



Year: 2020
Semester: I

6. Name of the Faculty: Mousumi Ghosh Course Code: EMC41201
7. Course : Communication and collaboration skill-I
8. Program : B.tech
9. Target : 60%

L: 0
T: 0
P: 2
C: 1

LABORATORY COURSE FILE CONTENTS

Check list Course Outcomes Attainment

S. No.	Contents	Available (Y/N/NA)	Date of Submission	Signature of HOD
1.	Authenticated Syllabus Copy	Y		
2.	Individual Time Table	Y		
3.	Students' Name List (Approved Copy)	Y		
4.	Course Plan, PO, PSO, COs, CO-PO Mapping, COA Plan, Session Plan and Periodic Monitoring	Y		
5.	Rubrics for Assessment of Laboratory Experiments	Y		
6.	Lab Manual / Lab Learning Materials a) List of Experiments (Cycle I & Cycle II) b) Detailed Procedure for Experiments & Field Applications c) Viva-Voce Questions d) Smart Lab Experiments if any	Y		
7.	Dissemination of Syllabus and Course Plan to the Students	Y		
8.	Continuous Assessment A. Laboratory Observation B. Laboratory Records C. Evaluation Sheet with Rubrics D. Slow Learners List and Remedial Measures	Y		
9.	Course End Survey (Indirect Assessment) & Consolidation	Y		
10.	End Term Examination A. Question Paper B. Sample Answer Scripts (Best, Average, Poor) if available C. Evaluation Sheet with Rubrics D. Slow Learners List and Remedial Measures.	Y		
11.	Content Beyond the Syllabus (Proof)	Y		
12.	Innovative Teaching Tools Used	Y		



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13.	Consolidated Mark Statement	Y		
14.	CO Attainment (Continuous Assessment + End Term)	Y		
15.	Gap Analysis & Remedial Measures	Y		
16.	CO - PO Attainment	Y		
17.	Class Record (Faculty Logbook)	Y		

Signature of HOD/ Dean

Signature of Faculty

Mousumi ghosh

Date:

Date: 28.05.21



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Syllabus Copy

Course Objectives:

1. To learn how to form and maintain a team.
2. To develop skills in collaboration in a project setting.
3. To develop Brainstorm alternatives effectively.
4. To identify the team's strengths and resources.
5. To manage conflict collaboratively by creating a system for dealing with the most common problems that may create conflict.

Course Outcomes:

On completion of this course, the students will be able to
CO1 Regulate emotions to become highly motivated individuals exercising empathy
CO2 Learn to form teams and communicate effectively and clearly .
CO3 Develop skills like writing, speaking, presentation and exercise time management

Course Content

List of Experiments (Any ten)	
1	The students are introduced to Emotional Intelligence and the need for it.
2	Self evaluation / assessment happens through a peer-peer / group activity.
3	The groups will form a team to make a movie.
4	They will play the roles of director, producer, editor, actors, stuntmen etc.
5	They learn to team up and communicate. A jury will be elected by the students.
6	The jury will select the "AdOSCARS" winners. The winners are required to make the speech accepting the award.
7	3 to 4 groups will be formed who will publish a magazine selecting a specific theme.
8	They will take multiple roles in this game.
9	Every class, the groups will do news broadcast on their chosen theme.
10	Video recording will be done, with follow up discussion on body language, tone etc.



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Reference Books

1. Stephen R Covey, Seven Habits of Highly Effective People, Free Press, 1989
2. Carnegie Dale, How to win Friends and Influence People, New York: Simon & Schuster, 1998
3. Daniel Goleman, Emotional Intelligence, Bantam Book, 2006
4. Innovation and Entrepreneurship (1985) by Peter F. Drucker.

Faculty Individual Time Table

ADAMAS UNIVERSITY, KOLKATA								
SCHOOL OF								
DEPARTMENT OF								
Programme:								
Course Code & Course: Faculty Coordinator:								
Day & Time	10.30 - 11.20	11.20 - 12.10	12.10 - 01.00	01.00 - 01.50	01.30 - 02.30	02.40 - 03.30	03.30 - 04.20	04.20 - 05.10
Monday	-			LUNCH	Comm.&collab skill-I Mousumi Ghosh			
Tuesday	-		-					
Wednesday	-				-			
Thursday	-				_Comm.&collab skill-I Mousumi Ghosh			-
Friday	_Comm.&collab skill-I Mousumi Ghosh	-	-		-			

Signature of HOD

Signature of Class Coordinator

Date:

Date:



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Students Name List

Roll Number	Registration Number	Name of the Student
UG/02/BTCSE/2020/001	AU/2020/0004250	Alok Dutta
UG/02/BTCSE/2020/002	AU/2020/0004275	Sunanda Jana
UG/02/BTCSE/2020/003	AU/2020/0004276	Supratim Tarun Nath
UG/02/BTCSE/2020/004	AU/2020/0004451	Abhipsit Bhattacharjee
UG/02/BTCSE/2020/005	AU/2020/0004452	Tirupati Sanyal
UG/02/BTCSE/2020/007	AU/2020/0004462	Suraj Majumder
UG/02/BTCSE/2020/008	AU/2020/0004464	Arkadeep Chatterjee
UG/02/BTCSE/2020/009	AU/2020/0004466	Ritushna Roy
UG/02/BTCSE/2020/011	AU/2020/0004468	Prima Giri
UG/02/BTCSE/2020/012	AU/2020/0004472	Sougata Dutt
UG/02/BTCSE/2020/018	AU/2020/0004479	Protyush Kr Chatterjee
UG/02/BTCSE/2020/022	AU/2020/0004494	Indranil Das
UG/02/BTCSE/2020/027	AU/2020/0004529	Atanu Pramanick
UG/02/BTCSE/2020/028	AU/2020/0004530	Ayan Kumar Das
UG/02/BTCSE/2020/032	AU/2020/0004540	Md Alnas Hossain
UG/02/BTCSE/2020/033	AU/2020/0004549	Vivek Raj
UG/02/BTCSE/2020/034	AU/2020/0004562	Soyata Saha
UG/02/BTCSE/2020/035	AU/2020/0004565	Nikhil Kumar Jha
UG/02/BTCSE/2020/036	AU/2020/0004569	Nandini Roy
UG/02/BTCSE/2020/041	AU/2020/0004580	Raja Banik
UG/02/BTCSE/2020/042	AU/2020/0004583	Arshad Raja
UG/02/BTCSE/2020/046	AU/2020/0004593	Hritik Kumar Dutta
UG/02/BTCSE/2020/047	AU/2020/0004596	Shiuli Mahata
UG/02/BTCSE/2020/052	AU/2020/0005542	Anirban Roy
UG/02/BTBIOME/2020/002	AU/2020/0004600	Ravi Lal
UG/02/BTBIOME/2020/003	AU/2020/0005498	Soumyadeep Samaddar
UG/02/BTBIOME/2020/004	AU/2020/0005499	Spandan Bhattacharya
UG/02/BTBIOME/2020/008	AU/2020/0005281	Gaurav Gain
UG/02/BTCE/2020/002	AU/2020/0004463	Rohit Kumar Shit
UG/02/BTCE/2020/003	AU/2020/0004536	Arjya Das
UG/02/BTCSEAIML/2020/006	AU/2020/0004557	Soumyadwip Maity
UG/02/BTCSEAIML/2020/009	AU/2020/0004563	Rohit Kumar Roy



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UG/02/BTCSEAIML/2020/01 1	AU/2020/0004572	Subarna Bhowmik
UG/02/BTCSEAIML/2020/01 3	AU/2020/0004578	Md Sohail Irfan
UG/02/BTCSEAIML/2020/01 5	AU/2020/0004588	Chandrachur Majhi
UG/02/BTCSECSF/2020/006	AU/2020/0004587	Sabyasachi Paul
UG/02/BTECE/2020/001	AU/2020/0004465	Arya Paul
UG/02/BTECE/2020/002	AU/2020/0004486	Utsab Bose
UG/02/BTECE/2020/004	AU/2020/0004566	Rohit Raj Halder
UG/02/BTEE/2020/001	AU/2020/0004481	Saptarshi Bhattacharjee
UG/02/BTEE/2020/002	AU/2020/0004560	Arka Jyoti Das
UG/02/BTME/2020/001	AU/2020/0004471	Suman Hait
UG/02/BTME/2020/002	AU/2020/0004484	Koushik Ghosh
UG/02/BTME/2020/004	AU/2020/0004495	Rakesh Kumar Mozumder
UG/02/BTME/2020/005	AU/2020/0004555	Reetam Mondal

Signature of HOD/Dean

Signature of Class Coordinator

Date:

Date:



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COURSE PLAN

Target	60% (marks)
Level-1	50% (population)
Level-2	60% (population)
Level-3	70% (population)

1. Method of Evaluation

UG	PG
Continuous Assessment (50%)	Continuous Assessment (50%)
End Semester Examination (50%)	End Semester Examination (50%)

*Keep as per Program (UG/PG)

2. Passing Criteria

Scale	PG	UG
Out of 10 Point Scale	CGPA – “5.00” Min. Individual Course Grade – “C” Passing Minimum – 40	CGPA – “5.00” Min. Individual Course Grade – “C” Passing Minimum – 35

*Keep as per Program (UG/PG)

3. Pedagogy

- Direct Instruction
- Kinesthetic Learning
- Flipped Classroom
- Differentiated Instruction
- Expeditionary Learning
- Inquiry Based Learning
- Game Based Learning
- Personalized Learning

4. Topics introduced for the first time in the program through this course

- (New Experiments Introduced & Content Beyond Syllabus)

5. References:

Text Books	Web resources	Journals	Reference books
1. Soft Skills Training: A			1. Stephen R Covey, Seven Habits of



