Department of Humanities
Delhi Technological University
Minor in Economics and English

Agenda: Department of Humanities, Delhi Technological University proposes Minor degree in the discipline of Economics and English. The department has proposed the following list of elective papers for the Minor Degree for the kind perusal and approval from the Academic Council.

The list is followed by the proposed syllabus of the following courses.

1. Minor in Economics

Core Course	**Elective Course**		
	S.No.	Course Code	Paper
None	1	HU 312	Microeconomics
	2	HU 305	Macroeconomics
	3	HU 306	Money, Banking and Finance
	4	HU 307	Basic Econometrics
	5	HU 308	Mathematical Economics
	6	HU 309	Indian Economy
	7	HU 310	International Economics
	8	HU 405	Economic Growth
	9	HU 406	Public Finance and Policy
	10	HU 407	Wealth and Poverty of Nations- Indian Economic Development

2. Minor in English

Core Course	**Elective Course**		
	S.No.	Course Code	Paper
None	1	HU 317	Basic Communication Skills
	2	HU 318	Professional Writing Skills
	3	HU 325	Creative Writing Skills
	4	HU 326	Rhetoric and Public Speaking
	5	HU 327	Non-Verbal Communication
	6	HU 328	Theatre and stagecraft
	7	HU 425	Soft Skills Development
	8	HU 426	Language and Social Media
	9	HU 427	Literary Appreciation
	10	HU 428	Adaptation and Translation
	11	HU 429	Advanced Spoken Skills

Detailed Syllabus of Economics

HU 312: Micro Economics

Contact Hours- 04 (per week)
Examination Duration- 03
Credits- 04 (4-0-0)

Objective: The purpose of this course is to apply micro economic concepts and techniques in evaluating business decisions taken by firms. The emphasis is on explaining how tools of standard price theory can be employed to formulate a decision problem, evaluate alternative courses of action and finally choose among alternatives. Simple geometry and basic concepts of mathematics will be used in the course of teaching.

Course content

Unit I:

Demand, Supply and Market equilibrium: individual demand, market demand, individual supply, market supply, market equilibrium; Elasticities of demand and supply: Price elasticity of demand, income elasticity of demand, cross price elasticity of demand, elasticity of supply;

Theory of consumer behavior: cardinal utility theory, ordinal utility theory (indifference curves, budget line, consumer choice, price effect, substitution effect, income effect for normal, inferior and giffen goods), revealed preference theory.

Unit II:

Producer and optimal production choice: optimizing behavior in short run (geometry of product curves, law of diminishing margin productivity, three stages of production), optimizing behavior in long run (isoquants, Isocost line, optimal combination of resources)

Costs and scale: traditional theory of cost (short run and long run, geometry of cot curves, envelope curves), modern theory of cost (short run and long run), economies of scale, economies of scope.

Unit III:

Theory of firm and market organization : perfect competition (basic features, short run equilibrium of firm/industry, long run equilibrium of firm/industry, effect of changes in demand, cost and imposition of taxes) ; monopoly (basic features, short run equilibrium, long run equilibrium, effect of changes in demand, cost and imposition of taxes, comparison with perfect competition, welfare cost of monopoly), price discrimination, multiplane monopoly ; monopolistic competition (basic features, demand and cost, short run equilibrium, long run equilibrium, excess capacity) ; oligopoly (Cournot's model, kinked demand curve model, dominant price leadership model, prisoner's dilemma)

Readings:

1. Dominick Salvatore (2009). Principles of Microeconomics (5th ed.) Oxford University Press
2. Lipsey and Chrystal. (2008). Economics. (11th ed.) Oxford University Press
3. Koutosyannis (1979). Modern Micro Economics. Palgrave Macmillan
4. Pindyck, Rubinfeld and Mehta. (2009). Micro Economics. (7th ed.). Pearson.

HU 305: Macro Economics
Contact Hours- 04 (per week)
Examination Duration- 03
Credits- 04 (4-0-0)

Objective: This course deals with the principles of Macroeconomics. The coverage includes determination of and linkages between major economic variables; level of output and prices, inflation, interest rates and exchange rates. The course is designed to study the impact of monetary and fiscal policy on the aggregate behavior of individuals.

Course Content
Unit I: Measurement of macroeconomic variables: National Income Accounts, Gross Domestic Product, National Income, Personal and Personal disposable income; Classical theory of income and employment.

Unit II: Keynesian theory of Income and employment : simple Keynesian model, components of aggregate demand, equilibrium income, changes in equilibrium, multiplier (investment, Government expenditure, lump sum tax, foreign trade), effect of fiscal and monetary policy, crowding out, composition of output and policy mix, policy mix in action; ISLM model : properties of ISLM curves, factors affecting the position and slope of ISLM curves, determination of equilibrium income and interest rates, effect of monetary and fiscal policy, relative effectiveness of monetary and fiscal policy.

Unit III: Money: functions of money, quantity theory of money, determination of money supply and demand, H theory of money multiplier, indicators and instruments of monetary control;
Inflation: meaning, demand and supply side factors, consequences of inflation, anti-inflationary policies, natural rate theory, monetary policy-output and inflation, Phillips curve (short run and long run)

Unit IV: Open Economy: brief introduction to BoP account, market for foreign exchange and exchange rate, monetary and fiscal policy in open economy, Mundell Fleming model (perfect capital mobility and imperfect capital mobility under fixed and flexible exchange rate)

Readings:
1. Froyen, R.P. (2011): Macroeconomics-theories and policies. Pearson:
2. Dornbusch and Fischer (2010). Macroeconomics. Tata McGraw Hill
3. N Gregory Mankiw (2010). Macroeconomics. Worth Publishers
4. Olivier Blanchard, Macroeconomics. Pearson
5. Errol D' Souza: Macroeconomics

Latest editions to be referred

HU 306: Money, Banking and Finance
Contact Hours- 04 (per week)
Examination Duration- 03
Credits- 04 (4-0-0)

Objective: This course exposes students to the theory and functioning of the monetary and financial sectorsof the economy. It highlights the organization, structure and role of financial markets and institutions. It also discusses interest rates, monetary management and instruments of monetary control. Financial and banking sector reforms and monetary policy with special reference to India is also covered.

