Job Application letters/ Organizational Communication/ Group Discussion	12

iv)Text books

1. Technical Communication (Principles and practice) by Meenakshi Raman and Sangeeta Sharma, Oxford University Press, 2011.
2. Effective Technical communication by M.Ashraf. Rizvi, Tata McGraw-Hill
3. Communication Techniques and Skills by R.K.Chadha, Dhanpat Rai Publications, 2011

Reference books:

1. Dr. D. Sudharani: Manual for English Language Laboratory Pearson Education (WB edition), 2010
2. Board of Editors: Contemporary Communicative English For Technical Communication, Pearson Longman, 2010

(v) Evaluation Scheme

1) Theory

Evaluation Criteria	Marks
Internal Exam*	15
Quiz / assignment	10
Attendance	5
University Exam/External Exam	70
Total	100

* Two internal examinations are conducted; based on those two tests, average of them are considered in a scale of 15.

Course target attainment levels:

Attainment Level	Inference
Attainment Level 1	40% of the students have attained more than the target level of that CO
Attainment Level 2	50% of the students have attained more than the target level of that CO
Attainment Level 3	60% of the students have attained more than the target level of that CO

Overall Course Attainment Target = 70% of the students will get “A” Grade

Target has been set on the basis of last year’s performance / result by the students, student quality this year and difficulty level of the course.

University Grading System:

Grade	Marks
O	90% and above
E	80 – 89.9%
A	70 – 79.9%
B	60 – 69.9%
C	50 – 59.9%
D	40 – 49.9%
F	Below 40%

(vi) Mapping of Course Outcomes and Program Outcomes:

Course Outcomes	Program Outcomes												PSOs	
	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	1.	2.
HU201.1	-	-	-	-	-	-	-	-	1	2	-	1	-	-
HU201.2	-	-	-	-	-	-	-	-	1	2	-	1	-	-
HU201.3	-	-	-	-	-	-	-	-	1	2	-	1	-	-
HU201.4	-	-	-	-	-	-	-	-	1	2	-	1	-	-
Average CO	-	-	-	-	-	-	-	-	1	2	-	1	-	-

1 = courses in which the student will be exposed to a topic (BT level 1& 2)

2 = courses in which students will gain competency in that area (BT level 3-4)

3= courses in which students will master that skill (BT level 5-6)

Justification:

CO1 to CO4 minimally satisfies functioning effectively as an individual, and as a member or leader in diverse teams (PO9)

CO1 to CO4 partially satisfies in communicating effectively with engineering community and with society at large by being able to comprehend and write effective reports, make effective presentations and give and receive clear instructions (PO10)

CO3 and CO4 minimally satisfy to recognize the need for and make preparation and ability to engage in independent and lifelong learning in the broadest contexts of technological change (PO12)

(vii) Assessment Methodology

Outcome	Assessment Tool
HU201.1	Quiz, IE 1 and IE2
HU201.2	Assignments/ Internal exam 1
HU201.3	Internal exam 1 and 2
HU201.4	Internal exam 1 and 2
HU201.1, HU201.2, HU201.3, HU201.4	End of Semester University exam

(viii) A. Weekly Lesson Plan

Week	Lectures	Assignment
1 st and 2 nd week	Introduction to Cos, syllabus and assessment. English Language and grammar/Correction of errors in sentences/Building vocabulary/word formation/Single word for a group of word./Fill in the blanks with correct words. English Language and Grammar/Sentence structure and Transformation/Active and Passive Voice/Direct and Indirect Sentences.	
3 rd and 4 th week	Technical Communication - Nature and Scope, Barriers, Communication Models, Effective communication Verbal and non Verbal communication	
	Presentation and public speaking	
5 th and 6 th week	<p>Reading Comprehension: Strategies for reading a comprehension passage, Practicing Technical and non technical passages</p> <p><u>Précis writing exercise 1: (CO2)</u></p> <p>The universal tendency of the human mind is to shrink from the trouble of thinking out any of its so-called opinions. People become mentally indolent, too indolent to judge for themselves. On any conceivable subject, they take their opinions ready-made. The memory thus becomes a store house of conventional readymade opinions, and these eventually harden into irrational convictions. (57 words)</p> <p>Qs.1 Make a précis of the above passage and give a</p>	

	<p>suitable title. (BT 2)</p> <p>Answer: <u>How irrational convictions are formed</u></p> <p>People generally are too lazy to think for themselves and accept ready-made opinions that finally become foolish convictions with them. (20 words)</p>	
5 th and 6 th week	<p>Strategies for Reading Comprehension: Précis writing</p> <p><u>Précis writing exercise 2(CO2)</u></p> <p>It is undesirable that some useful analogies can be drawn between relation systems of computer mechanism and relation system of brain mechanism. The comparison does not depend upon any close resemblance between the actual mechanical links which occur in brains and computers; it depends on what the machines do. Furthermore, brains and computers can both be originalised so as to solve problems. The mode of communication is very similar in both cases, so much so that computers can now be designed to generate artificial human speech and even, by accident, to produce sequences of words which human beings recognize as poetry. The implication is not that machines are gradually human forms, but that there is no sharp break of continuity between what is human and what is mechanical.</p> <p><u>Questions:</u></p> <ol style="list-style-type: none"> 1) The similarity between human brain and the computer could be categorized as _____. (BT1) 2) Why are computers able to many functions similar to those performed by the human brain? (BT1) 3) What is the prime object of the author of this passage/ what is the central theme of this passage? (BT2) <p>Give a suitable title to the passage? (BT2)</p>	
7 th week	<p>Job Application letter</p>	<p><u>Write a letter for applying for the post of management trainee in response to the following advertisement in ‘The Times of India’: (CO3, BT2)</u></p> <p>Zeomega is a leading provider of software for integrated care management. Our</p>

