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JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD
(Established by Andhra Pradesh Act No.30 of 2008)
Kukatpally, Hyderabad – 500 085, Andhra Pradesh (India)

B.TECH. MECHANICAL ENGINEERING

III YEAR II SEMESTER

Code	Subject	L	T/P/D	C
	Automobile Engineering	4	-	4
	Finite Element Methods	4	-	4
	Refrigeration and Air Conditioning	4	-	4
	Design of Machine Members – II	4	-	4
	Heat Transfer	4	-	4
	Open Elective	4	-	4
	Disaster Management			
	Intellectual Property Rights			
	Human Values and Professional Ethics			
	Heat Transfer Lab	-	3	2
	Advanced Communication Skills Lab	-	3	2
	Total	24	6	28

Note: All End Examinations (Theory and Practical) are of three hours duration.

T-Tutorial L – Theory P – Practical/Drawing C – Credits

(A62405) AUTOMOBILE ENGINEERING

UNIT – I

Introduction : Layout of automobile – introduction chassis and body components . types of Automobile engines. – power unit – Introduction to engine lubrication – engine servicing.

Fuel System :S.I. Engine : Fuel supply systems, Mechanical and electrical fuel pump – filters – carburetor – types – air filters – petrol injection. Introduction to MPFI and GDI Systems.

C.I. Engines :Requirements of diesel injection systems, types of injection systems, DI Systems IDI systems. fuel pump, nozzle, spray formation, injection timing, testing of fuel pumps. Introduction CRDI and TDI Systems.

UNIT – II

Cooling System : Cooling Requirements, Air Cooling, Liquid Cooling, Thermo, water and Forced Circulation System – Radiators – Types – Cooling Fan – water pump, thermostat, evaporative cooling – pressure sealed cooling – antifreeze solutions.

Ignition System :Function of an ignition system, battery ignition system, constructional features of storage, battery, auto transformer, contact breaker points, condenser and spark plug – Magneto coil ignition system, electronic ignition system using contact breaker, electronic ignition using contact triggers – spark advance and retard mechanism.

Electrical System : Charging circuit, generator, current – voltage regulator – starting system, bendix drive mechanism solenoid switch, lighting systems, Horn, wiper, fuel gauge – oil pressure gauge, engine temperature indicator etc.

UNIT – III

Transmission System :Clutches, principle, types, cone clutch, single plate clutch, multi plate clutch, magnetic and centrifugal clutches, fluid fly wheel – gear boxes, types, sliding mesh, constant mesh, synchro mesh gear boxes, epicyclic gear box , over drive torque converter. Propeller shaft – Hotch – Kiss drive, Torque tube drive, universal joint, differential rear axles – types – wheels and tyres.

Suspension System :Objects of suspension systems – rigid axle suspension system, torsion bar, shock absorber, Independent suspension system.

UNIT – IV

Braking System :Mechanical brake system, Hydraulic brake system, Master

cylinder, wheel cylinder tandem master cylinder Requirement of brake fluid, Pneumatic and vacuum brakes.

Steering System :Steering geometry – camber, castor, king pin rake, combined angle toein, center point steering. Types of steering mechanism – Ackerman steering mechanism, Davis steering mechanism, steering gears – types, steering linkages.

UNIT – V

Emissions from Automobiles – Pollution standards National and international – Pollution Control – Techniques – Multipoint fuel injection for SI Engines. Common rail diesel injection Energy alternatives – Solar, Photo-voltaic, hydrogen, Biomass, alcohols, LPG,CNG, liquid Fuels and gaseous fuels, Hydrogen as a fuel for IC Engines. - their merits and demerits.

Standard Vehicle maintenance practice.

TEXT BOOKS :

1. Automobile Engineering / William H Crouse/McGraw Hill-2012.
2. A Text Book Automobile Engineering–Manzoor, Nawazish Mehdi & Yusuf Ali, Frontline Publications.

REFERENCES :

1. A Text Book of Automobile Engineering by R K Rajput. Laxmi Publications.
2. Automotive Mechanics / Heitner.
2. Automotive Engineering / Newton Steeds & Garrett.
3. Automotive Engines / Srinivasan.
4. A Text Book of Automobile Engineering By Khalil U Siddiqui New Age International.

