

# GRIT

PROGRAMME	
COURSE :	ANNUAL
COURSE CODE : AOCDL02	COURSE TYPE : <b>Add-On</b>
COURSE AREA/DOMAIN : <b>LANGUAGE</b>	

## **Introduction:**

The course will help students understand, master and apply the principles of communication for effective management of personal and professional life.

## **Programme Outcomes:**

This Programme aims to provide a strong platform for students in the areas of corporate communication, interview preparatory methods, and organizational work methods employed around the world.

## **Course Objectives:**

- 1) To help students understand the fundamentals of communication and its application in their profession.
- 2) To enhance the competency and efficiency of the students in professional circles.
- 3) To enable students to make informed decisions about their career and professional life.
- 4) To empower the students to meet the demands of the profession they choose to pursue.
- 5) To groom the students to be industry-ready.

**Attainment of Learning (AoL):**

1. PLO2b: Our graduates will demonstrate proficiency in **written communication**

**Instructional Methodology:**

Multiple methods of instruction will be followed with preference given to hands-on activities to drive in the concepts. Inference games, listening and comprehension activities, speaking and writing activities based on given situations and scenarios will be part of the methodology. Apart from these, short video presentations, role-plays and skits will also be used to teach effective communication.

<b>Sessions</b>	<b>Topic</b>	<b>Methodology</b>
1-2	Interviews - types and manners	Video-Mediated lecture and Activity
3-10	Letter Writing – formal – informal – cover letters - emails	Mediated lecture and Activity  <b>Minor Evaluation - I.</b>
11-16	Resume	Mediated lecture and Activity.
17-19	Research on potential employers	Mediated lecture and Activity
20-25	Physical grooming	Video-Mediated lecture and Activity
26-28	Effective group discussion (Practice)	Video-Mediated lecture and Activity  <b>Minor Evaluation - II.</b>
29-31	Interview Skills	Video-Mediated lecture and Activity

32-33	Waiting Lounge Behaviors	Video-Mediated lecture and Activity
34-37	Interview Room	Video-Mediated lecture and Activity
38-40	Facing the Questions	Video-Mediated lecture and Activity
41-44	Reports (Practice)	Mediated lecture and Activity.  <b>Minor Evaluation - III.</b>
45-46	Corporate Behavior –  Do's and Don'ts	Mediated lecture and Activity
47-48	Circulars and Memos (Practice)	Mediated lecture and Activity  <b>Minor Evaluation - IV.</b>
49-50	Proposals (Practice)	Mediated lecture and Activity  <b>Minor Evaluation - V.</b>
51-52	Agenda and Minutes (Practice)	Mediated lecture and Activity  <b>Minor Evaluation – VI.</b>
53-54	Writing Evaluation - Online	Final Evaluation.
55-60	Final Evaluation - Offline	Final Evaluation.

## EVALUATION PATTERN

The assessment is a tripartite system and accounts for the overall grade.

<b>Assessment Components</b>	<b>Score</b>
Final Exam: Group Discussion & Interview	30
Writing, Comprehension & Language Proficiency (Online Test)	30
Continuous Internal Assessments ( 6 evaluations x 5 marks)	30
Attendance	10

### **Attendance: (Weightage - 10 Points)**

Only those students who secure a minimum of 75% of attendance will be allowed to register for the final evaluation.

<b>Attendance Percentage</b>	<b>Score</b>
86-100	10
75-85	5
0 -75	0

### **Internal Assessment: (Weightage - 30 Points)**

As mentioned in the syllabus.

**COURSE ASSESSMENT:** Space for the components of assessment and weightage for each component.

<b>Assessment Components</b>	<b>Weight (%)</b>
Group Discussion & Interview	30
Writing, Comprehension & Language Proficiency (Online Test)	30
Continuous Internal Assessments ( 6 evaluations x 5 marks)	30
Attendance	10
<b>TOTAL</b>	<b>100</b>

#### **Distribution of Letter Grades**

<b>Grading Scheme</b>	
<b>Points</b>	<b>Grade</b>
90-100	A
80-89	B
70-79	C
60-69	D
50-59	E

0-50	F
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**NB:** Certificates will be issued to all who successfully complete the Program. However, only A Grade will be entered in the Certificate.