		<p>solution does more than help care managers track individuals and their treatment.</p> <p>Education: B.Sc (CS), BCA, BE, B.Tech, M.Sc, M.Tech, MCA, MBA</p> <p>Do you like challenges and being on the forefront of innovation or being around really smart people? If yes, we invite you to explore an exciting career with us.</p> <p>Technical skills: Responsible for design, development, coding, testing, debugging and documentation of applications to satisfy requirements of one or more user areas.</p>
<p>8th week and 9th week</p>	<p>Business Letters – Inquiry letters and replies to inquiry letters</p> <p>Activity: Read the following letter and make necessary changes in the language, style, tone and attitude of the letter (CO3, BT2)</p> <p>Dear Mr. Chopra,</p> <p>I have gone through the letter sent by your office last week. Please be advised that our company can accept the offer to which the letter refers because it would be beneficial for our company in several ways. In fact, we have been looking for such innovative programmes for our junior executives for a long time but no training and consultancy company came forward with such a proposal. You are the first company to send us this interesting proposal.</p> <p>I have gone through the structure of the workshop and find it exhaustive and appropriate. However, the workshop may not be effective unless it includes some project work relating to some important areas of artificial intelligence. Moreover, our company may not be able to upgrade the knowledge level in this regard on a continuous basis unless project work is included.</p> <p>There is no doubt that you have worked hard to design the structure of the programme so that it is suited to our needs. Nevertheless, we would not be able to take any action unless we receive your final proposal. Send this positively by the end of</p>	

	<p>May, 2009.</p> <p>Yours sincerely,</p> <p>(Signature) RS Prasad</p>	
8 th week and 9 th week	Business Letters – Letters placing orders, complaint and adjustment letters	<p><u>Writing a complaint letter (CO3)</u></p> <p>Write a complaint letter to the General Manager, BSNL (Dhanbad) pointing out billing error in your May and July' 2004 telephone bills. (BT2)</p>
10 th and 11 th week	Report writing – types and report writing practice	<p><u>Writing an investigative report (CO3)</u></p> <p>You have been asked to investigate a serious fire accident. Write a report describing the cause or causes, losses and suggesting ways to prevent such accidents in future. This report has been asked from you by DM (District Magistrate) of Siliguri. Write a report in a memo format. (BT2)</p>
12 th week	Organizational Communication/Notice, memos, agenda, minutes	<p>1. <u>Writing a notice (CO3)</u></p> <p>Your institution is organizing annual sports week to be held in the last week of January. As the convenor or secretary of the sports union of your institution, write a notice asking students to participate in as many events and make it a success. (BT2)</p> <p>2. <u>Writing a minutes (CO3)</u></p> <p>Prepare a minutes of the board of directors of Himalaya Food products limited arranging the following items of discussion in proper order: housing loan to employees, complaints regarding the quality of the products, appointment of employees and present financial status of the company. (BT2)</p>

(VIII) B. COMBINED DAILY LESSON PLAN & EXECUTION REPORT

NAME OF FACULTY : MS Rimni Chakravarty	DEPARTMENT :DESH	SUBJECT: English CODE : HM HU - 201	SEMESTER :2 nd
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Unit / Module	Comp. Index	Topic Description (to be quoted from syllabus)	No. of Lecture (s)	Plan Date(s)	Executi on Date(s)	Details of home work/assignment/mini project/ ICT used/ partial delivery of courses by industry experts, Eminent speakers etc.)	Details of topics that are beyond syllabus (if any)	Remarks
1	1.1	Introduction to Cos, syllabus and assessment	1	801-2019 Tuesday	1501-2019 Tuesday		Importance of Communication in industry	
	1.2	Single word for a group of words	1	801-2019 Tuesday	21-01-2019 Tuesday	MCQs and exercises: a. Name a single word for a group of words, e.g., that which cannot be corrected? Answer incorrigible BT1 b. Write the verbs in the appropriate form e.g. The poultry ...belongs.....(belong) to him		
	1.3	Sentence structures and Transformation	1	151-2019 Tuesday	2201-2019 Tuesday	1.Describe the principles that govern the different types of sentences simple, compound, complex BT1 2 Convert a compound sentence into a complex one e.g. John shouted and everybody waved which will be transformed as Everybody waved when John shouted BT level 1 3.Name the different types of sentences, simple, compound and complex.BT level 1		
	1.4 & 1.5	Active and Passive Voice/ Direct and Indirect Narration/ Strategies of essay writing and Quiz on English Language and Grammar	2	2201-2019 Tuesday	2901-2019 Tuesday	Quiz – 15 questions on antonyms and synonyms (vocabulary), prepositions and choose the correct word. <u>Section I</u> (CO1) (BT1) Choose the word which is similar in meaning (synonyms) to the given word: Astute - a) judicious b) Abstentious c) Abhorrent d) Agitated Pagan - a) Believer b) Pageant c) Atheist d) Pacifist Euphemistic – a) Effective b) Pretentious c) Preventive d) Impending Recapitulate – a) Receive b) Recent c) Reiterate d) Rebuke Fervid – a) Intended b) Flexible c) Futile d) Intense		