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Workbook to Develop Skills for Employment – by Frederick H. ... 2. Everyone Communicates, Few People Connect: What the Most Effective People do Differently – by John C. ... 3. How to Talk to Anyone: 92 Little Tricks to Have Big Success in Relationships – by Leil Lowndes.			Highly Effective People, Free Press, 1989 2. Carnegie Dale, How to win Friends and Influence People, New York: Simon & Schuster, 1998 3. Daniel Goleman, Emotional Intelligence, Bantam Book, 2006 4. Innovation and Entrepreneurship (1985) by Peter F. Drucker.
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Signature of HOD/Dean

Signature of Faculty

Mousumi ghosh

Date:

Date: 28.04.21



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GUIDELINES TO STUDY THE SUBJECT

Instructions to Students:

1. Go through the 'Syllabus' in the LMS in order to find out the Reading List.
2. Get your schedule and try to pace your studies as close to the timeline as possible.
3. Get your on-line SmartLab videos section. Make sure you use them during this course.
4. check your LMS regularly
5. go through study material
6. check mails and announcements on blackboard
7. keep updated with the posts, assignments and examinations which shall be conducted on the blackboard
8. Be regular, so that you do not suffer in any way
9. **Cell Phones and other Electronic Communication Devices:** Cell phones and other electronic communication devices (such as Blackberries/Laptops) are not permitted in classes during Tests or the Mid/Final Examination. Such devices MUST be turned off in the class room.
10. **E-Mail and online learning tool:** Each student in the class should have an e-mail id and a pass word to access the LMS system regularly. Regularly, important information – Date of conducting class tests, guest lectures, via online learning tool. The best way to arrange meetings with us or ask specific questions is by email and prior appointment. All the assignments preferably should be uploaded on online learning tool. Various research papers/reference material will be mailed/uploaded on online learning platform time to time.
11. **Attendance:** Students are required to have minimum attendance of 75% in each subject. Students with less than said percentage shall NOT be allowed to appear in the end semester examination.

This much should be enough to get you organized and on your way to having a great semester! If you need us for anything, send your feedback through e-mail XXX@adamasuniversity.ac.in Please use an appropriate subject line to indicate your message details.

There will no doubt be many more activities in the coming weeks. So, to keep up to date with all the latest developments, please keep visiting this website regularly.



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RELATED OUTCOMES

1. The expected outcomes of the Program are:

P02	Problem analysis
P03	Design/development of solutions
P04	Conduct investigations of complex problems
P05	Modern tool usage
P07	Environment and sustainability
P08	Ethics
P09	Individual and team work
P010	Communication
P011	Project management and finance
P012	Life-long Learning

2. The expected outcomes of the Specific Program are: (up to 3)

PS01	Adequate strong skills in learning new programming environments, analyze and design algorithms for efficient computer-based systems of varying complexity.
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3. The expected outcomes of the Course are: (minimum 4 and maximum 6)

C01	Regulate emotions to become highly motivated individuals exercising empathy.
C02	Learn to form teams and communicate effectively and clearly .
C03	Develop skills like writing, speaking, presentation and exercise time management.



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4. Co-Relationship Matrix

Indicate the relationships by 1- Slight (Low) 2- Moderate (Medium) 3-Substantial (High)

Program Outcome s Course Outcome s	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO1 0	PO1 1	PO1 2	PSO 1	PSO 2	PSO 3
C01		1	3	2	3	1	1	1	3	3	1	2	3		
C02		1	3	2	3	1	1	1	3	3		2	3		
C03		1	3	2	3	1	1	1	3	3	1	2	3		
C04															
C05															
etc.															
Average		1	3	2	3	1	1	1	3	3	1	2	3		



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5. Course Outcomes Assessment Plan (COA):

Course Outcomes	Continuous Assessment* (50 Marks)		End Term Exam (50 Marks)	Total (100 Marks)
	Cycle I	Cycle II		
C01	5	5	10	20
C02	10	10	20	40
C03	20	10	10	40
Total	35	25	30	100

* Internal Assessment – Continuous Assessment



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OVERVIEW OF COURSE PLAN OF COURSE COVERAGE

Course Activities:

S. No.	Description	Planned			Actual			Remarks
		From	To	No. of Session	From	TO	No. of Session	
1.	Cycle I Experiments	07.09.2020	02.10.2020	11	07.09.2020	02.10.2020	11	Completed
2.	Cycle II Experiments	05.10.2020	10.12.2020	12	05.10.2020	10.12.2020	12	Completed

Total No. of Instructional periods available for the course: ____22 Sessions

Signature of HOD/Dean

Signature of Faculty

Mousumi Ghosh

Date:

Date: 29.05.2021



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SESSION PLAN

Session Plan				Actual Delivery			
Exp.	Date	Topics to be Covered	CO Mapped	Exp.	Date	Topics Covered	CO Achieved
1	07.09.2020	Introduction to Emotional Intelligence	CO1	1	07.09.2020	Introduction to Emotional Intelligence	CO1
2	14.09.2020	Self-evaluation assessment through peer group activity.	CO1	2,3	14.09.2020	Self-evaluation assessment through peer group activity.	CO1
3	18.09.2020	Discussion to make a movie	CO2	4	18.09.2020	Discussion to make a movie	CO2
4	21.09.2020	Learn to enact and play different roles, writing the script.	CO2	5	21.09.2020	Learn to enact and play different roles, writing the script.	CO2
5	28.09.2020	Final submission of movies.	-	6	28.09.2020	Final submission of movies.	-
6	02.10.2021	Jury will be selected to give Oscars.	CO3	7	02.10.2021	Jury will be selected to give Oscars.	CO3

Cycle-I

Remarks:

Signature of Faculty

Date:



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SESSION PLAN
Cycle-II

Session Plan				Actual Delivery			
Exp.	Date	Topics to be Covered	CO Mapped	Exp.	Date	Topics Covered	CO Achieved
1	06.10.2020	3 to 4 groups will be formed who will publish a magazine selecting a specific theme.	CO1	8	06.10.2020	3 to 4 groups will be formed who will publish a magazine selecting a specific theme.	CO1
2	11.10.2020-16.10.2020	They will take multiple roles in this game.	CO1	9	11.10.2020-16.10.2020	They will take multiple roles in this game.	CO1
3	27.10.2020	Every class, the groups will do news broadcast on their chosen theme.	CO3	10	27.10.2020	Every class, the groups will do news broadcast on their chosen theme.	CO3
4	2.10.2021	Video recording will be done, with follow up discussion on body language, tone etc.	CO2	11	2.10.2021	Video recording will be done, with follow up discussion on body language, tone etc.	CO2

Remarks:

Signature of Faculty

Date:



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PERIODIC MONITORING

Attainment of the Course (Learning) Outcomes:

Components	Attainment level	Action Plan	Remarks
Cycle I Continuous Assessment	CO1: 80%	Submission of movie writing	Task has been completed
	CO2: 75%	CO2: Assignment2	Assignment completed.
	CO3: 80%	CO3: Assignment3	Assignment discussed and completed.
	CO4:		-
	CO5:	-	-
Cycle II Continuous Assessment	CO1: 80%	Planning and Coordination	Task has been completed
	CO2: 80%	Understanding team mates.	Assignment completed.
	CO3: 80%	CO3: Assignment 4	Assignment discussed and completed.
	CO4:		
	CO5:		
End Semester	CO1: 70%	CO1:	
	CO2:70%	CO2:	
	CO3:80%	CO3:	
	CO4:		
	CO5:		

Signature of HOD/ Dean

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Roll Number	Registration Number	Name of the Student	Continuous Assessment*							
			Cycle I (25)					Cycle II (25)		
			E x 1	E x 2	E x 3	E x 4	E x 5	E x 6	E x 7	etc .
UG/02/BTCSE/2020/001	AU/2020/0004250	Alok Dutta	5	5	5	10	10	6	0	
UG/02/BTCSE/2020/002	AU/2020/0004275	Sunanda Jana	0	10	5	5	9	5	7	
UG/02/BTCSE/2020/003	AU/2020/0004276	Supratim Tarun Nath	5	5	10	5	3	5	5	
UG/02/BTCSE/2020/004	AU/2020/0004451	Abhipsit Bhattacharjee	0	0	0	0	0	0	0	
UG/02/BTCSE/2020/005	AU/2020/0004452	Tirupati Sanyal	0	0	0	0	0	0	0	
UG/02/BTCSE/2020/007	AU/2020/0004462	Suraj Majumder	10	10	5	5	5	5	0	
UG/02/BTCSE/2020/008	AU/2020/0004464	Arkadeep Chatterjee	6	5	5	10	5	5	9	
UG/02/BTCSE/2020/009	AU/2020/0004466	Ritushna Roy	0	10	5	5	9	5	7	
UG/02/BTCSE/2020/010	AU/2020/0004467	Nirvik Sarkar	0	0	0	0	0	0	0	
UG/02/BTCSE/2020/011	AU/2020/0004468	Prima Giri	10	10	10	5	5	10	3	
UG/02/BTCSE/2020/012	AU/2020/0004472	Sougata Dutt	5	5	5	10	10	2	2	
UG/02/BTCSE/2020/018	AU/2020/0004479	Protyush Kr Chatterjee	6	5	10	5	5	5	5	
UG/02/BTCSE/2020/022	AU/2020/0004494	Indranil Das	10	10	10	5	3	3	7	
UG/02/BTCSE/2020/027	AU/2020/0004529	Atanu Pramanick	5	5	5	5	5	6	10	
UG/02/BTCSE/2020/028	AU/2020/0004530	Ayan Kumar Das	3	4	5	5	5	5	3	
UG/02/BTCSE/2020/032	AU/2020/0004540	Md Alnas Hossain	5	5	5	5	5	7	10	
UG/02/BTCSE/2020/033	AU/2020/0004549	Vivek Raj	5	5	5	5	5	5	5	
UG/02/BTCSE/2020/034	AU/2020/0004562	Soyata Saha	10	10	5	5	5	5	4	