Course Outline

Unit I: Money
Concept, functions, measurement; theories of money supply determination.

Unit II: Financial Institutions, Markets, Instruments and Financial Innovations
Role of financial markets and institutions; problem of asymmetric information – adverse selection and moral hazard; financial crises. Money and capital markets: organization, structure and reforms in India; role of financial derivatives and other innovations.

Unit III: Interest Rates
Determination; sources of interest rate differentials; theories of term structure of interest rates; interest rates in India.

Unit IV: Indian Banking System
Balance sheet and portfolio management. Indian banking system: Changing role and structure; banking sector reforms.

Unit V: Central Banking and Monetary Policy
Functions, balance sheet; goals, targets, indicators and instruments of monetary control; monetary management in an open economy; current monetary policy of India.

Readings
1. F. S. Mishkin and S. G. Eakins, *Financial Markets and Institutions*, Pearson Education, 6th edition, 2009.
2. F. J. Fabozzi, F. Modigliani, F. J. Jones, M. G. Ferri, *Foundations of Financial Markets and Institutions*, Pearson Education, 3rd edition, 2009.
3. M. R. Baye and D. W. Jansen, *Money, Banking and Financial Markets*, AITBS, 1996.
4. Rakesh Mohan, *Growth with Financial Stability- Central Banking in an Emerging Market*, Oxford University Press, 2011.
5. L. M. Bhole and J. Mahukud, *Financial Institutions and Markets*, Tata McGraw Hill, 5th edition, 2011.

6. M. Y. Khan, *Indian Financial System,* Tata McGraw Hill, 7th edition, 2011.
7. N. Jadhav, *Monetary Policy, Financial Stability and Central Banking in India,* Macmillan, 2006.
8. R.B.I. – *Report of the Working Group: Money Supply Analytics and Methodology of Compilation*, 1998 and R.B.I. *Bulletin, Annual Report and Report on Currency and Finance (latest).*

HU307: Basic Econometrics
Contact Hours- 04 (per week)
Examination Duration- 03
Credits- 04 (4-0-0)

Objective: This course provides a comprehensive introduction to basic econometric concepts and techniques. It covers estimation and diagnostic testing of simple and multiple regression models.The course also covers the consequences of and tests for misspecification of regression models.

Course Outline

1. **Nature and Scope of Econometrics** -Meaning, Scope, Importance and Application

2. Statistical Concepts
Normal distribution; chi-sq, t- and F-distributions; estimation of parameters; properties of estimators; testing of hypotheses.

3. Simple Linear Regression Model: Two Variable Case
Estimation of model by method of ordinary least squares; properties of estimators; goodness of fit; tests of hypotheses; scaling and units of measurement; confidence intervals; Gauss-Markov theorem; forecasting.

4. Multiple Linear Regression Model
Estimation of parameters; properties of OLS estimators; goodness of fit - R2 and adjusted R2; partial regression coefficients; testing hypotheses – individual and joint; functional forms of regression models; qualitative (dummy) independent variables.

5. Violations of Classical Assumptions: Consequences, Detection and Remedies
Multicollinearity; heteroscedasticity; serial correlation.

6. Specification Analysis
Omission of a relevant variable; inclusion of irrelevant variable; tests of specification errors.

Readings
1. D. N. Gujarati and D.C. Porter, *Essentials of Econometrics*, McGraw Hill, 4th edition, International Edition, 2009.
2. Christopher Dougherty, *Introduction to Econometrics*, Oxford University Press, 3rd edition, Indian Edition, 2007.
3. Jan Kmenta, *Elements of Econometrics*, Indian Reprint, Khosla Publishing House, 2nd edition, 2008.

HU 308: Mathematical Economics

Contact Hours- 04 (per week)
Examination Duration- 03
Credits- 04 (4-0-0)

Objective: The objective of this course is to transmit the body of basic mathematics that enables the study ofeconomic theory at the undergraduate level, specifically the courses on microeconomic theory,macroeconomic theory, statistics and econometrics set out in this syllabus. In this course, particular economic models are not the ends, but the means for illustrating the method of applying mathematical techniques to economic theory in general. The level of sophistication at which the material is to be taught is indicated by the contents of the prescribed textbook.

Course Outline

Unit I: Functions of one real variable

Graphs; elementary types of functions: quadratic, polynomial, power, exponential, logarithmic; sequences and series: convergence, algebraic properties and applications; continuous functions: characterizations, properties with respect to various operations and applications; differentiable functions: characterizations, properties with respect to various operations and applications; second and higher order derivatives: properties and applications.

Unit II: Single-variable optimization

Geometric properties of functions: convex functions, their characterizations and applications; local and global optima: geometric characterizations, characterizations using calculus and applications.

Unit III: Functions of several real variables

Geometric representations: graphs and level curves; differentiable functions: characterizations, properties with respect to various operations and applications; second order derivatives: properties and applications; the implicit function theorem, and application to comparative statics problems; homogeneous and homothetic functions: characterizations and applications.

Unit IV: Multi-variable optimization

Convex sets; geometric properties of functions: convex functions, their characterizations, properties and applications; further geometric properties of functions: quasiconvex functions, their characterizations, properties and applications; unconstrained optimization: geometric characterizations, characterizations using calculus and applications; constrained optimization with equality constraints: geometric characterizations, Lagrange characterization using calculus and applications; properties of value function: envelope theorem and applications.