						<p><u>Section II</u> (CO1) (BT1)</p> <p>Fill in the blanks with appropriate words given below the passage:</p> <p>Twenty20 cricket __ (6) __ the young than the old; it is a young man’s game because of the __ (7) __ required in the field and the speed needed __ (8) __ the wickets. Runs __ (9) __ are runs __ (10) __ and these days __ (11) __ tend to __ (12) __ younger legs to older brains. But no coach in the world would turn down the __ (13) __ of some of the cooler heads. Watch the cup __ (14) __, not just for runs and wickets, but for __ (15) __ of truth.</p> <p>a) praises b) condemn c) celebration d) celebrates a) athleticism b) reflexes c) acrobatics d) aerobics a) into b) between c) across d) through a) lost b) restored c) saved d) stored a) given away b) snatched c) taken d) earned a) coaches b) teachers c) trainers d) instructors a) disinterested b) interested c) prefer d) appreciate a) indifference b) foolishness c) sense d) wisdom a) keenly b) carelessly c) closely d) distantly a) instances b) minutes c) seconds d) moments</p>		
4	4.1	The Theory of Communication: Definition and scope	1	291-2019 Tuesday	0502-2019 Tuesday	<p>1.Explain the term communication BT2 2,Name the Latin root of communicationBT1 3.Discuss the nature of communication and its scope BT2</p>		
	4.2 & 4.3	Barriers of Communication/ Models of communication	1	2901-2019 Tuesday	0502-2019 Tuesday	<p>Name and describe the barriers of communication BT1 2,Explain the difference between the physical, psychological barrier of communication BT2 3.Discuss how to solve the different barriers of communication BT2</p>		
	4.4 & 4.5	Effective Communication: Verbal and Non verbal/ Presentation and Public Speaking Skills.	2	0502-2019 Tuesday	1902-2019 Tuesday			
2	2.1 & 2.2	Strategies for reading comprehension – I/ Strategies for reading comprehension – II	2	1902-2019 Tuesday	2602-2019 Tuesday	<p>Précis writing exercise 1: (CO2)</p> <p>The universal tendency of the human mind is to shrink from the trouble of thinking out any of its so-called opinions. People become mentally indolent, too indolent to judge for themselves. On any conceivable subject, they take their opinions ready-made. The memory thus becomes a store house of conventional readymade opinions, and these</p>		

						<p>eventually harden into irrational convictions. (57 words)</p> <p>Qs.1 Make a précis of the above passage and give a suitable title. (BT 2)</p> <p>Answer: <u>How irrational convictions are formed</u></p> <p>People generally are too lazy to think for themselves and accept ready-made opinions that finally become foolish convictions with them.</p> <p>(20 words)</p>		
2.3 & 2.4	Strategies for reading comprehension – III/ Strategies for reading comprehension – IV	2	2602-2019 Tuesday	0503-2019 Tuesday	<p>Précis writing exercise 2: (CO2)</p> <p>It is undesirable that some useful analogies can be drawn between relation systems of computer mechanism and relation system of brain mechanism. The comparison does not depend upon any close resemblance between the actual mechanical links which occur in brains and computers; it depends on what the machines do. Furthermore, brains and computers can both be originalised so as to solve problems. The mode of communication is very similar in both cases, so much so that computers can now be designed to generate artificial human speech and even, by accident, to produce sequences of words which human beings recognize as poetry. The implication is not that machines are gradually human forms, but that there is no sharp break of continuity between what is human and what is mechanical.</p> <p><u>Questions:</u></p> <p>The similarity between human brain and the computer could be categorized as _____.(BT1)</p> <p>Why are computers able to many functions similar to those performed by the human brain? (BT 1)</p> <p>What is the prime object of the author of this passage/ what is the central theme of this passage? (BT 2)</p> <p>Give a suitable title to the passage? (BT 2)</p>			
3	3.1 Drafting Job Application letter and Resume	2	0503-2019 Tuesday	12,319 Tuesday	<p>Write a job application letter to the following advertisement on Telegraph 20th August 2015</p> <p>An MNC has a vacancy for the post of a Junior Manager, where the company would be recruiting an engineer with three years of experience .Apply with 21 days along with the resume to Ms. Rita Ghosh , HR Manager ,Corporate Computer Communications ,EN Block salt lake ,Kolkata : 700091</p>			

3.2	Drafting Job Application letter ,CV	1	12.3-2019 tuesday	1903-2019 Tuesday	<p><u>Drafting a job application letter</u> (CO3, BT 2)</p> <p>Write a letter for applying for the post of management trainee in response to the following advertisement in ‘The Times of India’:</p> <p>Zeomega is a leading provider of software for integrated care management. Our solution does more than help care managers track individuals and their treatment.</p> <p>Education: B.Sc (CS), BCA, BE, B.Tech, M.Sc, M.Tech, MCA, MBA</p> <p>Do you like challenges and being on the forefront of innovation or being around really smart people? If yes, we invite you to explore an exciting career with us.</p> <p>Technical skills: Responsible for design, development, coding, testing, debugging and documentation of applications to satisfy requirements of one or more user areas.</p>		
3.3	Business Letters - Difference between a good letter and a bad letter Enquiry Letter Placement of order letter	1	1203-2019 Tuesday	1903-2019 Tuesday	<p>Write an enquiry letter to OUP YMCA library building ,Jai Singh road ,New Delhi 110001enquiring about the availability of the following books</p> <p>Technical Communication : Principles and Practice second edition by Meenakshi Raman and Sangeeta Sharma BT level 1</p> <p>Write a letter to The Marketing Manager, OUP YMCA library Building ,Jai Singh Road ,New Delhi 110001 placing order for the following book:Technical Communication: Principles and Practice second edition by Meenakshi Raman and Sangeeta Sharma BT level 1</p>		
3.4	1.Discussion on the method to write a complaint letter 2. Discussion on the method to write adjustments to complaint letter. 3 Writing a complaint and adjustment letter?	1	1903-2019 Tuesday	26.3.019 Tuesday	<p>1. Write a complaint letter to the Marketing Manager, XYZ Publisher, Dariyaganj, New Delhi 110001 to have sent you a book entitled ‘Communication Skills for Engineers ‘2nd Edition 2015 in a mutilated condition by speed post on 20th September 2015 which you received at this moment claiming for your amount for the book or sending you a good one.BT level 1</p> <p>2..Write an adjustment letter as the Marketing Manager of XYZ publisher ,Daryiganj ,New Delhi 110001 to your customer who has complaint for sending a mutilated book entitled “communication skill for the Engineers “ BT level 1</p>		
3.5	1. Discussion on the method to write a Request	1	1903-2019	2603-2019	1.Explain the method of drafting request letter and replies to request letter		

