

GOA UNIVERSITY
Taleigao Plateau, Goa 403 206

UPDATED FINAL AGENDA

For the 16th Meeting of the

IX ACADEMIC COUNCIL

Day & Date

12th & 13th December, 2019

Time

10.30 a.m.

Venue
COUNCIL HALL
Administration Block

	<p>Part F.</p> <p><u>Important points for consideration/approval of Academic Council</u></p> <ol style="list-style-type: none"> 1. The important points/recommendations of BOS that require consideration/approval of Academic Council (points to be highlighted) as mentioned below <ol style="list-style-type: none"> a) BOS, in response to University communication dated 8/8/2019 (Email) from AR-PG recommends a new paper entitled ZOD 106 ‘Fundamentals of Zoology Application’ for VI semester of T. Y. B. Sc. (Hons.) (Zoology) to be implemented from 2019-2020 Academic Year (Enclosed Syllabus, Pattern of theory and Practical Question paper). 28. Minor changes suggested at B. Sc. (Hon.) & PGDMLT syllabus, which was proposed and approved by the board of studies in Zoology in its meeting held on 27/08/2019. <ol style="list-style-type: none"> 1. The declaration by the chairman that the minutes were readout by the Chairman at the meeting itself. <p>Date: 30-8-2019 Place: Goa University</p> <p style="text-align: right;">Sd/- Signature of the Chairman</p> <p>Part G. The Remarks of the Dean of the Faculty</p> <ol style="list-style-type: none"> i) The minutes are in order ii) The minutes may be placed before the Academic Council with remarks if any <p>29. May be recommended for approval of Academic Council.</p> <p>(i) Special remarks if any.</p> <p>Date: _____ Place _____</p> <p style="text-align: right;">Sd/- Signature of the Dean</p> <p style="text-align: right;">(Back to Index)</p>
<p>D 3.11</p>	<p>Minutes of the Board of Studies in International Studies by circulation.</p> <p>Part A</p> <ol style="list-style-type: none"> i) Recommendations regarding courses of study in the subject or group of subjects at the under graduate level.

	<p style="text-align: center;">NA</p> <p>ii) Recommendations regarding courses of study in the subject or group of subjects at the post graduate level:</p> <p>Part B</p> <p>i) Scheme of Examination at undergraduate level</p> <p style="text-align: center;">NA</p> <p>ii) Panel of examiners for different examinations at the undergraduate level.</p> <p style="text-align: center;">NA</p> <p>iii) Scheme of Examinations at Post Graduate level</p> <p style="text-align: center;">N.A.</p> <p>iv) Panel of examiners for different examinations at post graduate level</p> <p style="text-align: center;">NA</p> <p>Part C</p> <p>Recommendation regarding preparation and publication of selection of reading material in the subject or group of subjects and the names of the persons recommended for appointment to make the selection.</p> <p style="text-align: center;">NA</p> <p>Part D</p> <p>Recommendation regarding general academic requirements in the Department of University or affiliated colleges.</p> <p style="padding-left: 40px;">i. The BOS accepted the curriculum of the A-1 KATSUDO and A-1 RIKAI in Japanese Language in accordance with the provisions of Goa University Annexure I (refer page no 218)</p> <p>Part E</p> <p>i. Recommendation of the Text books for the course of study at undergraduate level.</p> <p style="text-align: center;">NA</p> <p>ii. Recommendation of the text book for the course of study at Post graduate level.</p>
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Reading material as enclosed with the syllabus approved

Part F.

Important Points for Consideration/Approval of Academic Council

i) The important points /recommendations of BoS that require consideration/ approval of Academic Council (Points to be highlighted) as mentioned below.

i. Approval for the curriculum of A-1 KATSUDO and A-1 RIKAI in Japanese Language in accordance with the provisions of Goa University(**Annexure I**).

ii) The declaration by the Chairman that the minutes were readout by the Chairperson at the meeting itself.

“I hereby declare that the minutes of the meeting held on 28th February 2019 at 10.30 am at the Department of International Relations & UGC Centre for Latin American Studies were read out”.

Date: 9/12/2019

Place: Goa University

Sd/-

Signature of the Chairperson
BOS in International Studies

Part G

The remarks of the Dean of the Faculty

i) The minutes are in order

ii) The minutes may be placed before the Academic Council with remarks if any.

iii) May be recommended for approval of Academic Council

iv) Special remarks if any.

Date: 09 /12/2019

Place:

Sd/-

Signature of the Dean
Faculty of Social Sciences

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D 3.11 Minutes of the Board of Studies in International Studies by circulation.**Annexure I****Annexure-1****Class 1 <A1 Katsudo>: Course Syllabus**

Class length of one lesson: 120 minutes

Textbook: Marugoto A1 Elementary Katsudo

Target level: A1 (Katsudo)

Course Objectives:

In the A1 Katsudo course the students learn Japanese language through activities. Katsudo means activities in Japanese. The focus of the course is to make students more familiar with day to day conversations and related vocabulary. Since reading and writing practice is taken care in the course A2 (Rikai), here in A1 more importance is given to understanding conversations and to learn new vocabularies and basic grammar of the Japanese language. Hence tests are conducted in the form of interviews rather than conducting written test. The session 23 gives the students a chance to interact and try to communicate with native Japanese speaking students from Nihon University. An additional native Japanese support lecturer from Tokyo will be present during sessions 14 to 22 to make the course more interactive and get experience starting basic conversations with Japanese natives. This will also help students to compare and learn the accent and intonations of several Japanese language speakers.

Learning outcomes:

By the end of the course the students will be able to understand and initiate basic conversations in Japanese. When the course is coupled with the A2 Rikai course, it further enhances the understanding of the student about the basics of the Japanese language.