Readings:

1. K. Sydsaeter and P. Hammond, *Mathematics for Economic Analysis*, Pearson Educational Asia: Delhi, 2002.
2. Chiang and Wainwright.

HU 309: Indian Economy- Contemporary issues in Indian Economy
Contact Hours- 04 (per week)
Examination Duration- 03
Credits- 04 (4-0-0)

Objective: Using appropriate analytical frameworks, this course reviews major trends in economic indicators and policy debates in India in the post-Independence period, with particular emphasison paradigm shifts and turning points.

Course Outline
Unit I: Macroeconomic Policies and Their Impact
Fiscal Policy; trade and investment policy; financial and monetary policies; labour regulation.
Unit II: Policies and Performance in Agriculture- Growth; productivity; agrarian structure and technology; capital formation; trade; pricing and procurement.
Unit III: Policies and Performance in Industry- Growth; productivity; diversification; small scale industries; public sector; competition policy;
foreign investment.;
Unit IV: Trends and Performance in Social Sector and in Services- Nutrition, Health, Labour Laws; Services Led Growth;
Unit V: International Comparisons- Indian economy and world economy

Readings:
1. Jean Dreze and Amartya Sen, *India: Development and Participation*, Oxford University Press, 2nd edition, 2002.
2. Pulapre Balakrishnan, 2007, "The Recovery of India: Economic Growth in the Nehru Era", *Economic and Political Weekly*, November.
3. Rakesh Mohan, 2008, "Growth Record of Indian Economy: 1950-2008. A Story of Sustained Savings and Investment", *Economic and Political Weekly*, May.
4. S.L. Shetty, 2007, "India's Savings Performance since the Advent of Planning", in K.L. Krishna and A. Vaidyanathan, editors, *Institutions and Markets in India's Development.*
5. Himanshu, 2010, "Towards New Poverty Lines for India", *Economic and Political Weekly*, January.
6. Jean Dreze and Angus Deaton, 2009, "Food and Nutrition in India: Facts and Interpretations", *Economic and Political Weekly*, February.
7. Himanshu, 2011, "Employment Trends in India: A Re-examination", *Economic and Political Weekly*, September.
8. Rama Baru et al., 2010, "Inequities in Access to Health Services in India: Caste, Class and Region", *Economic and Political Weekly*, September.
9. Geeta G. Kingdon, 2007, "The Progress of School Education in India", *Oxford Review of Economic Policy.*
10. J.B.G. Tilak, 2007, "Post Elementary Education, Poverty and Development in India", *International Journal of Educational Development.*

11. T. Dyson, 2008, "India's Demographic Transition and its Consequences for

Development" in Uma Kapila, editor, *Indian Economy Since Independence* ,19th edition, Academic Foundation.
12. Kaushik Basu, 2009, "China and India: Idiosyncratic Paths to High Growth", *Economic and Political Weekly*, September.
13. K. James, 2008, "Glorifying Malthus: Current Debate on Demographic Dividend in India", *Economic and Political Weekly*, June.
14. Reetika Khera, 2011, "India's Public Distribution System: Utilisation and Impact", *Journal of Development Studies*.
15. Aniruddha Krishna and Devendra Bajpai, 2011, "Lineal Spread and Radial Dissipation: Experiencing Growth in Rural India, 1992-2005", *Economic and Political Weekly*, September.
16. Kaushik Basu, 2012, editor, *The New Oxford Companion to Economics*, Oxford University Press.

17. Acharya and Rakesh Mohan, editors, *India's Economy: Performances and Challenges: Development and Participation*, Oxford University Press.

18. Rakesh Mohan, 2010, "India's Financial Sector and Monetary Policy Reforms", in Shankar Acharya and Rakesh Mohan, editors, *India's Economy: Performances and Challenges: Development and Participation*, Oxford University Press.
19. Kaushik Basu, 2012, editor, *The New Oxford Companion to Economics in India*, Oxford University Press.

HU 310: International Economics
Contact Hours- 04 (per week)
Examination Duration- 03
Credits- 04 (4-0-0)

Objective: This course develops a systematic exposition of models that try to explain the composition, direction, and consequences of international trade, and the determinants and effects of trade
policy. It then builds on the models of open economy macroeconomics, focusing on national policies as well as international monetary systems. It concludes with an analytical account of the causes and consequences of the rapid expansion of international financial flows in recent years. Although the course is based on abstract theoretical models, students will also be exposed to real-world examples and case studies.

Course Outline
Unit I: Introduction
What is international economics about? An overview of world trade.

Unit II: Theories of International Trade
The Ricardian, specific factors, and Heckscher-Ohlin models; new trade theories; the international location of production; firms in the global economy — outsourcing and multinational enterprises.

Unit III: Trade Policy
Instruments of trade policy; political economy of trade policy; controversies in trade policy. WTO and trade agreements – Developed vs Developing countries.

Unit IV: International Macroeconomic Policy
Fixed versus flexible exchange rates; international monetary systems; financial globalization and financial crises.

Unit V: Globalization
Globalization in historical perspective; the economics and politics of multilateral agreements; trade, production patterns and world inequality; financial instability in a globalized world.

Readings:
1. Paul Krugman, Maurice Obstfeld, and Marc Melitz, *International Economics: Theory and Policy*, Addison-Wesley (Pearson Education Indian Edition), 9th edition, 2012.
2. Dominick Salvatore, *International Economics: Trade and Finance*, John Wiley International Student Edition, 10th edition, 2011.
3. Dani Rodrik, *The Globalization Paradox: Why Global Markets, States and Democracy Can't Coexist*, Oxford University Press, 2011.
4. Michael D. Bordo, Alan M. Taylor and Jeffrey G. Williamson (ed.), *Globalization in Historical Perspective,* University of Chicago Press, 2003.

