

SY B.Com./BA/FC Project Preparation and Presentation skills

NKTT College , Thane (W)

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Syllabus as per University guidelines F.C- III

Module 1 Human Rights Provisions, Violations and Redressal

- Scheduled Castes- Constitutional and legal rights, Forms of violations, Redressal mechanisms. Scheduled tribes- Constitutional and legal rights, Forms of violations, Redressal mechanisms
- Women- Constitutional and legal rights, Forms of violations, Redressal mechanisms.
- Children- Constitutional and legal rights, Forms of violations, Redressal mechanisms.
- People with Disabilities, Minorities, and the Elderly population- Constitutional and legal rights, Forms of violations, Redressal mechanisms.

Module 2 Dealing With Environmental Concerns

- Concept of Disaster and general effects of Disasters on human life- physical, psychological, economic and social effects. Some locally relevant case studies of environmental disasters.
- Dealing with Disasters - Factors to be considered in Prevention, Mitigation (Relief and Rehabilitation) and disaster Preparedness.
- Human Rights issues in addressing disasters- issues related to compensation, equitable and fair distribution of relief and humanitarian approach to resettlement and rehabilitation.



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Syllabus as per University guidelines F.C. -III

Module 3 Science and Technology I

- **Development of Science-** the ancient cultures, the Classical era, the Middle Ages, the Renaissance, the Age of Reason and Enlightenment.
- **Nature of science-** its principles and characteristics; Science as empirical, practical, theoretical, validated knowledge.
- **Science and Superstition-** the role of science in exploding myths, blind beliefs and prejudices; Science and scientific temper- scientific temper as a fundamental duty of the Indian citizen.
- **Science in everyday life-** technology, its meaning and role in development; Interrelation and distinction between science and technology.

Module 4 Soft Skills for Effective Interpersonal Communication

➤ **Part A**

Effective Listening - Importance and Features.

Verbal and Non-Verbal Communication; Public-Speaking and Presentation Skills.

Barriers to Effective Communication; Importance of Self-Awareness and Body Language.

➤ **Part B**

Formal and Informal Communication - Purpose and Types.

Writing Formal Applications, Statement of Purpose (SOP) and Resume.

Preparing for Group Discussions, Interviews and Presentations.

➤ **Part C**

Leadership Skills and Self-Improvement - Characteristics of Effective Leadership.

Styles of Leadership and Team-Building.



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Projects / Assignments(for Internal Assessment)

- Projects/Assignments should be drawn for the component on Internal Assessment from the topics in **Module 1 to Module 4**.
- Students should be given a list of possible topics - at least 3 from each Module at the beginning of the semester.
- The Project/Assignment can take the form of Street-Plays / Power-Point Presentations / Poster Exhibitions and similar other modes of presentation appropriate to the topic.
- Students can work in groups of not more than 8 per topic.
- Students must submit a hard / soft copy of the Project / Assignment before appearing for the semester end examination.

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Topics for Project/ Presentation

1. Right to Information Act 2005
2. Report Writing
3. Citizen Charter
4. Violations of Consumers Rights
5. Environmental Principles
6. Sustainable Development
7. Misuse of Technology
8. GPS
9. Information and Communication Technology
10. Time Management
11. Various Technologies in Modern Era
12. Consumer Movement
13. Human Rights Principles of Environment
14. Public Interest Litigation
15. Global Warming and Environmental Effects

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Rules for Project submission

- Individual project
- 20 pages
- Ppt presentation 5 minimum slides
- Viva by zoom
- Topics will be given to all

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Project Instructions

- In word document
- Font size 12 and heading 14
- Spacing 1.5
- Page number is essential
- Header and footer can be added
- Margin 1.5 left side other 3 sides 1
- Font type : Times new Roman
- First Page

Name. Class , Division , Roll no, year, Name of the Topic

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Guidance for project preparation

- Index
- Introduction
- History
- Current information
- Problems / challenges
- Statistical analysis
- Case study
- Finding
- Suggestions and recommendations
- Bibliography and Wibliography

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Presentation guidance

- Each students will get 5 min
- Minimum 5 slides
- Introduction
- Study
- Problems or challenges
- Finding
- Suggestions
- Reference

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Quick guide for effective presentation

- Welcome note
- Say loud
- Be confident
- Smile
- Add case/ Pictures
- With less info speak more
- Don't know , don't ans
- Thank you note

Dr. Anjali



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PRINCIPAL

SHETH T.J. EDUCATION SOCIETY'S
SHETH N.K.T.T. COLLEGE OF COMMERCE &
SHETH J.T.T. COLLEGE OF ARTS, THANE (W)