	letter, complaint and adjustment letters 2. Drafting Request letter, complaint and adjustment letters		Tuesday	Tuesday	<p>2. <u>Activity</u>: Read the following letter and make necessary changes in the language, style, tone and attitude of the letter BT 2</p> <p>Dear Mr. Chopra, I have gone through the letter sent by your office last week. Please be advised that our company can accept the offer to which the letter refers because it would be beneficial for our company in several ways. In fact, we have been looking for such innovative programmes for our junior executives for a long time but no training and consultancy company came forward with such a proposal. You are the first company to send us this interesting proposal.</p> <p>I have gone through the structure of the workshop and find it exhaustive and appropriate. However, the workshop may not be effective unless it includes some project work relating to some important areas of artificial intelligence. Moreover, our company may not be able to upgrade the knowledge level in this regard on a continuous basis unless project work is included.</p> <p>There is no doubt that you have worked hard to design the structure of the programme so that it is suited to our needs. Nevertheless, we would not be able to take any action unless we receive your final proposal. Send this positively by the end of May, 2009.</p> <p>Yours sincerely, (Signature) RS Prasad</p>		
3.6	1. Discussion on the method to write a complaint and adjustment letters 2. Drafting Request letter, complaint and adjustment letters	1	26.0201 9 Tuesday	0204201 9 Tuesday	<u>Drafting complaint letter</u> (CO3) Write a complaint letter pointing out billing error in your May and July' 2004 telephone bills to the General Manager, BSNL (Dhanbad). (BT 2)		
3.7	Report Writing I : 1. What is a report? Discuss 2. Discuss the different types of reports. BT level 1	1	2603- 2019 Tuesday	0204- 2019 tuesday		Discussion of the importance of reports in professional life and its different	

		3.Describe what to write in an FIR BT level 1 4.Discuss the points to be mentioned in a sales report, investigative report newspaper report BT level 1					types	
	3.8	Report writing II - 1.Discuss the method to follow in preparing newspaper report 2.Write a newspaper report	2	0204-2019 Tuesday	0904-2019 Tuesday	Write a report for a local newspaper on the two day seminar held on “ Technology and the common Man hosted by your college giving details of the presentations made by the eminent speakers on the subject.BT level 1		
	3.9	Report Writing III - 1.Discuss the method to follow in preparing an investigative report 2.Write an investigative report	1	0904-2019 Tuesday	2304-2019 Tuesday	<u>Writing an investigative report:</u> (CO3) You have been asked to investigate a serious fire accident. Write a report describing the cause or causes, losses and suggesting ways to prevent such accidents in future. This report has been asked from you by DM (District Magistrate) of Siliguri. Write a report in a memo format. (BT 2)		
	3.10	Organizational Communications - 1. Discussion on the importance of drafting Notice, Memorandum, Circular 2 Drafting Notice, Memorandum, Circular	1	0904-2019 Tuesday	2304-2019 Tuesday	<u>Writing a notice:</u> (CO3) Your institution is organizing annual sports week to be held in the last week of January. As the convener or secretary of the sports union of your institution, write a notice asking students to participate in as many events and make it a success. (BT 2)		
	3.11	Organizational Communications - 1. Discussion on the importance of Agenda, Proposal, Minutes 2 Drafting Agenda, Proposal, Minutes.	2	2304-2019 Tuesday	304-2019 Tuesday	<u>Writing minutes:</u> (CO3) Prepare a minutes of the board of directors of Himalaya Food products limited arranging the following items of discussion in proper order: housing loan to employees, complaints regarding the quality of the products, appointment of employees and present financial status of the company.(BT2		
2	2.5	Topic 5 / Unit 2 Reading Comprehension	1	304-2019 Tuesday	0705-2019 Tuesday	Reading and discussing different technical and general passages (BT1 & BT 2)		
	2.6	Reading Comprehension	1	304-2019 Tuesday	0705-2019 Tuesday			

(ix) Teaching Strategy / Method

1. Classroom discussions
2. Revision of the previous lesson
3. Previous year Question-Answer discussions
4. Home assignments.
5. Identify slow learners in a class and arrange confusion clearing session separately for them.
6. Identify the bright students
7. Learning by question and answering
8. Learning by practice
9. Always encouraging the students to ask questions

(ixa) Strategy to support weak students

1. Couple weak students with bright ones.
2. Encourage them to respond in the class.
3. Make them solve previous year university questions.