HU 405: Economic Growth
Contact Hours- 04 (per week)
Examination Duration- 03
Credits- 04 (4-0-0)

Objective: The course begins with a discussion of alternative conceptions of development and their justification. It then proceeds to aggregate models of growth and cross-national comparisons of the growth experiencethat can help evaluate these models. The course ends by linking political institutions to growth and inequality by discussing the role of the state in economic growth and the informational and incentive problems that affect state
governance.

Course Outline

Unit I: Conceptions of Growth Development

Alternative measures of development, documenting the international variation in these measures, comparing development trajectories across nations and within them.

Unit II: Growth Models

The Harrod-Domar model, the Solow model and its variants, endogenous growth models and evidence on the determinants of growth.

Unit III: Empirics

Growth Accounting, Convergence

Unit IV: Institutions and Economic growth

The determinants of democracy; alternative institutional trajectories and their relationship with economic performance; within-country differences in the functioning of state institutions; state ownership and regulation; government failures and corruption.

Readings

1. Debraj Ray, *Development Economics,* Oxford University Press, 2009.
2. Kaushik Basu, 2012, editor, *The New Oxford Companion to Economics in India,* Oxford University Press.
3. Daron Acemoglu and James Robinson, *Economic Origins of Dictatorship and Democracy,* Cambridge University Press, 2006.
4. Robert Putnam, *Making Democracy Work: Civic Traditions in Modern Italy,* Princeton University Press, 1994.
5 David Weil, *Economic Growth.*
6.Charles Johns and Vollarth

HU 406: Public Finance and Policy
Contact Hours- 04 (per week)
Examination Duration- 03
Credits- 04 (4-0-0)

Objective: Public economics is the study of government policy from the points of view of economic efficiency and equity. The paper deals with the nature of government intervention and its implications for allocation, distribution and stabilization. Inherently, this study involves a formalanalysis of government taxation and expenditures. The subject encompasses a host of topics including public goods, market failures and externalities. The paper is divided into two sections,one dealing with the theory of public economics and the other with the Indian public finances.

Course Outline

Unit I: Public Economic Theory
Fiscal functions: an overview.

Unit II: Public Goods: definition, models of efficient allocation, pure and impure public goods, free riding. Externalities: the problem and its solutions

Unit III: Taxation: its economic effects; taxes versus regulation, property rights, the Coase theorem, dead weight loss and distortion, efficiency and equity considerations, tax incidence, optimal taxation.

Unit IV: Indian Public Finances
Tax System: structure and reforms, Budget, deficits and public debt, Fiscal federalism in India

Readings:
1. Joseph E. Stiglitz, *Economics of the Public Sector,* W.W. Norton & Company, 3rd edition, 2000.
2.John Cullis and Philip Jones, *Public Finance and Public Choice*, Oxford University Press, 1st edition, 1998.
3. M. Govinda Rao, 2011, "Goods and Services Tax: A Gorilla, Chimpanzee or a Genius like Primates?", *Economic and Political Weekly*, February, pp. 12-18.
4. Harvey Rosen, *Public Finance*, McGraw Hill Publications, 7th edition, 2005.
5. Mahesh Purohit, *Value Added Tax: Experiences of India and Other Countries,* 2007.
6. Kaushik Basu and A. Maertens (ed.), *The Oxford Companion to Economics in India*, Oxford University Press, 2007.
7. M.M. Sury, *Government Budgeting in India,* 1990.
8. M. Govinda Rao, *Changing Contours of Federal Fiscal Arrangements in India, Amaresh Bagchi (ed.), Readings in Public Finance,* Oxford University Press, 2005.
9. Shankar Acharya, 2005, "Thirty Years of Tax Reform in India", *Economic and Political Weekly*, May, pp. 14-20.
10. Rangarajan and D.K. Srivastava, 2005, "Fiscal Deficit and Government Debt: Implicat*ions for Growth and Stabilization", Economic and Political Weekly,* July2-8.
11. *Economic Survey*, Government of India (Latest).

12. *State Finances: A Study of Budgets*, Reserve Bank of India (Latest).

HU 407: Wealth and Poverty of Nation- Indian economic development
Contact Hours- 04 (per week)
Examination Duration- 03
Credits- 04 (4-0-0)

Objective: The course begins with a discussion of alternative conceptions of development and their justification. It then proceeds to aggregate models of growth and cross-national comparisons of the growth experiencethat can help evaluate these models. The axiomatic basis for inequality measurement is used to developmeasures of inequality and connections between growth and inequality are explored. The course ends by discussing the role of the state in economic development and the informational and incentive problems that affect state governance.

Course Outline

Unit I: Conceptions of Development
Alternative measures of development, documenting the international variation in these measures, comparing development trajectories across nations and within them.

Unit II: Demography and Development
Demographic concepts; birth and death rates, age structure, fertility and mortality; demographic transitions during the process of development; gender bias in preferences and outcomes and evidence on unequal treatment within households; connections between income, mortality, fertility choices and human capital accumulation; migration.

Unit III: Poverty and Inequality: Definitions, Measures and Mechanisms
Inequality axioms; a comparison of commonly used inequality measures; connections between inequality and development; poverty measurement; characteristics of the poor; mechanisms that generate poverty traps and path dependence of growth processes.

Unit IV: Environment and Sustainable Development
Defining sustainability for renewable resources; a brief history of environmental change; common-pool resources; environmental externalities and state regulation of the environment; economic activity and climate change.