III Year B.Tech. ME-II Sem

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(A60330) FINITE ELEMENT METHODS

UNIT – I:

Introduction to Finite Element Method for solving field problems. Stress and Equilibrium. Boundary conditions. Strain – Displacement relations. Stress – strain relations for 2-D and 3-D Elastic problems.

One Dimensional Problems: Finite element modeling coordinates and shape functions. Assembly of Global stiffness matrix and load vector. Finite element equations, Treatment of boundary conditions, Quadratic shape functions.

UNIT – II:

Analysis of Trusses: Stiffness Matrix for Plane Truss Elements, Stress Calculations and problems.

Analysis of Beams: Element stiffness matrix for two noded, two degrees of freedom per node beam element and simple problems.

UNIT – III:

Finite element modeling of two dimensional stress analysis with constant strain triangles and treatment of boundary conditions. Estimation of Load Vector, Stresses.

Finite element modeling of Axi-symmetric solids subjected to Axi-symmetric loading with triangular elements.

Two dimensional four noded Isoparametric elements and problems.

UNIT – IV:

Steady State Heat Transfer Analysis: one dimensional analysis of Slab, fin and two dimensional analysis of thin plate. Analysis of a uniform shaft subjected to torsion.

UNIT – V:

Dynamic Analysis: Formulation of finite element model, element - Mass matrices, evaluation of Eigen values and Eigen vectors for a stepped bar, truss.

Finite element – formulation to 3 D problems in stress analysis, convergence requirements, Mesh generation, techniques such as semi automatic and fully Automatic use of softwares such as ANSYS, NISA, NASTRAN, etc.

TEXT BOOKS:

1. The Finite Element Methods in Engineering / SS Rao / Pergamon.

Finite Element Methods: Basic Concepts and applications/ Alavala/ PHI.

REFERENCE BOOKS :

1. Introduction to Finite Elements in Engineering/Chandrupatla, Ashok and Belegundu/ Prentice – Hall.
2. Finite Element Method /Zincowitz / Mc Graw Hill.
3. Introduction to Finite element analysis/ S.Md.Jalaludeen/Anuradha Publications, print-2012.
4. A First Course in the Finite Element Method/Daryl L Logan/Cengage Learning/5th Edition.
5. Finite Element Method/Krishna Murthy / TMH.
6. Finite Element Analysis /Bathe / PHI.

(A60334) REFRIGERATION AND AIR CONDITIONING

UNIT – I

Introduction to Refrigeration: -Basic concepts - Unit of refrigeration and C.O.P-refrigerators-heat pump- Carnot refrigerator-applications of refrigerator – Vapour compression refrigeration- Ideal cycle –effect of sub cooling of liquid- super heating of vapour-deviations of practical (actual cycle) from ideal cycle- construction and use of P-H chart- problems.

UNIT – II

Components :

Compressors –classification – Working – Advantages and Disadvantages.

Condensers – classification – Working Principles

Evaporators – classification – Working Principles

Expansion devices – Types – Working Principles

UNIT III:

Vapor Absorption refrigeration – Description and working of ammonia – water, Li Br – water system – Calculation of HCOP, Principle and operation of three fluid vapour absorption refrigeration system.

Air refrigeration- Bell Coleman cycle – open and dente air system - ideal and actual refrigeration – applications – steam jet refrigeration system – working principle – basic operation

UNIT – IV:

Introduction to Air Conditioning:

Psychometric Properties & Processes – Sensible and latent heat loads – Characterization – Need for Ventilation, Consideration of Infiltration – Load concepts of RSHF, ASHF, ESHF and ADP.

Concept of human comfort and effective temperature –Comfort Air conditioning – Industrial air conditioning and Requirements – Air conditioning Load Calculations.

UNIT – V:

Air Conditioning systems: Classification of equipment, cooling, heating humidification and dehumidification, filters, grills and registers, deodorants, fans and blowers.

Heat Pump – Heat sources – different heat pump circuits – Applications.

TEXT BOOKS:

1. Refrigeration and Air Conditioning / CP Arora / TMH.
2. A Course in Refrigeration and Air Conditioning / SC Arora & Domkundwar / Dhanpatrai.