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UG/02/BTCSE/2020/035	AU/2020/0004565	Nikhil Kumar Jha	4	4	5	5	5	5	10		39
UG/02/BTCSE/2020/036	AU/2020/0004569	Nandini Roy	5	5	5	5	10	10	5		45
UG/02/BTCSE/2020/041	AU/2020/0004580	Raja Banik	5	5	5	4	4	4	4		31
UG/02/BTCSE/2020/042	AU/2020/0004583	Arshad Raja	5	3	4	4	4	5	5		30
UG/02/BTCSE/2020/046	AU/2020/0004593	Hritik Kumar Dutta	5	5	5	5	4	4	7		35
UG/02/BTCSE/2020/047	AU/2020/0004596	Shiuli Mahata	5	5	10	5	5	5	5		40
UG/02/BTCSE/2020/052	AU/2020/0005542	Anirban Roy	8	10	5	4	4	5	5		41
UG/02/BTBIOME/2020/002	AU/2020/0004600	Ravi Lal	3	3	4	4	10	5	5		34
UG/02/BTBIOME/2020/003	AU/2020/0005498	Soumyadeep Samaddar	5	5	5	5	5	5	10		41
UG/02/BTBIOME/2020/004	AU/2020/0005499	Spandan Bhattachaarya	10	10	5	5	5	5	3		43
UG/02/BTBIOME/2020/008	AU/2020/0005281	Gaurav Gain	5	5	5	10	5	10	4		44
UG/02/BTCE/2020/002	AU/2020/0004463	Rohit Kumar Shit	5	5	5	5	10	10	5		45
UG/02/BTCE/2020/003	AU/2020/0004536	Arjya Das	5	5	10	5	5	5	5		40
UG/02/BTCSECSF/2020/006	AU/2020/0004587	Sabyasachi Paul	5	5	5	5	5	6	10		41
UG/02/BTECE/2020/001	AU/2020/0004465	Arya Paul	4	4	5	5	5	5	10		39
UG/02/BTECE/2020/002	AU/2020/0004486	Utsab Bose	10	10	5	5	5	5	3		43
UG/02/BTECE/2020/004	AU/2020/0004566	Rohit Raj Halder	5	5	5	3	4	5	5		32
UG/02/BTEE/2020/001	AU/2020/0004481	Saptarshi Bhattacharjee	8	10	5	4	4	5	5		41
UG/02/BTEE/2020/002	AU/2020/0004560	Arka Jyoti Das	5	5	5	5	10	10	5		45
UG/02/BTME/2020/001	AU/2020/0004471	Suman Hait	5	5	10	5	5	5	5		40
UG/02/BTME/2020/002	AU/2020/0004484	Koushik Ghosh	5	3	3	5	5	3	6		30



Year: 2020
Semester: I

6. Name of the Faculty: Mousumi Ghosh

Course Code: EMC41201

7. Course : Communication and collaboration skill-I

L: 0

8. Program : B.tech

T: 0

9. Target : 60%

P: 2

C: 1

UG/02/BTME/2020/004	AU/2020/000449 5	Rakesh Kumar Mozumder									0
UG/02/BTME/2020/005	AU/2020/000455 5	Reetam Mondal	5	3	5	5	1 0	1 0	5		43

Continuous Evaluation Sheet

*Depends on Number of Experiments Divide the Total Marks and Prepare Rubrics for Evaluating Experiments

Signature of HOD/Dean

Signature of Faculty

Date:

Date:



Year: 2020
Semester: I

6. Name of the Faculty: Mousumi Ghosh

Course Code: EMC41201

7. Course : Communication and collaboration skill-I

L: 0

8. Program : B.tech

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C: 1

Planning for Remedial Classes

Sl. No.	Name of Student	Roll No.	Re g. No.	Mid Sem Marks	Remedial Classes Held							Retest on the basis of Remedial Classes	End Sem Marks	Improvement (Y/N)
					Date									
					Venue									
					Time									
1.														
2.														

Signature of HOD/ Dean

Signature of Faculty

Date:

Date:



Year: 2020
Semester: I

6. Name of the Faculty: Mousumi Ghosh

Course Code: EMC41201

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L: 0

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P: 2

C: 1

COURSE END SURVEY

INDIRECT ASSESSMENT

Sample format for Indirect Assessment of Course outcomes:

NAME:
ROLL NO.:
REG. NO.:
COURSE:
PROGRAM:

Please rate the following aspects of course outcomes of

Use the scale 1-5 (Poor – Excellent) *

Course Outcomes	Statement	1	2	3	4	5
CO1	Regulate emotions to become highly motivated individuals exercising empathy					5
CO2	Learn to form teams and communicate effectively and clearly					5
CO3	Develop skills like writing, speaking, presentation and exercise time management				4	



Year: 2020
Semester: I

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8. Program : B.tech
9. Target : 60%