Readings
1. Debraj Ray, *Development Economics,* Oxford University Press, 2009.
2. Partha Dasgupta, *Economics, A Very Short Introduction,* Oxford University Press, 2007.
3. Abhijit Banerjee, Roland Benabou and Dilip Mookerjee, *Understanding Poverty*, Oxford University Press, 2006.
4. Kaushik Basu, *The Oxford Companion to Economics in India,* OUP, 2007.
5. Amartya Sen, *Development as Freedom,* OUP, 2000.
6. Daron Acemoglu and James Robinson, *Economic Origins of Dictatorship and Democracy*, Cambridge University Press, 2006.
7. Robert Putnam, *Making Democracy Work: Civic Traditions in Modern Italy*

MINOR in ENGLISH

HU 317 BASIC COMMUNICATION SKILLS

Contact Hours- 04(per week)
Examination Duration- 03
Credits- 04 (L:3+T:1)

Objective*:* To enhance employability skills of the students by honing their linguistic abilities for the multicultural world

Pedagogy: Lectures/Class Room Discussion/Self Study/ Assignments

COURSE CONTENTS

UNIT-I: Concept of Communication:

(a) Process, Features, Barriers, Principles; Types of Communication
(b) Language, Technology and Communication

UNIT-II: Grammar & Usage:

(a) Subject-verb agreement, Tenses, Active & Passive Voice, Transformations
(b) Sentence: Construction, Types, Direct and Indirect Speech, Punctuation, Error Spotting, Idioms, Foreign Phrases

UNIT-III: Oral Communication:

a) Individual and Group Presentation
b) Extempore Speeches
c) Pronunciation Practice

UNIT-IV: Written Communication:

a) Composition- Descriptive, Explanatory, Analytical and Argumentative Writing Paragraphs (Essays, Summary, Abstracts)
b) Drawing Inferences from Graphs, Charts, Diagrams

Suggested Readings:

1. Mohan, Krishna and Meera Bannerji. *Developing Communication Skills*. Delhi: Trinity Publishing House, 2017.
2. Roach, Peter. *English Phonetics and Phonology: A Practical Course*. UK: Cambrdige University Press, 2010.
3. Barker, Alan. *Improve Your Communication Skills*. London: Kogan Page, 2019.
4. Lata, Pushap and Sanjay Kumar. *Communication Skills*. Delhi: Oxford University Press, 2018.
5. *Communication Skills in English*- Indira Gandhi National Open University. Young Printing Press, Delhi. 2008.
6. Sethi, J. and P.V. Dhamija. *A Course in Phonetics and Spoken English*. PHI Learning Private Limited, New Delhi, 2009.

HU 318 **PROFESSIONAL WRITING SKILLS**

Contact Hours-04 (per week)
Examination Duration- 03 Hours
Credits- 04(L:3 +T:1)
Objective: To train students for professional communication to enhance their job readiness skills and professional competence

Pedagogy: Lectures/Class Room Discussion/Self Study/ Assignments/Presentations/Projects

Course Contents

UNIT-I: English for Professional Purposes:

Technical Communication- methods, Strategies and Skills
Communication in Multicultural Context- Social, Cultural, Political and Technical, especially in formal set up

UNIT-II: Communication at the Work Place:

Written Communication- Letters, Orders (sale/purchase), Types of Report,
Technical Proposals, SOP, Memo, Notice, Agenda, Minutes Group Discussion, Interview Note taking/making

UNIT-III: Technology and Communication:

Netiquettes, E-mail Principles, Office Etiquettes, Video conferencing, Webinar

UNIT-IV: Project Writing:

Individual and Group Projects and Allied Assignment; Choosing a topic; Formatting, project feasibility, etc.

Suggested Readings:

1. Raman, Meenakshi and Sangeeta Sharma. Technical Communication: Principles and Practice, Delhi: OUP, 2011.
2. Blicq, Ron S, Lisa A Moretto. Writing to Get Results, John Wiley and Sons, 2001.
3. Mitra, Barun. Effective Technical Communication: A Guide for Scientists and Engineers, Delhi: OUP, 2006.
4. Tyagi, Kavita and Padma Misra. *Basic Technical Communication*. PHI Learning Private Limited, New Delhi, 2011.
5. Marsen, Sky. *Professional Writing*. UK: Macmillan Education, 2013.
6. Smith, Edward and Bernhardt, Stephen. *Writing at Work: Professional Writing Skills for People on the Job*. 1st Edition. New York: McGraw Hill Education, 1997.

HU 325 Creative Writing Skills
Contact Hours- 04 (per week)
Examination Duration- 03
Credits- 04 (L:2+P:2)

Objective: To introduce students to the wide range of possibilities creative writing offers and to engage imaginative and analytical faculties.
Pedagogy: Lectures/Class Room Discussion/Self Study/ Assignments/Creative Projects

Course Contents

Unit I: Conceptual Issues:

Ideology and Society, Psychology and Politics, Character, Plot, Sub-plot, Action, Narrative Techniques, Poetic Idiom, Image and Symbol, Connotation, Denotation, Ambiguities, Tensions, Conflicts etc.

UNIT-II: Modes of Creative Writing:

Genres and Forms; Poetry, Drama, Fiction, Short Story, Lyric, Elegy, Sonnet, Ballad, Prosodic Features, Art and Craft of Writing

UNIT-III: Writing for Media:

Writing for various forms of media, Preparing for Publication
Language of Advertisement, Film and Web Series

UNIT-IV: Activities, Assignments and Projects:

Creative writing of a specified length in any one of the major literary genres such as drama, poetry, fiction, short story, etc.

Suggested Readings:

1. Pal, Swati, Anjana Neira Dev and Anuradha Marwah. *Creative Writing: A Beginners' Manual*. Delhi: Pearson, 2008.
2. Roney, Lisa. Serious daring: *Creative Writing in Four Genres*. London: Oxford University, 2014.
3. Harper, Graeme. *Teaching Creative Writing*. Delhi: Bloomsbury Acad Indi, 2020.
4. Jr. William Strunk and E. White. *Elements of Style*. Delhi: Pearson, 1999.
5. Singleton, John and Mary Luckhurst. *The Creative Writing Handbook: Techniques for New Writers*. London: Palgrave Macmillan, 1996.