No.	Lesson	Quiz	Covered Pages
1	Orientation & Lesson 1 (konnichiwa)		P 22-25
2	Lesson 2 (Moo ichido onegaishimasu)	L-1	P 26-30
3	Lesson 3 (Doozo yoroshiku)	L-2	P32-35

4	Lesson 4(Kazoku wa san-nin desu) <i>*Please bring your family photo with you</i>	L-3	P 36-40
5	Lesson 5 (Nani ga suki desu ka)	L-4	P42-45
6	Lesson 6 (Doko de tabemasu ka)	L-5	P46-50
7	Visitor's session (Students of Nihon University) Talking on/Tasting Japanese food		
8	Lesson 7 (Heya ga mittsu arimasu)	L-6	P 52-55
9	Lesson 8 (Ii heya desu ne)	L-7	P 56-59
10	Lesson 9 (Nan ji ni okimasu ka)	L-8	P 62-65
11	Lesson 10 (Itsu ga ii desu ka)	L-9	P 66-70
12	Review		
13	Mid-term Interview test		
14	Lesson 11(Shumi wa nan desu ka?)	L-10	P 74-77
15	Lesson 12 (Issho ni ikimasen ka?)	L-11	P 78-82
16	Visitor's session (Students of Nihon University) Learn about Japanese festivals and traditional plays. Eg. Janken, Karuta, Bon-odori, Fukuwarai		
17	Lesson 13 (Doo yatte ikimasu ka)	L-12	P. 84-87
18	Lesson 14 (Yuumeina otera deu)	L-13	P. 88-92
19	Lesson15 (Kawaii!)	L-14	P.94-97
20	Lesson 16 (Kore, kudasai)	L-15	P.98-102
21	Lesson 17 (Tanoshikatta desu)	L-16	P.104-107
22	Lesson 18 (Tsugi wa Kyootoni ikitai desu)	L-17	P108-113

23	Visitor's session (students of Nihon University) /Chat room		
24	Review		
25	Final Interview Test		
	Certificate Distribution Ceremony		

Class 2 <A1 Rikai>: Course Syllabus

Class length of one lesson: 120 minutes

Textbook: Marugoto A1 Elementary Rikai

Target level: A1 (Rikai)

Course Objectives:

Learn to read and write Hiragana and Katakana native Japanese characters.

Introduce the student to basic Japanese words and vocabulary. In lesson 1 and lesson 2 the students learn the Hiragana and Katakana characters, their phonetics and writing methods. Through the lessons 3 to 14 the students practice reading and understand the meanings of several new vocabulary used in day to day conversations. The periodical test in session 3,5,13 and 25 enable to systematically evaluate the progress made by the students in learning the language. Based on test outcomes the students are counseled and advised on an individual basis that which areas they should focus, put additional practice to improve their proficiency in the language.

Learning outcomes:

By the end of the course the students will be able to read and write Hiragana and Katakana characters independently. They would be able to understand basic level Japanese vocabulary. When the course is coupled with the A1 Katsudou course, it further enhances the understanding of the student about the basics of the Japanese language.

No.	Lesson	Quiz
1	Orientation, Lesson 1 (Hiragana)	
2	Review, Hiragana test	Read and Write Hiragana

3	Hiragana test review, Lesson 2 (Katakana)	
4	Review, Katakana test	Read and Write Katakana
5	Katakana test review, Lesson 3 (Nice to meet you)	
6	Lesson 4 (There are three people in my family)	L3
7	Lesson 5 (What food and drinks do you like?)	L4
8	Lesson 6 (Where are you going to have lunch?)	L5
9	Lesson 7 (There are three rooms in my home)	L6
10	Lesson 8 (It is a good room)	L7
11	Lesson 9 (What time is it now?)	L8
12	Lesson 10 (What time do you start and finish work?)	L9
13	Mid-term Written test	L10
14	Mid-term Written test review, Lesson 11 (What's your hobby?)	
15	Visitor' session (Students of Nihon University) Cultural session: Calligraphy	
16	Lesson 12 (What kinds of events are there In your town?)	L11
17	Lesson 13 (How do you get from home to work?)	L12
18	Lesson 14 (What things are there in your town?)	L13
19	Lesson 15 (Is there anything that you want to buy?)	L14

20	Lesson 16 (How much do clothes cost?)	L15
21	Lesson 17 (What are you going to do on your next day off?)	L16
22	Lesson 18 (where and how was your recent holiday?)	L17
23	Visitor' session (Students of Nihon University) /Chat room/Cultural session: songs, origami	
24	Review	
25	Final Written Test	
26	Certificate Distribution Ceremony	

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	<p style="text-align: center;">NA</p> <p>ii) Recommendations regarding courses of study in the subject or group of subjects at the post graduate level:</p> <p>Part B</p> <p>i) Scheme of Examination at undergraduate level</p> <p style="text-align: center;">NA</p> <p>ii) Panel of examiners for different examinations at the undergraduate level.</p> <p style="text-align: center;">NA</p> <p>iii) Scheme of Examinations at Post Graduate level</p> <p style="text-align: center;">N.A.</p> <p>iv) Panel of examiners for different examinations at post graduate level</p> <p style="text-align: center;">NA</p> <p>Part C</p> <p>Recommendation regarding preparation and publication of selection of reading material in the subject or group of subjects and the names of the persons recommended for appointment to make the selection.</p> <p style="text-align: center;">NA</p> <p>Part D</p> <p>Recommendation regarding general academic requirements in the Department of University or affiliated colleges.</p> <p style="padding-left: 40px;">i. The BOS accepted the curriculum of the A-1 KATSUDO and A-1 RIKAI in Japanese Language in accordance with the provisions of Goa University Annexure I (refer page no 218)</p> <p>Part E</p> <p>i. Recommendation of the Text books for the course of study at undergraduate level.</p> <p style="text-align: center;">NA</p> <p>ii. Recommendation of the text book for the course of study at Post graduate level.</p>
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Faculty of Social Sciences

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	<ol style="list-style-type: none"> 1. Appreciate the essential constituents of food & their role in nutrition/health. 2. Plan & recommend dietary requirements and balanced diet for various age groups. 	
Suggested Reading:	<ol style="list-style-type: none"> 1. B. Srilakshmi, <i>Food Science</i>, New Age International Publishers; Latest Available Edition. 2. Sunetra Rody, <i>Food Science & Nutrition</i>, Oxford University Press; Latest Available Edition. 3. Dr.Swaminathan, <i>Handbook of Food and Nutrition</i>, THE BANGALORE PRESS; Latest available edition. 4. C. Gopalan, <i>Nutritive Value of Indian Foods</i>; Publisher: National institute of nutrition; Latest available edition. 	

BVC 106 Hotel Internship in Kitchen I 18 Credits

Prerequisites:	A basic understanding of Food Production Theory and Practical	No of Hours
Learning Objective:	<p>To enable the students to:</p> <ol style="list-style-type: none"> 1. Experience the actual working environment in the industry, gain hands-on practical exposure in Industry and hone their culinary skills. 2. Develop and build confidence, enhance learning from real-life situations. 3. Learn to cope up/deal with work pressure/stress. 4. Identify their key operational area of interest/specialization. 	
Content:	Industrial training would be exclusively in key areas of Food Production Operations in a 3-5 Star Hotel/Resort, comprising of a minimum of 8 hours work each day, 6 days each week for 12 weeks.	540 hours
Pedagogy:	On the job training in key area of Food Production in a 3-5 star Hotel/Resort.	
Learning Outcome:	<p>After completion of the course, students will develop the ability to:</p> <ol style="list-style-type: none"> 1. Work long hours in the industry environment. 2. Gain essential culinary skills. 3. Manage inter personal relations with co-workers. 4. Handle work pressure/stress at work place. 5. Identify their key operational area of interest/specialization & gain expertise. 	