(ixb) Strategy to encourage bright students

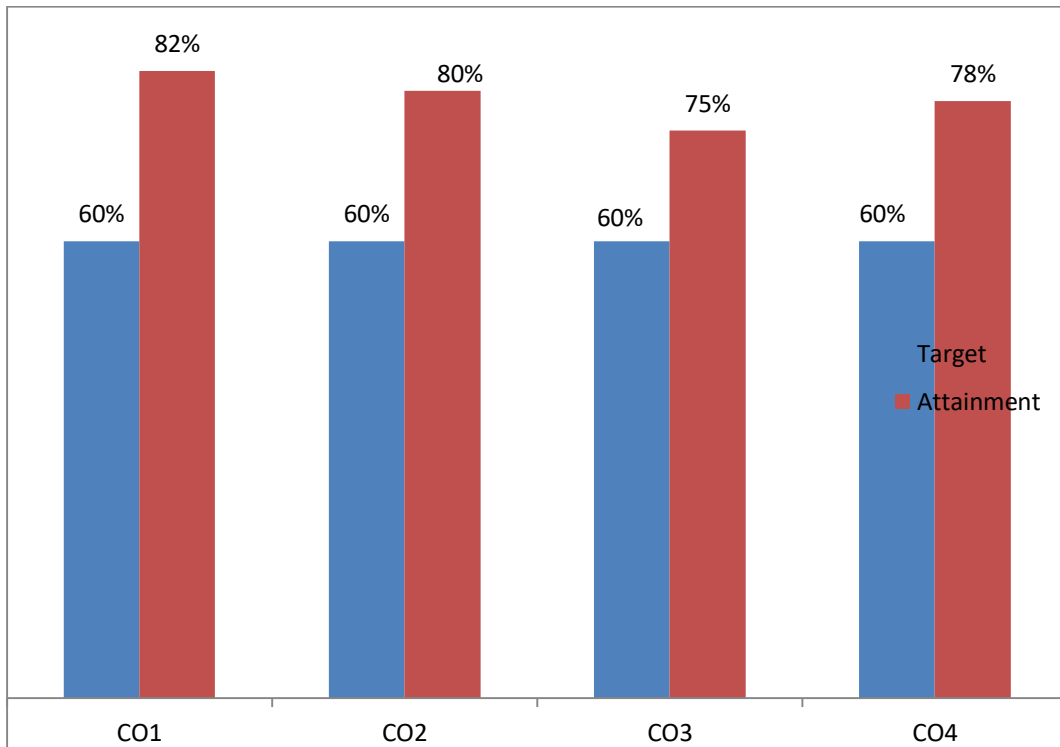
1. Engage them to help the weak learners in solving assignments.
2. The bright students are encouraged to guide the weak students as group leaders to lead the weak ones face challenges of academics with confidence.
3. Try to encourage them to study beyond the syllabus
4. Ask them to develop the habit of reading anything good and rich in content

(ixc) Efforts to keep students engaged

1. Engage them in group activities and instruct them to narrate a story to inspect the element of Grammar and its usage.
2. Asking random questions to the students from the topic
3. Take a surprise test and applaud when they perform well.
4. Regular assignment and homework
5. Internal examinations
6. Quiz in class

(x) Analysis of Students performance in the course

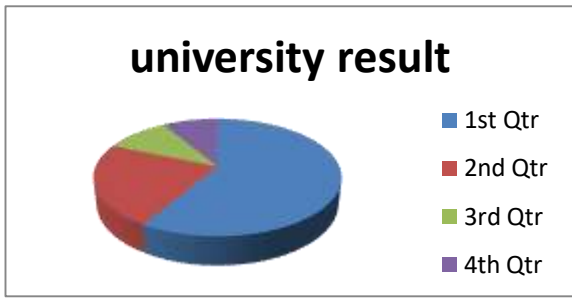
INTERNAL ASSESSMENT



As per the chart above, it can be seen that target has been achieved for all COs. However more emphasis is to be given in précis writing and more practice sessions to be taken on resume writing and business letters.