HU 326 RHETORIC AND PUBLIC SPEAKING

Contact Hours- 04(per week)
Examination Duration- 03
Credits- 04 (L: 2+T: 2)

Pedagogy: Lectures/Class Room Discussion/Self Study/ Assignments

Objective*:* To enable the students to develop felicity of expression and ease of language at the public platform; to equip them with the knowledge of aesthetic efficacy of language art of persuasive writing and speech

COURSE CONTENTS

UNIT-I: Introduction to Rhetoric:

Understanding Rhetoric as Art and Academic Discipline, The Rhetorical Tradition, Figures of Speech, Rhetoric as Exhortation, Rhetoric as Social, Political, Creative and Cultural Construct, Rhetoric: writing and Speech

UNIT-II: Introduction to Oratory:

Communication Concept and Theory, Types of Speech; Introductory Speech, Informative Speech, Persuasive Speech, Special Occasion Speech, Extempore, Stage fright and Anxiety

UNIT-III: Readings on Rhetoric:

Aristotle: *The Art of Rhetoric*- "Book I",
Plato: *Gorgias*
Pundit Jagganath: *Ras Gangadhar*-"Aanan 2"

UNIT-IV: Activities and Assignments:

Screen and discussion of important political Speeches
Discussion, readings, practice analysis of ads and articles, Selective episodes of literary writings and Film-scripts

Suggested Readings:

1. Aristotle. *The Art of Rhetoric*. London, UK: Penguin, 1991.
2. Plato. *Gorgias*. London, UK: Penguin, 2004.
3. Jaggannath, Punditraj. *Ras Gangadhar*.Varanasi: Chaukhmabha Prakashan, 2010.
4. Sproule, J. Michael. *The Heritage of Rhetorical Theory*. New York: McGraw Hill, 1997.
5. Beeman, Richard (Editor). *American Political Speeches*. London, UK: Penguin Books, 2012.
6. Black, Jonatha Charteris. A*nalysing Political Speeches: Rhetoric, Discourse and Metaphor*. London, UK: Palgrave Macmillan, 2013.
7. Carnegie, Dale. *The Art of Public Speaking*. New Delhi: Vayu Education of India, 2019.
8. Nzekwe, Justin C. *The Art of Oratory: Effective Guide to Communication and Speech Making*. California, US: Createspace Independent Pub, 2016.
9. Beard, Adrian. *The Language of Politics*. London: Routledge, 2000(Rpt. 2007).
10. Yule, George. *Introduction to Language*. Cambridge University Press, 2010.

HU 327 NON VERBAL COMMUNICATION

Contact Hours- 04(per week)
Examination Duration- 03
Credits- 04 (L: 3+T: 1)

Objectives*:*

To critically initiate the students into various dimensions of non-verbal communication, to familiarize them with the connotations of body, space, paintings, rituals and architecture as non-verbal texts and understand analyse their cultural, ideological and social implications

Pedagogy: Lectures/Class Room Discussion/Self Study/ Assignments

COURSE CONTENTS

UNIT-I: Introduction to Non-Verbal Communication:

Non-verbal Communication: Concept and characteristics; Types of Non-verbal Communication, Relevance and Need of Non-verbal Communication, Language and Paralanguage

UNIT-II: Body as a Non-Verbal Text:

Body-Language, Facial Expressions, Gesture, Posture, Gait, Clothing,

UNIT-III: Proxemics, Haptics and Chronemics:

Touch, Hug and Nudge, Public Space, Personal Space, Intimate Space and Territoriality, Time as a non-verbal indicator, Biological, Personal, Physical, cultural Time

UNIT-IV: Space as Non-Verbal Text:

Space and Architecture, History and Narratives (Mohanjodaro, Sophia Hagia, Pyramids, Angkor Vat, Statue of Liberty, Sanchi Stupa, Golden Temple, Taj Mahal, Painting as Non-Verbal Text

Suggested Readings:

1. Andersen, P. A., *Nonverbal Communication: Forms and Functions*. Mountain View, CA: Mayfield, 1999. P. 36.
2. Calero, Henry H. *The Power of Non-Verbal Communication. How You Act is More Important than What You Say*. Aberden, WA: Silver Lake Publishing, 2005.
3. Guerro, Laura K. & Kory Floyd. *Non-Verbal Communication in Close Relationships*. Mahwah, NJ: Lawrence Erlbaum Associates, 2006.
4. Kres, Gunther & Theo van Leeuwen. *Reading Images*. London: Routledge, 2006.
5. Morris, Desmond. *People Watching: Guide to Body Language*. London: Vintage Books, 2002.
6. Wharton, Tim. *Pragmatics and Non-Verbal Communication*. Cambridge University Press, 2009.
7. Jones, S. E. "Communicating with Touch," in *The Nonverbal Communication Reader: Classic and Contemporary Readings*, 2nd ed., eds. Laura K. Guerrero, Joseph A. Devito, and Michael L. Hecht Prospect Heights, IL: Waveland Press, 1999.
8. Hall, E. T. "Proxemics," *Current Anthropology*. 9, no. 2 1968. Pp. 83-95.
9. Heslin, R. and Tari Apler, "Touch: A Bonding Gesture," in *Nonverbal Interaction*, eds. John M. Weimann and Randall Harrison Longon: Sage, 1983. Pp. 47–76.
10. Evans, D. *Emotion: The Science of Sentiment* (New York: Oxford University Press, 2001. P.107.

328 Theatre and Stagecraft
Contact Hours-04 (per week)
Examination Duration- 03
Credits- 04 (2 Theory +2 Practical)

Objective: To introduce students to theatre and stagecraft as a tool of inter-personal, intercultural communication and personality development; to develop understanding and insights into human psychology through performance.