BVC 107

Internship Seminar I

2 Credits (30 Hours)

Prerequisites:	Hotel Internship in Kitchen I	No of Hours
Learning Objective:	To enable the students to: <ol style="list-style-type: none"> 1. Present his/her work/achievement accomplished during the hotel internship. 2. Gain confidence in public speaking & presentation skills. 	
Content:	Each student to present his/her internship work in hotel/resort through a PPT followed by discussion/ question answer session.	30 hours
Pedagogy:	PPT, discussion/ question answer session, case study.	
Learning Outcome:	After completion of the course, students will develop the ability to: <ol style="list-style-type: none"> 1. Prepare PPT and present his/her internship work. 2. Gain confidence in public speaking. 3. Address a gathering, face scrutiny & audit of his/her work. 	

BVC 201

Hygiene & Sanitation

2 Credits (30 Hours)

Prerequisite:	Basic understanding of Hygiene & Sanitation	No of Hours
Learning Objective:	To enable the students to: <ol style="list-style-type: none"> 1. Understand the importance of Hygiene & Sanitation 2. Know the safety procedures to be followed 3. Be aware of Standard Operating Procedures of safety & hygiene at the work place. 	
Content:	<ol style="list-style-type: none"> 1. Importance of hygiene and sanitation. The 5 groups of organisms, Growth curve, harmful effects and beneficial uses of microbial organisms. 2. Spoilage indicators. Need for proper storage. 3. Procedures for cleaning, washing, Sanitizing. Cleaning agents; Water- hard water, soft water, contamination, purification. 	8 hours 6 hours 8 hours

	<p>Different types of garbage/waste, methods to store and dispose of the garbage/waste.</p> <p>4. Importance of Personal hygiene & health. Grooming standards, habits. Importance of rest, exercise and recreation. Importance of safety at work place. Personal/equipment safety; Protective clothing; causes of accidents, prevention of accidents.</p>	8 hours
Pedagogy:	Lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study/ Case Studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.	
Learning Outcome:	<p>After completion of the course, students will develop the ability to:</p> <p>1. Understand the safety procedures and implement SOP of safety & hygiene at the work place.</p>	
Suggested Reading:	<p>1. Sunetra Roday, <i>Hygiene and Sanitation with Case Studies</i>; Publisher: McGraw Hill Education; Latest Available Edition.</p> <p>2. Parvinder Singh Bali, <i>Theory of Cookery</i>; Publisher: Oxford University Press; Latest Available Edition.</p>	

BVC 202	IT Skills	2 Credits (30 hours)
Prerequisite:	Basic understanding & knowledge of computers & its operations.	No of Hours
Learning Objective:	<p>To enable the student to:</p> <p>1. Gain basic knowledge & understanding of fundamentals of computers- hardware & software.</p> <p>2. Gain basic knowledge of operating systems, Word, Excel spread sheets.</p> <p>3. Gain basic knowledge of MIS systems</p> <p>4. Understand usage of internet, email etc.</p>	
Content:	<p>1. Computer Essentials including understanding basic networking concepts, protecting data and devices from malware and data backup. Understanding Word Processing, using proofing tools, using templates, using online forms, merge printing and mail merging, working with large documents.</p> <p>2. Basic uses of Spread sheets and Data Bases. Understanding MIS Systems, securing and safeguards of resources.</p> <p>3. History of Internet, Protocols of Internet, World Wide Web, URL,</p>	<p>9 hours</p> <p>8 hours</p> <p>7 hours</p>

	<p>Web Server, Web Browser, HTML, XML, PHP, AJAX.</p> <p>4. Making presentations, introduction to a presentation software, using sound, inserting video, charts, tables and objects. ERP Management Systems, Working with Management Information Systems.</p>	6 hours
Pedagogy:	The course will be developed mainly by hands-on experience and relevant presentations with few class room lectures. Students will get acquainted with the basic concepts through practical approaches.	
Learning Outcome:	<p>After completion of the course, students will develop the ability to:</p> <ol style="list-style-type: none"> 1. Use/operate computer. 2. Create word documents; excel spread sheets & their use /applications in daily life/business. 3. Understand & operate MIS for industry related applications. 4. Create email account & be familiar with use of internet. 	
Suggested Reading:	<ol style="list-style-type: none"> 1. Tanenbaum, Andrew S. <i>Modern Operating Systems</i>, London: Pearson. Latest Available Edition. 2. Frye, Joan LambertCurtis. <i>Microsoft Office 2016 Step by Step</i>. Washington: Microsoft Press. Latest Available Edition. 3. Harnack, Andrew & Kleppinger, Eugene. <i>Online!: A Reference Guide to Using Internet Sources</i>. New York: St. Martins Press. Latest Available Edition. 	

BVC 203 Soft Skills I (Oral Communication) 2 Credits (30 Hours)

Prerequisite:	Basic understanding of English language	No of Hours
Learning Objective:	<p>To enable the students to:</p> <ol style="list-style-type: none"> 1. Acquire basic conversational skills. 2. Learn the techniques of effective public speaking along with various verbal and non-verbal aspects of oral communication. 3. Organize a speech and use of open-ended and closed-ended questions. 	
Content:	<ol style="list-style-type: none"> 1. Definition, Character and Range of oral communication, principles of effective oral communication, verbal and non-verbal communications, culture and non-verbal clues, types of non-verbal kinaesthetic. Visual Communication. 2. Techniques of effective public Speaking, speech structure, delivery. Art of listening, types of listening, practicing focused listening, barriers to listening, benefits of effective listening. Attentiveness and receptivity. 3. Stage Presence and Preparation, Working with props, Basic improvisation skills, Vocal Techniques, Use of Stage. Overcoming 	<p>9 hours</p> <p>9 hours</p> <p>6 hours</p>

	nervousness. 4. Organize a speech and use of open-ended and closed-ended questions. Telephone etiquette, mastering voice inflection, controlling voice tone. Practice.	6 hours
Pedagogy:	Lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study/ Case Studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.	
Learning Outcome:	After completion of the course, students will develop: 1. Basic conversational skills. 2. Techniques of effective public speaking along with various verbal and non-verbal aspects of oral communication, including how to organize a speech. 3. Use of open-ended and closed-ended questions.	
Suggested Reading:	1. Adair, John. <i>Effective Communication</i> . London: Pan Macmillan Ltd. Latest available edition. 2. Bonet Romero, Diana. <i>The Business of Listening</i> : New Delhi: Viva Books, Latest available edition. 3. Collins, Patrick. <i>Speak with Power and Confidence</i> . New York: Sterling, Latest available edition.	