Course Code: EMC41201
L: 0
T: 0
P: 2
C: 1

INDIRECT ASSESSMENT CONSOLIDATION

ADAMAS UNIVERSITY, KOLKATA SCHOOL OF DEPARTMENT OF CO Indirect Assessment		
Programme: B.tech Academic Year:2020-21 Batch: 2020-22		
Course Code & Name: Communication and collaboration skill-I EMC41201		
Course Outcome	Students Feed Back (5)	Attainment (100)
C01	5	100
C02	5	100
C03	5	100
C04		
C05		
etc.		
Signature of HOD/Dean Date:		Signature of Faculty Date:



Year: 2020
Semester: I

6. Name of the Faculty: Mousumi Ghosh

Course Code: EMC41201

7. Course : Communication and collaboration skill-I

L: 0

8. Program : B.tech

T: 0

9. Target : 60%

P: 2

C: 1

Evaluation Sheet (End Semester)

Roll Number	Registration Number	Name of the Student	Marks (50)
UG/02/BTCSE/2020/001	AU/2020/0004250	Alok Dutta	41
UG/02/BTCSE/2020/002	AU/2020/0004275	Sunanda Jana	42
UG/02/BTCSE/2020/003	AU/2020/0004276	Supratim Tarun Nath	38
UG/02/BTCSE/2020/004	AU/2020/0004451	Abhipsit Bhattacharjee	0
UG/02/BTCSE/2020/005	AU/2020/0004452	Tirupati Sanyal	0
UG/02/BTCSE/2020/007	AU/2020/0004462	Suraj Majumder	40
UG/02/BTCSE/2020/008	AU/2020/0004464	Arkadeep Chatterjee	45
UG/02/BTCSE/2020/009	AU/2020/0004466	Ritushna Roy	42
UG/02/BTCSE/2020/010	AU/2020/0004467	Nirvik Sarkar	0
UG/02/BTCSE/2020/011	AU/2020/0004468	Prima Giri	43
UG/02/BTCSE/2020/012	AU/2020/0004472	Sougata Dutt	38
UG/02/BTCSE/2020/018	AU/2020/0004479	Protyush Kr Chatterjee	41
UG/02/BTCSE/2020/022	AU/2020/0004494	Indranil Das	48
UG/02/BTCSE/2020/027	AU/2020/0004529	Atanu Pramanick	41
UG/02/BTCSE/2020/028	AU/2020/0004530	Ayan Kumar Das	30
UG/02/BTCSE/2020/032	AU/2020/0004540	Md Alnas Hossain	43
UG/02/BTCSE/2020/033	AU/2020/0004549	Vivek Raj	35
UG/02/BTCSE/2020/034	AU/2020/0004562	Soyata Saha	44
UG/02/BTCSE/2020/035	AU/2020/0004565	Nikhil Kumar Jha	39
UG/02/BTCSE/2020/036	AU/2020/0004569	Nandini Roy	45
UG/02/BTCSE/2020/041	AU/2020/0004580	Raja Banik	31
UG/02/BTCSE/2020/042	AU/2020/0004583	Arshad Raja	30
UG/02/BTCSE/2020/046	AU/2020/0004593	Hritik Kumar Dutta	35



Year: 2020
Semester: I

6. Name of the Faculty: Mousumi Ghosh

Course Code: EMC41201

7. Course : Communication and collaboration skill-I

L: 0

8. Program : B.tech

T: 0

9. Target : 60%

P: 2

C: 1

UG/02/BTCSE/2020/047	AU/2020/0004596	Shiuli Mahata	40
UG/02/BTCSE/2020/052	AU/2020/0005542	Anirban Roy	41
UG/02/BTBIOME/2020/002	AU/2020/0004600	Ravi Lal	34
UG/02/BTBIOME/2020/003	AU/2020/0005498	Soumyadeep Samaddar	41
UG/02/BTBIOME/2020/004	AU/2020/0005499	Spandan Bhattacharya	43
UG/02/BTBIOME/2020/008	AU/2020/0005281	Gaurav Gain	44
UG/02/BTCE/2020/002	AU/2020/0004463	Rohit Kumar Shit	45
UG/02/BTCE/2020/003	AU/2020/0004536	Arjya Das	40
UG/02/BTCSECSF/2020/006	AU/2020/0004587	Sabyasachi Paul	41
UG/02/BTECE/2020/001	AU/2020/0004465	Arya Paul	39
UG/02/BTECE/2020/002	AU/2020/0004486	Utsab Bose	43
UG/02/BTECE/2020/004	AU/2020/0004566	Rohit Raj Halder	32
UG/02/BTEE/2020/001	AU/2020/0004481	Saptarshi Bhattacharjee	41
UG/02/BTEE/2020/002	AU/2020/0004560	Arka Jyoti Das	45
UG/02/BTME/2020/001	AU/2020/0004471	Suman Hait	40
UG/02/BTME/2020/002	AU/2020/0004484	Koushik Ghosh	30
UG/02/BTME/2020/004	AU/2020/0004495	Rakesh Kumar Mozumder	0
UG/02/BTME/2020/005	AU/2020/0004555	Reetam Mondal	43