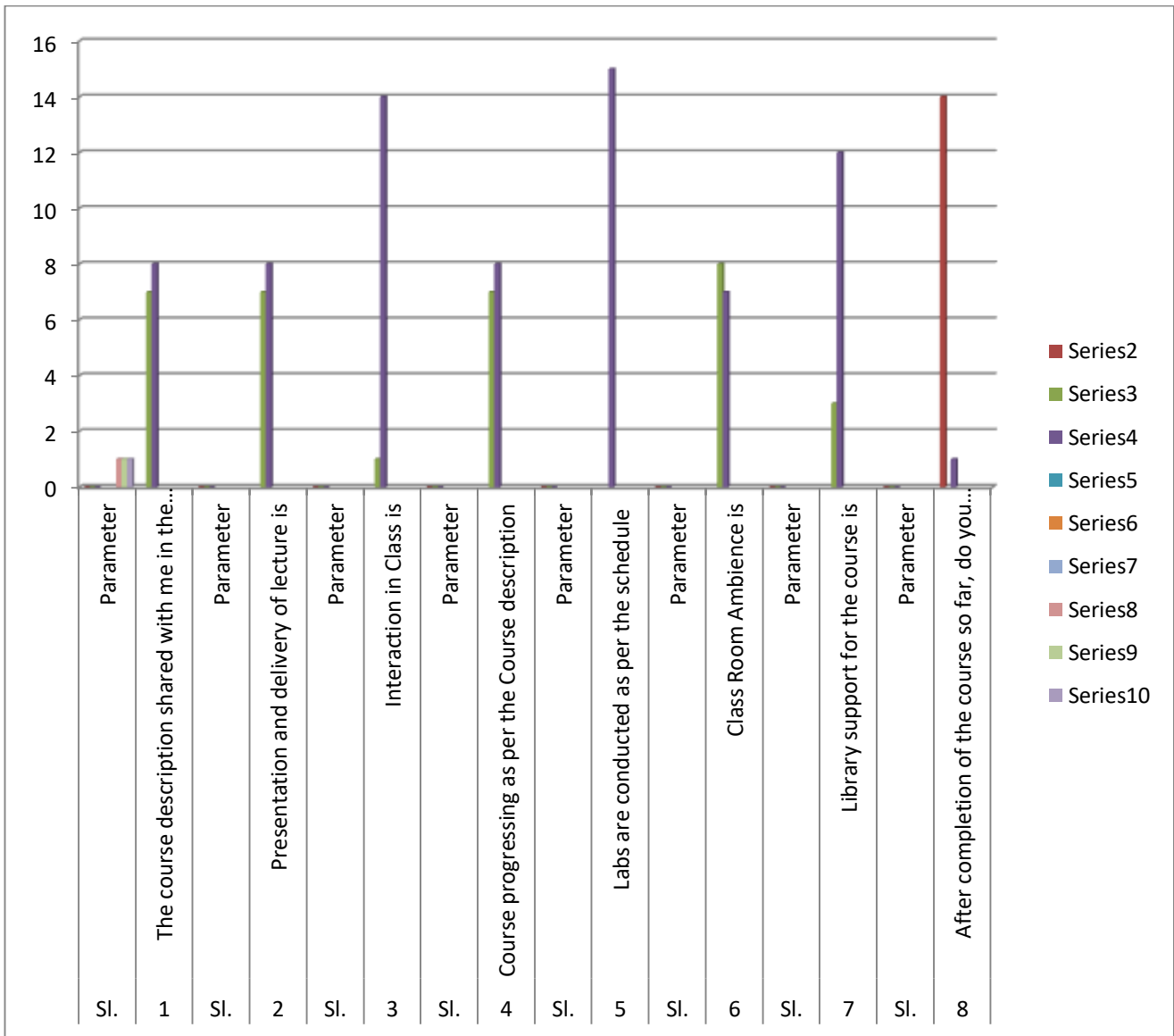
UNIVERSITY EXAMINATION

University Gradation			University results	
Letter Grade	Point	% Marks	Grade	Number of students who scored
O	10	90% & above	O	0
E	9	80%-89%	E	4
A	8	70%-79%	A	9
B	7	60%-69%	B	3
C	6	50%-59%	C	4
D	5	40%-49%	D	0
F	Less Than 5	Less than 40%	F	0