REFERENCE BOOKS:

1. Principles of Refrigeration /Dossat / Pearson Education.
2. Basic Refrigeration and Air-Conditioning/ Ananthanarayanan / TMH.
3. Refrigeration and Air Conditioning/ Manohar Prasad/ New Age.
4. Refrigeration and Air Conditioning/Ahmadul Ameen/PHI.

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(A60329) DESIGN OF MACHINE MEMBERS - II

NOTE : Design Data Book Permitted. Design of all components should include design for strength and rigidity apart from engineering performance requirements.

UNIT – I

Bearings : Types of Journal bearings –basic modes of Lubrication – Bearing Modulus – Full and partial bearings – Clearance ratio – Heat dissipation of bearings, bearing materials – journal bearing design. Ball and roller bearings – Static load – dynamic load – equivalent radial load – design and selection of ball & roller bearings.

UNIT – II

Design of IC Engine Parts :

Connecting Rod : Thrust in connecting rod – stress due to whipping action on connecting rod ends – Cranks and Crank shafts, strength and proportions of over hung and center cranks – Crank pins, Crank shafts. Pistons, Forces acting on piston – Construction, Design and proportions of piston.

UNIT – III

Power Transmission Systems and Pulleys: Transmission of power by Belt and Rope ways, Transmission efficiencies, Belts – Flat and V types – Ropes - pulleys for belt and rope drives-materials-chain drives.

UNIT – IV

Gears : Spur gears– Load concentration factor – Dynamic load factor. – analysis of spur gears –check for plastic deformation-check for dynamic and wear consideration.

Helical and bevel gear drives: Helical and bevel gears- Load concentration factor- Dynamic load factor-analysis of helical and bevel gears- check for plastic deformation-check for dynamic and wear consideration

Design of worm gears: Properties of worm gears- selection of materials-strength and wear rating of worm gears- force analysis-friction in worm gears.

UNIT – V

Design of Power Screws: Design of Screw – design of nut – compound screw – differential screw – ball screw-possible failures.

TEXT BOOKS:

1. Machine Design/Pandya & Shah/ Charotar Publishing House Pvt Ltd.

REFERENCE BOOKS:

1. Design of Machine Elements/V.M. Faires.
2. Machine design/ Schaum Series.
3. Mechanical Engineering Design/JE Shigley.
4. Machine Design/S Md. Jalaludine/Anuradha Publishers.
5. Machine Design/UC Jindal/Pearson.
6. Design of Machine Elements (Vol.1)/T. Krishna Rao/IK International Publishing House/2nd Edition.

(A60331) HEAT TRANSFER**UNIT – I**

Introduction, Basic Modes of heat transfer – Fundamental laws of heat transfer – Simple General discussion about applications of heat transfer.

Conduction Heat Transfer: Fourier Heat transfer equation – General heat conduction equation in Cartesian, Cylindrical and Spherical coordinates – simplification and forms of the field equation – steady, unsteady and periodic heat transfer – Initial and boundary conditions.

UNIT – II

One Dimensional Steady State Conduction Heat Transfer: Homogeneous slabs, hollow cylinders and spheres- Composite systems– overall heat transfer coefficient – Electrical analogy – Critical radius of insulation-Variable Thermal conductivity – systems with heat sources or Heat generation-Extended surface and fins.

One Dimensional Transient Conduction Heat Transfer: Systems with negligible internal resistance –Chart solutions of transient conduction systems.

UNIT – III

Convective Heat Transfer: Classification of systems based on causation of flow, condition of flow, configuration of flow and medium of flow – Dimensional analysis as a tool for experimental investigation – Buckingham II Theorem and method, application for developing semi – empirical non-dimensional correlation for convection heat transfer – Significance of non-dimensional numbers – use of empirical correlation for convective heat transfer.

Forced convection: External Flows: Flat plates and Horizontal pipes.

Free Convection: Vertical plates and pipes-concepts about Hydrodynamic and thermal boundary layer along a vertical plate.

UNIT – IV**Heat Transfer With Phase Change:**

Boiling: – Pool boiling– Calculations on Nucleate boiling, Critical Heat flux and Film boiling.

Condensation: Film wise and drop wise condensation –Film Condensation on a vertical and horizontal cylinders using empirical correlations.