BVC 204

Basic English Communication Skills

2 Credits (30 Hours)

Prerequisite:	Basic understanding of English language	No of Hours
Learning Objective:	To enable the students to: 1. Understand the basic structures of the English language. 2. Express themselves in various everyday settings.	
Content:	1. Introduction to Basic Grammar, Spelling and Punctuation, Introduction to basic verb tenses. Conversational English, Everyday vocabulary. Conversation practice with peers. 2. Communicating at the workplace, being polite, use of jargon. Identifying common objects, objects around the classroom. Practice.	8 hours 8 hours

	<p>3. Introduction to Written English, fundamentals of writing, journaling techniques, Practice. Comprehension and Essays, introduction to essay writing, practice in essay writing and comprehension.</p> <p>4. Developing the reading habit, pre-reading strategies, Practice.</p>	<p>8 hours</p> <p>6 hours</p>
Pedagogy:	The program will be introduced thorough use of charts, flipcharts, presentations, group activity, reading activity, writing workshops, term work, assignments and extensive practice sessions.	
Learning Outcome:	<p>After completion of the course, students will develop:</p> <ol style="list-style-type: none"> 1. Confidence in speaking in English with emphasis on correct grammar. 2. Fluency to read and understand written English. 	
Suggested Reading:	<ol style="list-style-type: none"> 1. Reddy, N. S. <i>A practical Approach to SPOKEN ENGLISH & GRAMMAR made simple</i> NOTTINGHAM: Leo Publishing House. Latest available edition. 2. Murphy, Raymond. <i>Essential English Grammar with Answers.</i> Cambridge: Cambridge University Press. Latest available edition. 3. Azar, Betty S. <i>Fundamentals of English Grammar Workbook;</i> London: Pearson Education. Latest available edition. 	

BVC 205	First Aid	2 Credits (30 Hours)
Prerequisite:	None	No of Hours
Learning Objective:	<p>To enable the students to understand:</p> <ol style="list-style-type: none"> 1. The importance & general principles of First Aid. 2. First Aid treatment/practices in various situations/conditions. 	
Content:	<ol style="list-style-type: none"> 1. Introduction & General Principles of First Aid. Body Structure & Functions. 2. Positioning of Casualty, Unconscious Casualty, Resuscitation. 3. Bleeding, Management of Shock. 4. Burn and Scalds, Bandaging, Rescue and Transport of Casualty; Infectious diseases, Personal health & hygiene. 	<p>6 hours</p> <p>9 hours</p> <p>6 hours</p> <p>9 hours</p>
Pedagogy:	Lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term	

	papers/assignments/ presentations/ self-study/ Case Studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.	
Learning Outcome:	After completion of the course, students will develop the ability to: <ol style="list-style-type: none"> 1. Understand the importance of First Aid in case of accidents/emergency. 2. Take immediate action in case of an accident or medical emergency until the arrival of a qualified medical person. 	
Suggested Reading:	<ol style="list-style-type: none"> 1. British Red Cross Society, <i>First Aid Manual (DK First Aid)</i>; Latest available edition. 2. International Maritime Organization (IMO), <i>Elementary First Aid – Course and Compendium</i>; Latest available edition. 	

BVC 206 Soft Skills II (Presentation Skills) 2 Credits (30 Hours)		
Prerequisite:	Soft Skills I (Oral Communication)	No of Hours
Learning Objective:	<p>To enable the students to:</p> <ol style="list-style-type: none"> 1. Understand essential elements & structure of effective, inspirational, impressive presentation. 2. Identify various tools/techniques to be employed in preparing an effective, inspirational, impressive presentation. 	
Content:	1. Styles of Presenting. The 6-Step Planning Method, Analysing the audience, Topic Selection, Identifying the Objective, Prepare the body, Introduction and Conclusion, Practice Delivery.	7 hours
	2. Defining & Outlining the scope & goal of presentation. Key message, Main Message Statement, Preparing the content & structure. Awareness of plagiarism.	9 hours
	3. How to Rehearse, Eliminating Crutch Words, Voice, pitch, rhythm and tone, Speaking from memory, Speaking from notes. Knowing the Audience and the Venue, Who:Why:What Process.	6 hours
	4. Non-verbal Factors in Presentations, Body Language, Personal Space, Voice Modulation. Tackling a Q&A Session, Preparing Expected Questions, Techniques for Collecting Question during presentation.	8 hours
Pedagogy:	Lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study/ Case Studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.	

Learning Outcome:	After completion of the course, students will develop the ability to: <ol style="list-style-type: none"> 1. Plan, Prepare and Present structured effective, inspirational, impressive presentation using various tools/techniques. 2. Deliver the planned/structured presentation effectively, by keeping the audience engaged & delivering key message pertaining to the topic. 	
Suggested Reading:	<ol style="list-style-type: none"> 1. Mandel, Steve. <i>Effective presentation skills</i>. London: Kogan Press. Latest available edition. 2. Ebbs, Patrick. <i>Presentation Skills: The Ultimate Guide To Delivering The Perfect Presentation</i>. Mailing: Book Publishing Academy. Latest available edition. 	

BVC 207 Soft Skills III (Etiquette, Time Management) 2 Credits (30 hours)

Prerequisite:	Soft Skills I (Oral Communication) & Soft Skills II (Written Communication)	No of Hours
Learning Objective:	<p>To enable the students to:</p> <ol style="list-style-type: none"> 1. Appreciate the importance of Time management in enhancing productivity. 2. Understanding Time management tools/techniques such as, goal setting, setting priorities, time scheduling, time analysis, tackling self-distractions & interruptions. 3. Appreciate the importance of Good Manners and Etiquette, Common courtesies in different spheres of life. 	
Content:	<ol style="list-style-type: none"> 1. Introduction to Time Management, Goal setting, Setting priorities, Schedule Plan. Developing Good Time Management Habits. Time analysis. Create a Realistic and Productive Schedule. 2. Tackling self-distractions and interruptions (Time-wasters), Effective time management strategies, Using technology efficiently in Managing Time. 3. Basics of Good Manners and Etiquettes, Appropriate behaviours, Common courtesies. making good manners a habit. Good Manners and Etiquette in Daily Schedules, Proper use of language, Workplace rules. Etiquette in daily conversations, Group-talk etiquette. 4. Email and Writing Etiquette, Dining and Table Etiquette, Basic table manners. 	<p>9 hours</p> <p>6 hours</p> <p>9 hours</p> <p>6 hours</p>

Pedagogy:	Lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study/ Case Studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.	
Learning Outcome:	After completion of the course, students will develop the ability to: <ol style="list-style-type: none"> 1. Manage time efficiently through practice of time management techniques. 2. Acquire and adopt Good Manners, Etiquette & Common courtesies in different spheres of life through persistent practice. 	
Suggested Reading:	<ol style="list-style-type: none"> 1. Dodd, P. & Sundheim, D. <i>The 25 Best Time Management Tools and Techniques: How to Get More Done Without Driving Yourself Crazy</i>. Ann Arbor, Michigan: Peak Performance Press, Inc. Latest available edition. 2. Lakein, A. <i>How to Get Control of Your Time and Your Life</i>. New York: New America Library. Latest available edition. 3. Smith, Jodi R. R. <i>The Etiquette Book: A Complete Guide to Modern Manners</i>. Sterling. Latest available edition. 	