Signature of HOD/Dean

Signature of Faculty

Date:

Date:



Course Code: EMC41201

L: 0

T: 0

P: 2

C: 1

[illegible]



Year: 2020
Semester: I

6. Name of the Faculty: Mousumi Ghosh

Course Code: EMC41201

7. Course : Communication and collaboration skill-I

L: 0

8. Program : B.tech

T: 0

9. Target : 60%

P: 2

C: 1

Signature of HOD/ Dean

Signature of Faculty

Date

Date

Consolidated Mark Statement

Roll Number	Registration Number	Name of the Student	Marks			
			Continuous Assessment (50)		End Semester (50)	Total (100)
			Cycle I (25)	Cycle II (25)		

Signature of Dean/HOD

Signature of Faculty

Date:

Date:



Year: 2020
Semester: I

6. Name of the Faculty:	Mousumi Ghosh	Course Code:	EMC41201
7. Course	: Communication and collaboration skill-I		
		L: 0	
8. Program	: B.tech	T: 0	
9. Target	: 60%	P: 2	
		C: 1	

Answer all the questions of the following

5×1 = 5

Q1. You have given daily broadcasts in front of the class in magazine module. What do you think are the skills that you have developed in this process? (5)

Q2. What was your approach towards negative criticism/feedback? (5)

Q3. What is your contribution in this magazine? Please justify your role in regards to your contribution. (5)

Q4. What is the theme of your magazine? What inspired you to select this theme? (5)

Q5. State the difference between IQ and EQ. (5)

Q6. Your friends gave feedback after each news broadcast. Can you list three wrong kinds of criticisms that one should never put up with? (5)

Q7. Justify your role in the magazine making module with suitable examples. (5)

Q8. What have you learned in the process of magazine making? (5)

Q9. Briefly explain the cycle of communication. (5)

Q10. Why do you think 'Intonation' is important for speaking? Brief your answer with suitable examples. (5)



Year: 2020
Semester: I

- | | | |
|--------------------------------|--|------------------------------|
| 6. Name of the Faculty: | Mousumi Ghosh | Course Code: EMC41201 |
| 7. Course | : Communication and collaboration skill-I | |
| | | L: 0 |
| 8. Program | : B.tech | T: 0 |
| 9. Target | : 60% | P: 2 |
| | | C: 1 |



Year: 2020
Semester: I

6. Name of the Faculty: Mousumi Ghosh Course Code: EMC41201
7. Course : Communication and collaboration skill-I
L: 0
8. Program : B.tech T: 0
9. Target : 60% P: 2
C: 1

CO ATTAINMENT – GAP ANALYSIS & REMEDIAL MEASURES

ADAMAS UNIVERSITY, KOLKATA SCHOOL OF DEPARTMENT OF CO ATTAINMENT - GAP ANALYSIS & REMEDIAL MEASURES							
Batch :	2020-22					Academic Year: 2020-21	
Course Code & Name:			Name of the Coordinator			Year & Semester	
Communication and collaboration skill-I EMC41201						I & I	
CO	Direct Assessment	Indirect Assessment	CO Attainment	Target	CO Attainment Gaps	Action for Bridge the Gap	Target Modification
CO1	CO1	75	100	80	75	-5	85
CO2	CO2	75	100	80	70	-10	85
CO3	CO3	75	100	80	70	-10	85

Signature of HOD/Dean

Signature of Faculty

Date:

Date:



Year: 2020
Semester: I

6. Name of the Faculty: Mousumi Ghosh Course Code: EMC41201
7. Course : Communication and collaboration skill-I
L: 0
8. Program : B.tech T: 0
9. Target : 60% P: 2
C: 1

CO-PO ATTAINMENT

ADAMAS UNIVERSITY, KOLKATA SCHOOL OF DEPARTMENT OF CO-PO ATTAINMENT																	
Programme : B.tech		Year & Sem: I & I		Academic Year: 2020-21		Batch:2020-22											
Course Code	Course Name	CO-PO	PO 1	PO 2	PO 3	PO4	PO5	PO6	PO 7	PO8	PO 9	PO 10	PO 11	PO 12	PS O 1	PSO 2	PS O 3
EMC41201	Communication and collaboration skill-I	Relationship	CO 1 CO 2 CO 3	NA	CO 3	C02	CO3	CO3	NA	NA	NA	NA	NA	CO 1 CO 4			
		Mapping Value	3	NA	1	2	1	1	NA	NA	NA	NA	NA	2			
		Attainment	2.4	NA	0.8	1.8	0.8	0.8	NA	NA	NA	NA	NA	1.8			

Signature of HOD/Dean

Signature of Faculty



Year: 2020
Semester: I

6. Name of the Faculty: Mousumi Ghosh **Course Code: EMC41201**

7. Course : Communication and collaboration skill-I
L: 0

8. Program : B.tech **T: 0**

9. Target : 60% **P: 2**
C: 1

Date:

Date:

PO ATTAINMENT OF THE COURSE



Year: 2020
Semester: I

6. Name of the Faculty: Mousumi Ghosh

Course Code: EMC41201

7. Course : Communication and collaboration skill-I
L: 0

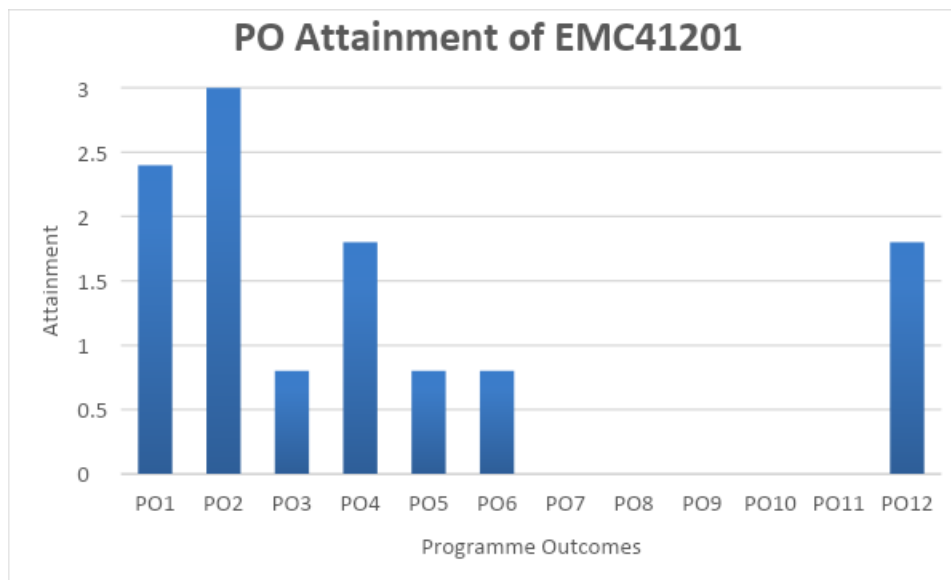
8. Program : B.tech

T: 0

9. Target : 60%

P: 2

C: 1





Year: 2020
Semester: I

6. **Name of the Faculty:** Mousumi Ghosh **Course Code:** EMC41201
7. **Course** : Communication and collaboration skill-I
L: 0
8. **Program** : B.tech **T: 0**
9. **Target** : 60% **P: 2**
C: 1

Signature of HOD/Dean

Date:

Signature of Faculty

Date:



Year: 2020
Semester: I

6. Name of the Faculty:	Mousumi Ghosh	Course Code: EMC41201
7. Course	: Communication and collaboration skill-I	L: 0
8. Program	: B.tech	T: 0
9. Target	: 60%	P: 2
		C: 1

INSTRUCTIONS FOR FACULTY

Instructions for Faculty

- Faculty should keep track of the students with low attendance and counsel them regularly.
- Course coordinator will arrange to communicate the short attendance (as per University policy) cases to the students and their parents monthly.
- Experiment covered in each lab should be recorded in the table of RECORD OF CLASS TEACHING (Suggested Format).
- Internal assessment marks should be communicated to the students twice in a semester.
- The file will be audited by respective Academic Monitoring and Review Committee (AMRC) members for theory as well as for lab as per AMRC schedule.
- The faculty is required to maintain these files for a period of at least three years.
- This register should be handed over to the head of department, whenever the faculty member goes on long leave or leaves the Colleges/University.
- For labs, continuous evaluation format (break-up given in the guidelines for result preparation in the same file) should be followed.
- Department should monitor the actual execution of the components of continuous lab evaluation regularly.
- Instructor should maintain record of experiments conducted by the students in the lab weekly.
- Instructor should promote students for self-study and to make concept diary, due weightage in the internal should be given under faculty assessment for the same.
- Course outcome assessment: To assess the fulfilment of course outcomes two different approaches have been decided. Degree of fulfillment of course outcomes will be assessed in different ways through direct assessment and indirect assessment. In Direct Assessment, it is measured through quizzes, tests, assignment, Mid-term and/or End-term examinations. It is suggested that each examination is designed in such a way that it can address one or two outcomes (depending upon the course completion). Indirect assessment is done through the student survey which needs to be designed by the faculty (sample format is given below) and it shall be conducted towards the end of course completion. The evaluation of the achievement of the Course Outcomes shall be done by analyzing the inputs received through Direct and Indirect Assessments and then corrective actions suggested for further improvement.
- **Submission Targets of Course Contents:**
 - o **S. No. 1 to 7 : Before Starting the Course**
 - o **S. No. 8 & 9 : After Mid Semester Examination**
 - o **S. No. 10 to 13 : Immediately After End Semester Examination**
 - o **S. No. 14 to 17 : After Declaration of Result of the Course**