Radiation Heat Transfer : Emission characteristics and laws of black-body

radiation – Irradiation – total and monochromatic quantities – laws of Planck, Wien, Kirchoff, Lambert, Stefan and Boltzmann– heat exchange between two black bodies – concepts of shape factor – Emissivity – heat exchange between grey bodies – radiation shields – electrical analogy for radiation networks.

UNIT V

Heat Exchangers: Classification of heat exchangers – overall heat transfer Coefficient and fouling factor – Concepts of LMTD and NTU methods - Problems using LMTD and NTU methods.

TEXT BOOKS :

1. Heat & Mass Transfer-D.S.Kumar/S.K.Kataria & sons.
2. Heat Transfer-P.K.Nag /Mc Graw Hill/Third Edition.

REFERENCE BOOKS:

1. Heat Transfer: A Practical Approach /Yunus Cengel, Boles / TMH.
2. Heat Transfer: A Conceptual Approach/PK Sharma, K. Rana Krishna/ New age International Publishers.
3. Heat Transfer / HOLMAN/TMH.
4. Heat and Mass Transfer/ R. Yadav /CPH.
5. Essential Heat Transfer/ Christopher A Long / Pearson Education.
6. Fundamentals of Engineering, Heat & Mass Transfer/R.C.Sachdeva/ NewAge.

(A60117) DISASTER MANAGEMENT

(Open Elective)

Unit-I

Environmental Hazards & Disasters: Meaning of Environmental hazards, Environmental Disasters and Environmental stress. Concept of Environmental Hazards, Environmental stress & Environmental Disasters. Different approaches & relation with human Ecology - Landscape Approach - Ecosystem Approach - Perception approach - Human ecology & its application in geographical researches.

Unit –II

Types of Environmental hazards & Disasters: Natural hazards and Disasters - Man induced hazards & Disasters - Natural Hazards- Planetary Hazards/ Disasters - Extra Planetary Hazards/ disasters - Planetary Hazards- Endogenous Hazards - Exogenous Hazards –

Unit –III

Endogenous Hazards - Volcanic Eruption – Earthquakes – Landslides - Volcanic Hazards/ Disasters - Causes and distribution of Volcanoes - Hazardous effects of volcanic eruptions - Environmental impacts of volcanic eruptions - Earthquake Hazards/ disasters - Causes of Earthquakes - Distribution of earthquakes - Hazardous effects of - earthquakes - - Earthquake Hazards in India - - Human adjustment, perception & mitigation of earthquake.

Unit –IV

Exogenous hazards/ disasters - Infrequent events- Cumulative atmospheric hazards/ disasters.

Infrequent events: Cyclones – Lightning – Hailstorms.

Cyclones: Tropical cyclones & Local storms - Destruction by tropical cyclones & local storms (causes , distribution human adjustment, perception & mitigation) Cumulative atmospheric hazards/ disasters : - Floods- Droughts- Cold waves- Heat waves Floods:- Causes of floods- Flood hazards India- Flood control measures (Human adjustment, perception & mitigation) Droughts:- Impacts of droughts- Drought hazards in India- Drought control measures- Extra Palnetary Hazards/ Disasters- Man induced Hazards / Disasters- Physical hazards/ Disasters-Soil Erosion.

Soil Erosion:— Mechanics & forms of Soil Erosion- Factors & causes of Soil Erosion- Conservation measures of Soil Erosion.

Chemical hazards/ disasters:— Release of toxic chemicals, nuclear explosion- Sedimentation processes Sedimentation processes:- Global Sedimentation problems- Regional Sedimentation problems- Sedimentation & Environmental problems- Corrective measures of Erosion & Sedimentation Biological hazards/ disasters:- Population Explosion.

Unit –V

Emerging approaches in Disaster Management- Three Stages

1. Pre- disaster stage (preparedness)
2. Emergency Stage
3. Post Disaster stage-Rehabilitation

TEXT BOOKS:

1. Disaster Mitigation: Experiences And Reflections by Pardeep Sahni.
2. Natural Hazards & Disasters by Donald Hyndman & David Hyndman – Cengage Learning.