Pedagogy: Lecture, demonstration and performances, Theatre and Personality Development Sessions, workshop/training

Course Contents:

UNIT-I: History of Theatre:

Drama and play, Elements of Drama, Theme, Character and Dialogues, Types of plays, Types of Stages, Dramatic Techniques, Relevant Terminology

UNIT II: Stagecraft:

Ground Plans, Introduction to Stagecraft, Various components of stage, Stage Setting Management, Set Decoration, Scenic Construction, Stage Properties, Furniture, Props, Stage Types, Stage Lighting, Sound Techniques on stage, Costumes, make up in Theatre, Curtains and Rigging, Backstage Management

UNIT III: Drama:

Shakespeare. *The Merchant of Venice*

UNIT IV: Performance: (Of a play/skit/street play to be decided by the faculty member) *

*A play to be decided by the department on the session-to-session basis with prior approval of the Board of Studies

Suggested Readings:

1. Parker, W. Oren. *Scene Design & Stage Lighting*. US: Wadsworth Publishing, 9th Edition, 2008.
2. Gillete, J. Michael. *Theatrical Design & Production*. New York: McGraw Hill Education, 2007.
3. Carver, Rita Kogler. *Stagecraft Fundamentals*. London: Routledge, 2012.
4. Balme, Christopher B. *Cambridge Introduction to Theatre Studies*. New York: Cambridge University Press, 2010.
5. Brandt, George W. *Modern Theories of Drama: A Selection of Writings on Drama and Theatre 1850-1990*. New York: Oxford University Press, 1998
6. Shakespeare, William. *The Merchant of Venice*. Noida: Simon & Schuster, 2010.

HU 425 Soft Skills Development

Contact Hours- 04 (per week)
Examination Duration- 03
Credits- 04 (L:3+T:1)

Objective: To prepare students for the workplace by acquainting them with essential soft skills requirements in professional domain.

Pedagogy: Lectures/Class Room Discussion/Self Study/ Assignments

Course Contents

UNIT-I: Introduction to Soft Skills:

Concept and principles, Skills of Language: Listening, Speaking, Reading and Writing (LSRW), Presentation Skills, Time Management Skills

UNIT-II: Essentials Soft Skills:

Soft Skills: Type of Soft Skills, Self-management Skills, Conflict resolution Skills, Aiming for Excellence: Developing Potential and Self actualization

UNIT-III: Soft Skills and Communication:

Decorum of language, Gestures and Postures, Phone Etiquette, Communication across the hierarchies, Essential Protocols of communication

UNIT- IV: Activities and Assignments:

Practice of soft skills in a professional space, Presentations on the dos and don'ts of soft skills, Peer-group behave our in speech and demonstration

Suggested Readings:

1. Butterfield, Jeff. *Soft Skills for* Everyone. Delhi: Cengage Learning, 2011.

2. Mitra, Barun. *Personality Development and Soft Skills*. Delhi: Oxford University Press, 2012.

3. Rao, MS. *Soft Skills: Enhancing Employability: Connecting Campus with Corporate*. Delhi: I K International Publishing House, 2011.

4. Ramesh, Gopalswami. *The Ace of Soft Skills: Attitude, Communication and Etiquette for Success*. Delhi: Pearson, 2013.

5. Pillai, Sabina and Agna Fernandez. *Soft Skills and Employability Skills*. UK: Cambridge University Press, 2017.

6. Alex, K. *Soft Skills*. Delhi: S Chand & Company, 2014.

HU 426 LANGUAGE AND SOCIAL MEDIA

Contact Hours- 04 (per week)
Examination Duration- 03
Credits- 04 (L:3+T:1)

Objective: The paper aims to introduce students to the usage of language on internet and virtual space of communication. It is meant to familiarize the students with the changes taking place in the use of language.

Pedagogy: Lectures/Class Room Discussion/Self Study/ Assignments

Course Contents

Unit-I: Linguistic Liberty:

Lexis , Syntax, Other Grammatical Liberties

Unit-II: Socio-Linguistic Aspects:

Code Switching, Code Mixing

Unit-III: Non-Linguistic Applications:

Use of Emojis and Emoticons
Alpha-Numeric Characteristics

Unit-IV: Sample Practices and Observations:

Facebook
Twitter
WhatsApp

Suggested Readings:

1. Burridge, Kate. Blooming English. Cambridge: Cambridge University Press, 2004. Print.
2. Cann, A. J., Dimitriou, K & Hooley. T. *Social media: A Guide for Researchers. Research Information Network*. Web,2011.
3. Crystal, David. *Internet Linguistics: A Student Guide*. London: Routledge, 2011.
4. Crystal, David. *Language and the Internet*. Cambridge: Cambridge University Press, 2001. Print.
5. Douglas, Dan. *Understanding Language Testing*. UK: Hodder Education, 2010.
6. Dudeney, Gavin. *The Internet and the Language Classroom*. Cambridge: Cambridge University Press, 2007. Print.
7. Page, R, et al. *Researching Language and social media: A Student Guide*. Routledge. Digital, 2014.