BVC 208 Fire Fighting & Crisis Management 2 Credits (30 hours)

Prerequisite:	None	No of Hours
Learning Objective:	To enable the students to: <ol style="list-style-type: none"> 1. Have basic knowledge about fire, its prevention, fire fighting methods & life safety arrangements on board ship. 2. Understand the importance of crowd crisis management in the event of emergencies on ship. 	
Content:	<ol style="list-style-type: none"> 1. Introduction to fire prevention & fire fighting. Classification of Fires and, Fire Prevention Principals, Safe Practices. Fire Detection & Extinguishing Equipment. 2. Fire Fighting Organization - General Emergency Alarm, Fire Control Plans and Muster List, Communications, Personnel Safety Procedures, Fire Drills. Fire Fighting Methods - Knowledge of Life Safety Arrangements, Fire Alarms. 3. Crowd crisis management- control plans, mustering procedures. Effective Communication, Emergency Procedures. Crowd Management, Familiarization & Safety training. 4. Crisis Management & Human Behavior. Personnel, Property & Equipment Safety. 	10 hours 5 hours 9 hours 6 hours

Pedagogy:	Lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study/ Case Studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.	
Learning Outcome:	After completion of the course, students will develop the ability to: <ol style="list-style-type: none"> 1. Take appropriate measures to prevent fire. 2. Operate fire fighting equipment & fight fire and rescue life & property by employing safety measures on board ship. 3. Control and manage crowd in the event of emergencies on ship. 4. Handle/operate lifesaving appliances; prevent/limit damage to life & property during crisis/emergency situations. 	
Suggested Reading:	<ol style="list-style-type: none"> 1. IMO Model Course 1.20 – <i>Fire Prevention & Fire Fighting</i> – IMO Publication, Latest available edition. 2. IMO Model Course 1.28 – <i>Crowd Management</i> – IMO Publication, Latest available edition. 3. IMO Model Course 1.29 – <i>Proficiency in Crisis Management and Human Behaviour</i>. IMO Publication, Latest available edition. 	

BVC 209

Soft Skills IV (Written Communication)

2 Credits (30 hours)

Prerequisite:	A basic course in English language	No of Hours
Learning Objective:	<p>To enable the students to:</p> <ol style="list-style-type: none"> 1. Understand the importance of effective written communication in business enterprises. 2. Know different types/modes of written communications. 3. Understand appropriate formats/templates for various written modes of communications. 4. Appreciate the importance of the purpose, structure, style and content of all written communication 5. Develop drafting skills. 	
Content:	<ol style="list-style-type: none"> 1. Importance of Business Communication, Types of Business Writing - reports, letters, email, memos, proposals, press releases, Business plans. 2. Elements and functions of a Business Letter, Types of business correspondence, Planning and Structure of a Business correspondence, Practical application of business communication. 3. Effective Business Communications, Basic proof reading and editing skills, Observing business etiquette. Advantages and Disadvantages 	<p>7 hours</p> <p>6 hours</p> <p>6 hours</p>

	<p>of Business Communications, Negative messages.</p> <p>4. Writing Business Reports, Types of reports, Practical report writing. Syntax and Grammar in Business Communications, Techniques for error-free writing, spelling techniques.</p> <p>5. Email essentials, Online Syntax, Writing effective Emails. Written Communication in media, Blogging, Social Media.</p>	<p>6 hours</p> <p>5 hours</p>
Pedagogy:	Lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study/ Case Studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.	
Learning Outcome:	<p>After completion of the course, students will develop the ability to:</p> <ol style="list-style-type: none"> 1. Communicate effectively, with special importance to grammar and spelling. 2. Draft different types of business letters & other written communications. 	
Suggested Reading:	<ol style="list-style-type: none"> 1. Bovee, Courtland L, John V. Thill & Barbara E. Schatzman. <i>Business Communication Today</i>: New Jersey: Prentice Hall. Latest Available Edition. 2. Guffey, Mary Ellen. <i>Essentials of Business Writing</i>: Ohio: South-Western College Publishing. Latest Available Edition. 	

BVC 210

Community Service I

2 Credits (30 Hours)

Prerequisite:	None	No of Hours
Learning Objective:	<p>To enable the students to:</p> <ol style="list-style-type: none"> 1. Understand & appreciate the importance & value of community service. 2. Realize obligation of each individual towards community/society. 3. Imbibe sense of selfless social service & power of giving. 4. Identify, plan, manage and participate in community service activity. 	

Content:	<ol style="list-style-type: none"> 1. Introduction and Overview of Community Service, goals of community based service. Identify problems at the community and organizational level. 2. The Social System within a Community, social work practices around the college/work place, social service project within the college. 3. Communication with diverse individuals/organizations, Participate in service/volunteer activities, Develop and practice empathy for others; Atmosphere and Climate Change, Environment Conservation, methodologies in environmental conservation, features of biodiversity protection. 4. The Importance of Equality and Justice, gender and human rights issues; seminars and other interactive sessions. 5. Interaction with Community (Community Service Visits), community-based policy planning, program planning, and program development. 	<p>6 hours</p> <p>6 hours 6 hours</p> <p>6 hours 6 hours</p>
Pedagogy:	Lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study/ Case Studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.	
Learning Outcome:	<p>After completion of the course, students will develop the ability to:</p> <ol style="list-style-type: none"> 1. Appreciate the importance & value of community service. 2. Realize obligation/duty of each individual towards community/society. 3. Imbibe sense of selfless social service & power of giving. 4. Identify, plan, manage and participate in community service activity. 	
Suggested Reading:	<ol style="list-style-type: none"> 1. Engelbrecht , Lambert K. <i>Introduction to Social Work</i>. Wellington: Lanzo. Latest available edition. 2. P.D.Misra, <i>Social Work Philosophy And Methods</i>; Inter India Publications, Latest available edition. 3. Rashmi Bansal, <i>I have a Dream</i>, Westland Books Pvt. Ltd. Latest available edition. 	