REFERENCES

1. R.B.Singh (Ed) Environmental Geography, Heritage Publishers New Delhi,1990.
2. Savinder Singh Environmental Geography, Prayag Pustak Bhawan, 1997.
3. Kates,B.I & White, G.F The Environment as Hazards, oxford, New York, 1978.
4. R.B. Singh (Ed) Disaster Management, Rawat Publication, New Delhi, 2000.
5. H.K. Gupta (Ed) Disaster Management, Universiters Press, India, 2003.
6. R.B. Singh, Space Technology for Disaster Mitigation in India (INCED), University of Tokyo, 1994.
7. Dr. Satender , Disaster Management t in Hills, Concept Publishing Co., New Delhi, 2003.
8. A.S. Arya Action Plan For Earthquake,Disaster, Mitigation in V.K. Sharma (Ed) Disaster Management IIPA Publication New Delhi, 1994.
9. R.K. Bhandani An overview on Natural & Man made Disaster & their Reduction,CSIR, New Delhi.
10. M.C. Gupta Manuals on Natural Disaster management in India, National Centre for Disaster Management,IIPA, New Delhi, 2001.

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(A60017) INTELLECTUAL PROPERTY RIGHTS

(Open Elective)

UNIT – I

Introduction to Intellectual property: Introduction, types of intellectual property, international organizations, agencies and treaties, importance of intellectual property rights.

UNIT – II

Trade Marks : Purpose and function of trade marks, acquisition of trade mark rights, protectable matter, selecting and evaluating trade mark, trade mark registration processes.

UNIT – III

Law of copy rights : Fundamental of copy right law, originality of material, rights of reproduction, rights to perform the work publicly, copy right ownership issues, copy right registration, notice of copy right, international copy right law.

Law of patents : Foundation of patent law, patent searching process, ownership rights and transfer.

UNIT – IV

Trade Secrets : Trade secrete law, determination of trade secrete status, liability for misappropriations of trade secrets, protection for submission, trade secrete litigation.

Unfair competition : Misappropriation right of publicity, False advertising.

UNIT – V

New development of intellectual property: new developments in trade mark law ; copy right law, patent law, intellectual property audits.

International overview on intellectual property, international – trade mark law, copy right law, international patent law, international development in trade secrets law.

TEXT BOOKS & REFERENCES:

1. Intellectual property right, Deborah. E. Bouchoux, cengage learning.
2. Intellectual property right – Unleashing the knowledge economy, prabuddha ganguli, Tate Mc Graw Hill Publishing company ltd.,

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(A60018) HUMAN VALUES AND PROFESSIONAL ETHICS

(Open Elective)

Objectives : This introductory course input is intended

- a. To help the students appreciate the essential complementarity between 'VALUES' and 'SKILLS' to ensure sustained happiness and prosperity which are the core aspirations of all human beings.
- b. To facilitate the development of a Holistic perspective among students towards life, profession and happiness, based on a correct understanding of the Human reality and the rest of Existence. Such a holistic perspective forms the basis of Value based living in a natural way.
- c. To highlight plausible implications of such a Holistic understanding in terms of ethical human conduct, trustful and mutually satisfying human behavior and mutually enriching interaction with Nature.

Unit I:

Course Introduction - Need, Basic Guidelines, Content and Process for Value Education: Understanding the need, basic guidelines, content and process for Value Education. Self Exploration-what is it? - its content and process; 'Natural Acceptance' and Experiential Validation- as the mechanism for self exploration. Continuous Happiness and Prosperity- A look at basic Human Aspirations. Right understanding, Relationship and Physical Facilities- the basic requirements for fulfillment of aspirations of every human being with their correct priority. Understanding Happiness and Prosperity correctly- A critical appraisal of the current scenario. Method to fulfill the above human aspirations: understanding and living in harmony at various levels.

Unit II:

Understanding Harmony in the Human Being - Harmony in Myself! : Understanding human being as a co-existence of the sentient 'I' and the material 'Body'. Understanding the needs of Self ('I') and 'Body' - Sukh and Suidha. Understanding the Body as an instrument of 'I' (I being the doer, seer and enjoyer). Understanding the characteristics and activities of 'I' and harmony in 'I'. Understanding the harmony of I with the Body: Sanyam and Swasthya; correct appraisal of Physical needs, meaning of Prosperity in detail. Programs to ensure Sanyam and Swasthya.