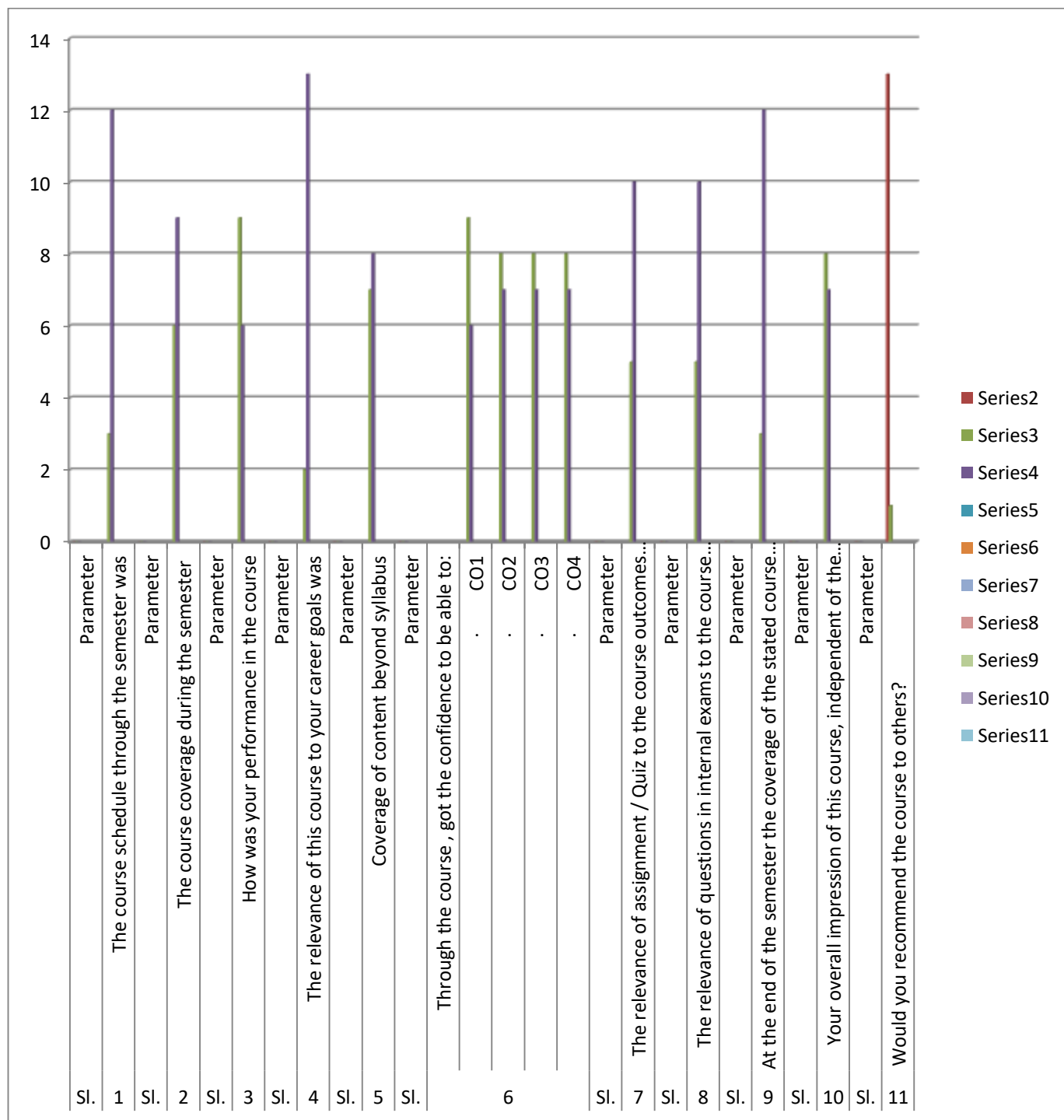
(xi) Analysis of Student Feed Back

Formative feedback analysis taken before 1st internal:



Major comments by students on the subject taught:
1. This course is improving our communication, presentation skills and boosting our confidence
2. This course helps us to communicate with people very confidently and smartly
3. This course is overcoming my stage fear and improving my communication skills

Summative feedback analysis taken at the end of 2nd internal:



Major comments by students on the subject taught:

1. The things we could do beyond syllabus like visiting an orphanage was excellent. That became possible only because of the class and our respected teacher
2. Classes were interesting enough
3. The class is very innovative and interesting. Best experience of learning effortlessly.
4. Sometimes writing in theory classes turns bit boring.
5. The classes were energetic. Teaching method was very good.

The corrective measures which are taken as follows:

1. The students were allotted time to make them understand the points which they were unable to grasp.
2. The weak students were paired with the bright students in a vigorous manner for the sake of motivation.
3. Initiatives were vigorously taken to raise queries among the students.
4. The students were given assignment to speak up from the podium in the next class.

(xii) Teacher Self-Assessment (at the completion of course)

- The teacher aims to develop hand outs and assignments on precise writing.
- The teacher aims to adopt group work as a method to improve their understanding the concepts of technical communication.

(xiii) Recommendations/ Suggestions for improvement by faculty

- The faculty aims to go slow for the weak students.
- The faculty aims to keep more touch with the students and adopt methods to ensure that the weak students complete their assignments in proper time.

INTERNAL ASSESMENT RECORD

Subject with code: English (HU201)

Section: Information Technology

Semester :2nd

Discipline: IT

Sl	Roll No.	Name	Attendance		Internal Examination			Assign ment / Quiz (10)	Total (30)
			Total	Marks (5)	1 st 50	2 nd (50)	Avg. (15)		
1	11900218001	Ujjwal Jha	30	5	35	35	11	10	26
2	11900218002	Tejoshmoy Dutta	24	4	37	18	8	10	22
3	11900218003	Sudeshna Pan	30	5	33	34	10	10	25
4	11900218004	Subrata Roy	24	5	6	23	4	10	20
5	11900218005	Subhankar Maji	24	5	34	18	8	10	23
6	11900218006	Subhajit Mandal	24	4	28	AB	7	10	21
7	11900218007	Sourik Basu	24	4	37	32	10	10	24
8	11900218008	Sonu Kumar	28	5	9	17	4	10	19
9	11900218009	Snehadeep Bhowmik	24	4	27	19	7	10	21
10	11900218010	Shubham Kumar	25	4	23	20	6	10	20
11	11900218011	Shivam Raj	30	5	27	24	8	10	24
12	11900218012	Shivam Kumar Mishra	30	5	20	14	5	10	20
13	11900218013	Saumya Sagar	30	5	29	19	7	10	22
14	11900218014	Sahil Pal	30	5	31	36	10	10	25
15	11900218015	Sagar Prasad	30	5	29	22	8	10	23
16	11900218016	Sagar Lama Tamang	30	5	34	28	9	10	24
17	11900218017	Sagar Dutta	30	5	18	11	4	10	19
18	11900218018	Roshan Darnal	26	4	26	34	9	10	24
19	11900218019	Ratnadeep Shome	24	5	22	15	6	10	21
20	11900218020	Raktimabho Ghosh	28	5	25	20	7	10	22
21	11900218021	Rakesh Ghosh	24	4	17	12	4	10	18
22	11900218022	Rajoshree Saha	26	4	31	31	9	10	23
23	11900218023	Raja Sah	30	5	15	8	3	10	18
24	11900218024	Rahul Raj	30	5	21	20	6	10	21
25	11900218025	Rahul Deb Barman	24	4	31	23	8	10	22
26	11900218026	Rahul Biswas	24	4	28	21	7	10	21
27	11900218027	Pritish Jha	24	4	27	29	8	10	22
28	11900218028	Prithvi Raj	24	4	38	39	12	10	16
29	11900218029	Pritam Sharma	30	5	27	34	9	10	24
30	11900218030	Pragya Jaiswal	30	5	30	29	9	10	25
31	11900218031	Nipu Chandra Das	24	4	25	32	9	10	24
32	11900218032	Muskan Bansal	30	5	22	32	8	10	23
33	11900218033	Kush Ojha	30	5	31	25	8	10	23
34	11900218034	Jaydeep Das	30	5	29	30	9	10	24
36	11900218036	Harshita Richa	30	5	37	34	11	10	26
37	11900218037	Esha Das	30	5	36	43	12	10	27
38	11900218038	Diptiman Majumdar	30	5	36	44	12	10	27
39	11900218039	Deepraj Pradhan	30	5	22	23	7	10	22
40	11900218040	Deepjoy Sarkar	30	5	35	38	11	10	26
41	11900218041	Debashis Mishra	30	5	33	11	7	10	26