BVC 211

Cultural Heritage of Goa

2 Credits (30 Hours)

Prerequisite:	None	No of Hours
Learning Objective:	<p>To enable the students to:</p> <ol style="list-style-type: none"> 1. Know historical, Political & religious influence on Goan culture over the ages. 2. Understand & appreciate the rich Goan Culture & Heritage 3. Know the influence/contribution of various rulers of Goa in shaping 	

	Goan culture & heritage.	
Content:	<ol style="list-style-type: none"> 1. Heritage: Meaning, Scope, Classification. Goa: The land and its people. Historical background: Prehistory. From the Bhojas to the Adhilshah. 2. Natural Heritage: Geographical, Faunal, Floral, sacred Graves. Built Heritage: Domestic, Politico-Military, Religious. 3. Cultural Heritage: Music, Dance, Folktales, Dress & Cuisine. 4. Religious precepts and practices, Syncretism in Goan society. 	10 hours 8 hours 6 hours 6 hours
Pedagogy:	Lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study/ Case Studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.	
Learning Outcome:	<p>After completion of the course, students will develop:</p> <ol style="list-style-type: none"> 1. Basic understanding of rich cultural heritage of Goa. 2. Ability to appreciate the profound influence/contribution of various rulers & religions in shaping cultural heritage of Goa. 	
Suggested Reading:	<ol style="list-style-type: none"> 1. V R Mitragotri, <i>A socio- cultural Heritage of Goa from the Bhojas to the Vijayanagara</i>, published by institute of Menezes Braganza Panaji; Latest available edition. 2. Dhume, A.R.S., <i>The Cultural History of Goa from 10,000 BC-1352 AD.</i>; Broadway Book, Panaji; Latest available edition. 3. Dr.Pandurang Phaldessai, <i>Kaleidoscope Goa a cultural atlas</i>, Vasantrao Dempo Eductaion and Research Foundation. Latest available edition. 4. Costa Cosme, <i>Heritage of Govapuri</i>; Latest available edition. 	

BVC 212	Fundamentals of Tourism	2 Credits (30 Hours)
Prerequisite:	None	No of Hours
Learning Objective:	<p>To enable the students to:</p> <ol style="list-style-type: none"> 1. Appreciate the importance & benefits of Tourism. 2. Know about different segments of Tourism Industry & employment opportunities therein. 	
Content:	<ol style="list-style-type: none"> 1. Overview of Tourism: Economic Importance, Benefits and Costs of Tourism. Tourism through the Ages: Historic Transportations, 	12 hours

	<p>Chronologies of Travel. Career Opportunities.</p> <p>2. Tourism Organization: International Organizations, Development Organizations, Regional Organizations. Passenger Transportation: Airline, Rail, Road, The Cruise Industry, Other modes.</p> <p>3. Attractions, Entertainment, Recreation: Introduction, Gaming, Festivals and Events, Shopping, Education, Publishing, Marketing and Publicity Organizations. Understanding Travel Behaviour, Sociology of Tourism.</p>	<p>9 hours</p> <p>9 hours</p>
Pedagogy:	Lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study/ Case Studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.	
Learning Outcome:	<p>After completion of the course, students will develop the ability to:</p> <ol style="list-style-type: none"> 1. Comprehend the Tourism industry as a System. 2. Appreciate the enormous contribution of Tourism industry to all sections of society. 	
Suggested Reading:	<ol style="list-style-type: none"> 1. Goeldner, Charles R. and J. R. Brent Ritchie, '<i>Tourism: Principles, Practices, Philosophies</i>', Wiley, Latest Available Edition. 2. Beech, J and Chadwick, S., '<i>The Business of Tourism Management</i>', New York: Financial Times/Prentice Hall, Latest Available Edition. 3. Cooper, Chris; '<i>Essentials of Tourism</i>'; Pearson Publication; Latest Available Edition. 4. Sampad Kumar Swain and Jitendra Mohan Mishra, '<i>Tourism: Principles and Practices</i>', Oxford University Press, Latest Available Edition. 	

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D 3.10 Minutes of the Board of Studies in Zoology held on 27th August 2019.

Annexure I

Pattern of Practical Question Paper for SEE (Sem V and VI)

DISCIPLINE SPECIFIC ELECTIVE COURSE

CBCS B.Sc Zoology (Honours Course)

SEMESTER V

ZOD-106 FUNDAMENTAL OF ZOOLOGY APPLICATION

Duration : 2hrs

Total Marks: 25

Q.I. Determine the total RBC/ WBC count from the given blood sample -06-

OR

Determine differential count of leucocytes from the given blood sample

OR

Determine ESR of the given blood sample

2a) Identify and comment on a) and b) -04-

2 b) Examine and prepare a report on then hair sample provided -05-

OR

Determine the blood groups from the dried blood ample provided

OR

Prepare a fish cake / pickle from the materials provided

Q3. Journal -05-

Q4. Viva Voce -05-

Note: Question I and II should cover the entire syllabus.

Semester VI B. Sc. (Honours)

Paper code: ZOD 106: Fundamentals of Zoology application

Learning objective: To introduce the students for the possible application of Zoology knowledge to aspects of Agricultural Entomology and human health.

Learning outcome: Students will be equipped with better knowledge and understanding of applied and allied aspects of Zoology.

Credit : 03

Duration : 45 Hours

Theory

Unit I: Agricultural pest management

12

Introduction; Concept of pest management; Classification; General appearance; life history; damage and control of the following pests: (1) pests of paddy (paddy stem borer), (2) pests of fruits (banana weevil), (3) pests of vegetables (brinjal shoot and fruit borer), (4)

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Polyphagous pests (termite); Integrated pest management (IPM), Major components of IPM (Pest forecasting management tactics, Decision making, implementation); Achievements in IPM implementation.

Unit II: Medical Entomology

06

Medical pests: Introduction; direct effects (annoyance, dermatosis, myiasis, envenomization, anaphylaxis, entomophobia); indirect effects (disease transmission); Host/Pathogen relationships; Vector/Host relationships; Vector/Pathogen relationships, Pest management of Medical and Veterinary pests.

Unit III: Fish Products

10

Introduction; Traditional fermented fishery products and fish preservation in fermented media; Diversified fish products (Fish cake, Pickle, fish oil, fish concentrated protein); Fish silage and its types; fish processing and packaging, Marketing and Economics of fish products, value addition and quality control

Unit IV: Haematology

09

Introduction; Blood composition- inorganic and organic constituents, formed elements: (i) Erythrocytes- Morphology, variation in numbers, Erythropoiesis, functions; (ii) Leucocytes- Morphology, types, normal count, differential count, leucopoiesis; (iii) Thrombocytes- Morphology, Normal count, functions; Blood clotting process; Bleeding disorders, Anaemia, ESR, Packed cell volume (Clinical significance to be stressed wherever applicable); Blood transfusion and Blood replacement.