HU 427 LITERARY APPRECIATION
Contact Hours- 04 (per week)
Examination Duration- 03
Credits- 04 (L:3 +T:1)

Objective: The paper aims to instil literary sensibility in students of B.Tech. programme. It introduces the students to different genres of literature with a view to lending sensitivity in them for thecauses of humanity.
Pedagogy: Lectures/Class Room Discussion/Self Study/ Assignments/Performances

Course Contents

Unit-I: FICTION:
Ernest Hemingway: *Old Man and the Sea*

Unit-II: DRAMA:
Harold Pinter: *The Birthday Party*

Unit-III: SHORT STORY:
Anton Chekhov: "The Bet"
R.K Narayan: "The Axe"

Unit-IV: POETRY:
William Shakespeare: "Shall I Compare Thee to a Summer's Day?" (Sonnet: 18)
William Wordsworth: "The Rainbow"
Nissim Ezekiel: "Poet, Lover, Bird Watcher"

Suggested Readings:

1. Hemingway, Ernest. *Old Man and the Sea*. Kolkata: Indian Books View, 2014.
2. Pinter, Harold. *The Birthday Party*. London, U.K: 1991.
3. Chekhov, Anton. *Short Stories*. Noida, India: Maple Press, 2013.
4. Nararayan, R.K. *Malgudi Days*. Chennai, India: Indian Thoughts Publications, 2000.
5. *The Oxford Shakespeare: The Complete Sonnets and Poems*. Oxford University Press, UK, 2010.
6. *The Collected Poems of William Wordsworth*. Wordsworth Edition Ltd, UK, 1994.
7. Ezekiel, Nissim. *Collected Poems: 1952-1988*. New Delhi: OUP, 1989.

HU 428 ADAPTATION AND TRANSLATION

Contact Hours- 04 (per week)
Examination Duration- 03
Credits- 04 (L:2+P:2)

Objective: The paper aims to acquaint the students with the concepts of translation, trans creation and adaptation and orient them towards the cultural understanding this creative genre. It also introduces the students to the problems and challenges of translation, trans creation and adaptation.

Pedagogy: Lectures/Class Room Discussion/Self Study/ Assignments/Project

Course Contents

Unit-I: Conceptual Issues:

Distinction between Translation and Transcreation, Adaptation as a Trans creative Practice, Problems and Challenges of Translation/Transcreation, Cultural Aspects of Translation, Loss and Gains in Translation, Notion of Equivalence, Fidelity to the Original, Word/Sentence/Passage as a Unit of Translation

Unit-II: Forms of Translations:

Literary and Literal Translation
Formal and Informal Translation
Cultural and Semantic Translation
Audio-visual translation

Unit-III: Translation and Adaptation: Case Studies

Harivansh Rai Vachchan: *Othello* (Hindi Translation), Gillian Wright: *Raag Darbari (*English Translation), Vishal Bhardwaj: *Omkara* (Film-adaptation)

Unit-IV: Activities and Assignments:

a) Translation/trans creation
b) Adaptation of a story into a screenplay
c) Painting into text

Suggested Readings:

1. Julie Sanders. *Adaptation and Appropriation*. New York: Routledge, 2006, Print.
2. Catford, I.C. *A linguistic theory of translation.* OUP, 1965.
3. Mukherjee, Sujit. *Translation as Discovery.* Pencraft International, 2004.
4. Lakshmi, H. *Problems of translation.* Book links corporation, 1993
5. Nida, E.A. and C.R. Taber. *The theory and practice of translation.* E.J. Brill, 1974
6. Gargesh, Ravinder and Krishna Kumar Goswami. *Translation and interpreting: reader and workbook.* Orient Longman, 2007
7. Shukla, Shri Lal. *Raag Drabari*. Trans. Gillian Wright. New Delhi: Penguin Books, 2012.
8. Bhardwaj, Vishal (dir.) Omkara. Perf. Ajay Devgn, Kareena Kapoor, Saif Ali Khan. London: Eros International, 2006.Film.
9. Bachchan, Harivansh Rai. *Othello* (Trans.) *Bachchan Rachnawali, Khand 5*. New Delhi, India: Rajkamal Praksshan, 2017.
10. *Othello* in *Bachchan Rachnavali*, (ed. Ajit Kumar), New Delhi, Rajkamal Publications, 1983.

HU 429 ADVANCED SPOKEN SKILLS
Contact Hours- 04 (per week)
Examination Duration- 03
Credits- 04 (T-3+ L 1)

Objective*:* To enhance employability skills of the students by honing their linguistic abilities for the multicultural world
Pedagogy: Lectures/Class Room Discussion/Self Study/ Assignments/Presentations

COURSE CONTENTS

UNIT-I: Oral Communication: I

Presentation: Concept; Characteristics of effective presentation; Principles of presentation; Target audience; Subsidiary Props; Dos and don'ts

UNIT-II: Oral Communication: II

Dialogue: Concept, Nature of Topics, Difference between Dialogue and Debate; Interview: Concept; Merits of a good interview, Essentials for interviewee; essentials for interviewers

UNIT- III: Oral Communication: III

Group Discussion: Concept; Principles; Turn-taking Strategy; Dos and don'ts, Debate: Concept; Characteristics; Nature of Topics, Difference between Debate and Group Discussion

UNIT-IV: Oral Communication: IV

(a) Phonetics of English, Vowels, Consonants, Syllables, Stress, and Transcriptions of words (using IPA Speech sounds)
(b) Language Lab Practice: Project presentations, Mock-Interviews, Interviews etc.

Suggested Readings:

1. Conor, J.D. O'. *Better English Pronunciation.* Cambridge University Press, U.K. 2013.
2. Jones, Daniel. *English Pronouncing Dictionary*. UK: Cambridge University Press, 2016.
3. Mohan, Krishna and Meera Bannerji. *Developing Communication Skills*. Delhi: Trinity Publishing House, 2017.
4. Roach, Peter. *English Phonetics and Phonology: A Practical Course*. UK: Cambridge University Press, 2010.
5. Barker, Alan. *Improve Your Communication Skills*. London: Kogan Page, 2019.
6. Lata, Pushap and Sanjay Kumar. *Communication Skills*. Delhi: Oxford University Press, 2018.
7. Sethi, J. and P.V. Dhamija. *A Course in Phonetics and Spoken English*. PHI Learning Private Limited, New Delhi, 2009.