42	11900218042	Buddhadeb Jena	30	5	ab	27	3	10	18
43	11900218043	Brijesh Kumar Choudhury	30	5	27	AB	3	10	18
44	11900218044	Avrojyoti Dhar	30	5	22	23	7	10	22
45	11900218045	Ashutosh Kumar	30	5	30	34	10	10	25
46	11900218046	Arnab Roy	30	5	25	31	8	10	25
47	11900218047	Arghadip Bagchi	30	5	29	37	10	10	25
48	11900218048	Apu Sarkar	30	5	25	29	8	10	24
49	11900218049	Anjay Kant Jha	30	5	33	38	11	10	26
50	11900218050	Anindita Saha Pramanik	30	5	35	27	9	10	25
51	11900218051	Amelia Dutta	30	5	33	38	10	10	25
52	11900218052	Abhishikta Biswas	30	5	35	27	8	10	24

Records of Assignment

Subject with code: English Language and Technical Communication (HU201)

Section: Information Technology Engineering Semester :1st

Discipline: information Technology Engineering

Sl	Roll No	Name																
1	11900218 001	Ujjwal Jha	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y			
2	11900218 002	Tejoshmoy Dutta	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y	Y	
3	11900218 003	Sudeshna Pan	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y	Y	
4	11900218 004	Subrata Roy	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y		
5	11900218 005	Subhankar Maji	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y	Y	
6	11900218 006	Subhajit Mandal	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
7	11900218 007	Sourik Basu	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y			
8	11900218 008	Sonu Kumar	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y	Y	
9	11900218 009	Snehadeep Bhowmik	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
10	11900218 010	Shubham Kumar	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y	Y	
11	11900218 011	Shivam Raj	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
12	11900218 012	Shivam Kumar Mishra	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	
13	11900218 013	Saumya Sagar	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
14	11900218 014	Sahil Pal	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y			
15	11900218 015	Sagar Prasad	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y	Y	
16	11900218 016	Sagar Lama Tamang	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	
17	11900218 017	Sagar Dutta	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y	Y	

18	11900218 018	Roshan Darnal	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
19	11900218 019	Ratnadeep Shome	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y	Y	
20	11900218 020	Raktimabho Ghosh	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
21	11900218 021	Rakesh Ghosh	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
22	11900218 022	Rajoshree Saha	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
23	11900218 023	Raja Sah	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
24	11900218 024	Rahul Raj	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
25	11900218 025	Rahul Deb Barman	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
26	11900218 026	Rahul Biswas	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
27	11900218 027	Pritish Jha	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
28	11900218 028	Prithvi Raj	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
29	11900218 029	Pritam Sharma	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
30	11900218 030	Pragya Jaiswal	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
31	11900218 031	Nipu Chandra Das	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
32	11900218 032	Muskan Bansal	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
33	11900218 033	Kush Ojha	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
34	11900218 034	Jaydeep Das	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
36	11900218 036	Harshita Richa	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
37	11900218 037	Esha Das	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
38	11900218 038	Diptiman Majumdar	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
39	11900218 039	Deepraj Pradhan	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
40	11900218 040	Deepjoy Sarkar	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
41	11900218 041	Debashis Mishra	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
42	11900218 042	Buddhadeb Jena	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
43	11900218 043	Brijesh Kumar Choudhury	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y
44	11900218 044	Avrojyoti Dhar	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
45	11900218 045	Ashutosh Kumar	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
46	11900218 046	Arnab Roy	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
47	11900218 047	Arghadip Bagchi	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
48	11900218 048	Apu Sarkar	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
49	11900218 049	Anjay Kant Jha	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		

50	11900218 050	Anindita Saha Pramanik	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
51	11900218 051	Amelia Dutta	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		
52	11900218 052	Abhishikta Biswas	Y	Y	Y	Y	Y	Y			Y	Y	Y			Y		



Director
Siliguri Institute of Technology

NAME WITH ROLL NO.s OF STUDENT WHOSE ACADEMIC PERFORMANCE IS NOT SATISFACTORY

Sl.	Roll No.	Name of Student	Remedial measures taken by teacher
1.	11900218028	Prithvi Raj	Counselled, More classroom attention, Additional home assignments
2.	11900218042	Buddhadeb Jena	Counselled, More classroom attention, Additional home assignments
3.	11900218043	Brijesh Kumar Choudhury	Counselled, More classroom attention, Additional home assignments
4.	11900218044	Avrojyoti Dhar	Counselled, More classroom attention, Additional home assignments
5.	11900218023	Raja Sah	Counselled, More classroom attention, Additional home assignments
6.	11900218017	Sagar Dutta	Counselled, More classroom attention, Additional home assignments



Director
Siliguri Institute of Technology

CERTIFICATE

I, the undersigned, have completed the course allotted to me as shown below

Sl. No.	Semester	Subject with Code	Total Units/ Chapters	Remarks
1.	2 nd	English (HM HU201)	4/25	

Date :

Signature of Faculty

Submitted to HOD

Certificate by HOD

I, the undersigned, certify that Prof. Rimni Chakravarty has completed the course work allotted to him/ her satisfactorily/ not satisfactorily.

Date :

Signature of HOD

Submitted to Principal/Director

Date :

Signature of Principal/Director



Director
Siliguri Institute of Technology