Unit V: Forensic Science

08

Introduction; Basic principles and significance, History and development of forensic science, Nature and scope of forensic science, Fundamentals and significance of forensic science in wildlife; Collection, Preservation and analysis: Blood, Semen and other biological stains, Tissues, Fingerprint, Viscera, Hair, Saliva, Sweat, Urine and Feces.

References:

- K. R. Ravindranathan (2013): A textbook of Economic zoology, Wisdom Press, New Delhi.
- Pradip V. Jabde (2005): Textbook of Applied Zoology (Vermiculture, Apiculture, Sericulture, Lac- Culture, Agricultural pests and their control), Discovery publishing house, New Delhi.
- Larry P. Pedigo (2007): Entomology and Pest management, Pearson Prentice Hall, Pearson Education Inc.
- Lalit Kumar Jha (1987): Applied Agricultural Entomology. New Central Book Agency, Calcutta.
- Elaine N. Marieb (2006): Human anatomy and Physiology. Pearson Education Inc. Delhi.
- C. C. Chatterjee (2016): Human Physiology, Vol I, 11th coloured Edition, Medical Aliied Agency, Culcutta.
- M. S. Nalina Sundari and R. Santhi (2017): Entomology. MJP Publishers Chennai.
- D. B. Tembhare (2006): Modern Entomology. Himalaya Publishing House, Mumbai.
- Indian First aid manual (2016), 7th edition. Indian Red Cross Society, New Delhi.

- B. B. Nanda and R. K. Tiwari (2001): Forensic science in India: A vision for the Twenty First Century. Select Publishers, New Delhi.
- S. H James and J. J. Nordby (2005): Forensic Science: An Introduction to Scientific and Investigative Techniques. 2nd Edition CRC Press Boca Raton.
- Alton L. Thygeson, Steven M. Thygeson, Benjamin Gulli, Gina Piazza (2011): First aid, CPR and AED Standard (Sixth Edition), Jones and Bartlett India Pvt. New Delhi.
- K. Gopalkumar (1997) : Tropical fish products, Oxford and IBH Publication, New Delhi.
- Gotto (1969) : Marine Animals: Partnerships and associations, English University Press, London.

Practicals:

1. Determination of Total RBC and WBC count
2. Differential count of Leucocytes
3. Determination of ESR
4. Study of Agricultural pests with reference to life history, damage caused and control- Paddy stem borer, banana weevil, melon fruit fly, Brinjal shoot borer, termite (Through museum specimen or e-contents).
5. Study of medical pests with reference to life history, disease caused (house fly, cockroach, mosquito, human lice, ticks, cattle blood sucking lice).
6. Preliminary and confirmatory tests for fresh and dried blood stains
7. To examine human hair for cortex and medulla.
8. Determination of blood group from dried blood sample.
9. Preparation of fish cake and pickles by using locally available fishes
10. Visit to fish cold storage / processing unit

Pattern of Question Paper for SEE (Sem V and VI)

DISCIPLINE SPECIFIC ELECTIVE COURSE

CBCS B.Sc Zoology(Honours Course)

SEMESTER V

ZOD-106 FUNDAMENTAL OF ZOOLOGY APPLICATION

Duration : 2hrs

Total Marks: 60

Instructions:1) All questions are compulsory.

2) Figures to the right indicate marks allotted to the question.

3) Illustrate your answers wherever necessary.

Q.I. Small/ short answer questions (05 out of 07) (2X5= 10 Marks)

- a)
- b)
- c)
- d)
- e)
- f)

g)

Q. II. Small/ short answer questions (05 out of 07) (2X5= 10 Marks)

- i.
- ii.
- iii.
- iv.
- v.
- vi.
- vii.

Note: Question I and II should cover the entire syllabus.

Q.III. Descriptive answer question (10 marks)

A)..... (05)

OR

A)..... (05)

B) Compulsory question.....(05)

Q.IV. Descriptive answer question (10 marks)

A)..... (05)

OR

A)..... (05)

B) Compulsory question..... (05)

Q.V. Descriptive answer question (10 marks)

A)..... (05)

OR

A)..... (05)

B) Compulsory question..... (05)

Q.VI. Descriptive answer question (10 marks)

A)..... (05)

OR

A)..... (05)

B) Compulsory question..... (05)

NOTE

Q.III. shall contain questions from unit 1

Q.IV. shall contain questions from unit 3.

Q.V. shall contain questions from unit 4.

Q.VI. shall contain questions from unit 2 and unit 5.

PROPOSED CHANGES SUGGESTED AND APPROVED BY THE BOARD OF STUDIES IN ZOOLOGY IN ITS MEETING HELD ON 27-8-2019

B.SC ZOOLOGY (HON.)

Sl.No.	Existing	Suggested Change	Justification
1.		Proposed a new paper ZOD-106 Fundamentals of Zoology Application	As per directives of University (AR-PG) communication (email) 8-8-2019
2.	Ambiguities in practical Question papers	<p>a) All Practical papers field visit component and will be treated as part of practical course. So in practical question paper there will not be a separate field work component</p> <p>b) Marks will be 5 Journal and 5 for Viva Voce (for elective papers and 10 marks for journal and 10 marks for Viva Voce for core papers</p> <p>c) In ZOC-105 Practical Endocrinology: Delete Q2 (III option) "Identify.....oestrous cycle</p> <p>d) Delete Effect of estrogen on ovary and Uterus of laboratory bred rat (from digital source)</p> <p>a) Paper ZOC 106: Biochemistry and Metabolic processes : Delete "Detection of SGOT in serum / tissue" and "Estimate fatty acids from the given oil/ fat samples by titration method"</p>	<p>To bring uniformity in all practical question papers</p> <p>To bring in uniformity in all practical question papers</p> <p>As per directives of UGC Rats are not be used in practical Not taught in theory</p> <p>Number of practical suggested were much more than other papers</p>
3	Change of paper codes Sem V: ZOS 103	Sem V: ZOD 103 Sem VI: ZOD-104	Complying with New Ordinance (Notified

	Sem VI: ZOD 103 Sem VI: ZOS 104	Sem VI: ZOD 105	on 29-5-2017) Has to change to as ZOD 103 is already existing There is NO skill based course in Sem VI as per new Ordinance (Notified on 29-5-2019)
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M.SC IN ZOOLOGY

1	Changes in paper codes ZOO 303: Biology of reproduction ZOO 305: Fishery Biology ZOO 306: Marine Zoology ZOO403: Biochemical techniques	ZOO 313: Biology of Reproduction ZOO 315: Fishery Biology ZOO 316: Marine Zoology ZOO 413: Biochemical Techniques	Paper Code ZOO 303 existed earlier Paper Code ZOO 305 existed earlier Paper Code ZOO 306 existed earlier Paper Code ZOO 403 existed earlier
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PG DIPLOMA IN MEDICAL LABORATORY TECHNIQUE

1	DLTC 01: Laboratory equipment and instruments	DLTC 01- Laboratory equipments, instruments and applied pathology	Applied pathology is a part of the syllabus and the title was not reflected earlier
2.	DLTC 04: Clinical pathology and histology	DLTC 04: Clinical pathology and Histopathology	As the syllabus deals with histopathology and not mere histology, hence the change is solicited

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D 3.11 Minutes of the Board of Studies in International Studies by circulation.**Annexure I****Annexure-1****Class 1 <A1 Katsudo>: Course Syllabus**

Class length of one lesson: 120 minutes

Textbook: Marugoto A1 Elementary Katsudo

Target level: A1 (Katsudo)

Course Objectives:

In the A1 Katsudo course the students learn Japanese language through activities. Katsudo means activities in Japanese. The focus of the course is to make students more familiar with day to day conversations and related vocabulary. Since reading and writing practice is taken care in the course A2 (Rikai), here in A1 more importance is given to understanding conversations and to learn new vocabularies and basic grammar of the Japanese language. Hence tests are conducted in the form of interviews rather than conducting written test. The session 23 gives the students a chance to interact and try to communicate with native Japanese speaking students from Nihon University. An additional native Japanese support lecturer from Tokyo will be present during sessions 14 to 22 to make the course more interactive and get experience starting basic conversations with Japanese natives. This will also help students to compare and learn the accent and intonations of several Japanese language speakers.

Learning outcomes:

By the end of the course the students will be able to understand and initiate basic conversations in Japanese. When the course is coupled with the A2 Rikai course, it further enhances the understanding of the student about the basics of the Japanese language.

No.	Lesson	Quiz	Covered Pages
1	Orientation & Lesson 1 (konnichiwa)		P 22-25
2	Lesson 2 (Moo ichido onegaishimasu)	L-1	P 26-30
3	Lesson 3 (Doozo yoroshiku)	L-2	P32-35

4	Lesson 4(Kazoku wa san-nin desu) <i>*Please bring your family photo with you</i>	L-3	P 36-40
5	Lesson 5 (Nani ga suki desu ka)	L-4	P42-45
6	Lesson 6 (Doko de tabemasu ka)	L-5	P46-50
7	Visitor's session (Students of Nihon University) Talking on/Tasting Japanese food		
8	Lesson 7 (Heya ga mittsu arimasu)	L-6	P 52-55
9	Lesson 8 (Ii heya desu ne)	L-7	P 56-59
10	Lesson 9 (Nan ji ni okimasu ka)	L-8	P 62-65
11	Lesson 10 (Itsu ga ii desu ka)	L-9	P 66-70
12	Review		
13	Mid-term Interview test		
14	Lesson 11(Shumi wa nan desu ka?)	L-10	P 74-77
15	Lesson 12 (Issho ni ikimasen ka?)	L-11	P 78-82
16	Visitor's session (Students of Nihon University) Learn about Japanese festivals and traditional plays. Eg. Janken, Karuta, Bon-odori, Fukuwarai		
17	Lesson 13 (Doo yatte ikimasu ka)	L-12	P. 84-87
18	Lesson 14 (Yuumeina otera deu)	L-13	P. 88-92
19	Lesson15 (Kawaii!)	L-14	P.94-97
20	Lesson 16 (Kore, kudasai)	L-15	P.98-102
21	Lesson 17 (Tanoshikatta desu)	L-16	P.104-107
22	Lesson 18 (Tsugi wa Kyootoni ikitai desu)	L-17	P108-113

23	Visitor's session (students of Nihon University) /Chat room		
24	Review		
25	Final Interview Test		
	Certificate Distribution Ceremony		

Class 2 <A1 Rikai>: Course Syllabus

Class length of one lesson: 120 minutes

Textbook: Marugoto A1 Elementary Rikai

Target level: A1 (Rikai)

Course Objectives:

Learn to read and write Hiragana and Katakana native Japanese characters.

Introduce the student to basic Japanese words and vocabulary. In lesson 1 and lesson 2 the students learn the Hiragana and Katakana characters, their phonetics and writing methods. Through the lessons 3 to 14 the students practice reading and understand the meanings of several new vocabulary used in day to day conversations. The periodical test in session 3,5,13 and 25 enable to systematically evaluate the progress made by the students in learning the language. Based on test outcomes the students are counseled and advised on an individual basis that which areas they should focus, put additional practice to improve their proficiency in the language.

Learning outcomes:

By the end of the course the students will be able to read and write Hiragana and Katakana characters independently. They would be able to understand basic level Japanese vocabulary. When the course is coupled with the A1 Katsudou course, it further enhances the understanding of the student about the basics of the Japanese language.

No.	Lesson	Quiz
1	Orientation, Lesson 1 (Hiragana)	
2	Review, Hiragana test	Read and Write Hiragana

3	Hiragana test review, Lesson 2 (Katakana)	
4	Review, Katakana test	Read and Write Katakana
5	Katakana test review, Lesson 3 (Nice to meet you)	
6	Lesson 4 (There are three people in my family)	L3
7	Lesson 5 (What food and drinks do you like?)	L4
8	Lesson 6 (Where are you going to have lunch?)	L5
9	Lesson 7 (There are three rooms in my home)	L6
10	Lesson 8 (It is a good room)	L7
11	Lesson 9 (What time is it now?)	L8
12	Lesson 10 (What time do you start and finish work?)	L9
13	Mid-term Written test	L10
14	Mid-term Written test review, Lesson 11 (What's your hobby?)	
15	Visitor' session (Students of Nihon University) Cultural session: Calligraphy	
16	Lesson 12 (What kinds of events are there In your town?)	L11
17	Lesson 13 (How do you get from home to work?)	L12
18	Lesson 14 (What things are there in your town?)	L13
19	Lesson 15 (Is there anything that you want to buy?)	L14

20	Lesson 16 (How much do clothes cost?)	L15
21	Lesson 17 (What are you going to do on your next day off?)	L16
22	Lesson 18 (where and how was your recent holiday?)	L17
23	Visitor' session (Students of Nihon University) /Chat room/Cultural session: songs, origami	
24	Review	
25	Final Written Test	
26	Certificate Distribution Ceremony	

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