Unit III:

Understanding Harmony in the Family and Society- Harmony in Human -

Human Relationship. Understanding harmony in the Family, the basic unit of human interaction. Understanding values in human-human relationship; meaning of Nyaya and program for its fulfillment to ensure Ubhay-tripti; **Trust (Vishwas) and Respect (Samman) as the foundational values of relationship.** Understanding the meaning of Vishwas; Difference between intention and competence. Understanding the meaning of Samman, Difference between respect and differentiation; the other salient values in relationship. Understanding the harmony in the society (society being an extension of family): Samadhan, Samridhi, Abhay, Sah-astitva as comprehensive Human Goals. Visualizing a universal harmonious order in society- Undivided Society (Akhand Samaj), Universal Order (Sarvabhaum Vyawastha)- from family to world family!

Unit IV:

Understanding Harmony in the Nature and Existence - Whole existence as Co-existence : Understanding the harmony in the Nature. Interconnectedness and mutual fulfillment among the four orders of nature- recyclability and self-regulation in nature. Understanding Existence as Co-existence (Sah-astitva) of mutually interacting units in all-pervasive space. Holistic perception of harmony at all levels of existence.

Unit V:

Implications of the above Holistic Understanding of Harmony on Professional Ethics : Natural acceptance of human values. Definitiveness of Ethical Human Conduct. Basis for Humanistic Education, Humanistic Constitution and Humanistic Universal Order. Competence in professional ethics:

- Ability to utilize the professional competence for augmenting universal human order,
- Ability to identify the scope and characteristics of people-friendly and eco-friendly production systems,
- Ability to identify and develop appropriate technologies and management patterns for above production systems.

Case studies of typical holistic technologies, management models and production systems. Strategy for transition from the present state to Universal Human Order:

- At the level of individual: as socially and ecologically responsible engineers, technologists and managers.
- At the level of society: as mutually enriching institutions and organizations .

TEXT BOOK

- R R Gaur, R Sangal, G P Bagaria, 2009, A Foundation Course **JNTUH WEB** Human Values and Professional Ethics.

2. Prof. KV Subba Raju, 2013, Success Secrets for Engineering Students, Smart Student Publications, 3rd Edition.

REFERENCE BOOKS

- Ivan Illich, 1974, Energy & Equity, The Trinity Press, Worcester, and HarperCollins, USA.
- E.F. Schumacher, 1973, Small is Beautiful: a study of economics as if people mattered, Blond & Briggs, Britain.
- A Nagraj, 1998, Jeevan Vidya ek Parichay, Divya Path Sansthan, Amarkantak.
- Sussan George, 1976, How the Other Half Dies, Penguin Press. Reprinted 1986, 1991.
- PL Dhar, RR Gaur, 1990, Science and Humanism, Commonwealth Publishers.
- A.N. Tripathy, 2003, Human Values, New Age International Publishers.
- Subhas Palekar, 2000, How to practice Natural Farming, Pracheen (Vaidik) Krishi Tantra Shodh, Amravati.
- Donella H. Meadows, Dennis L. Meadows, Jorgen Randers, William W. Behrens III, 1972, Limits to Growth – Club of Rome's report, Universe Books.
- E G Seebauer & Robert L. Berry, 2000, Fundamentals of Ethics for Scientists & Engineers, Oxford University Press.
- M Govindrajran, S Natrajan & V.S. Senthil Kumar, Engineering Ethics (including Human Values), Eastern Economy Edition, Prentice Hall of India Ltd.

Relevant CDs, Movies, Documentaries & Other Literature:

- Value Education website, <http://www.uptu.ac.in>
- Story of Stuff, <http://www.storyofstuff.com>
- AI Gore, An Inconvenient Truth, Paramount Classics, USA
- Charlie Chaplin, Modern Times, United Artists, USA
- IIT Delhi, Modern Technology – the Untold Story

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(A60387) HEAT TRANSFER LAB**(Consider Performance in Any 12)**

1. Composite Slab Apparatus – Overall heat transfer co-efficient.
2. Heat transfer through lagged pipe.
3. Heat Transfer through a Concentric Sphere
4. Thermal Conductivity of given metal rod.
5. Heat transfer in pin-fin
6. Experiment on Transient Heat Conduction
7. Heat transfer in forced convection apparatus.
8. Heat transfer in natural convection
9. Parallel and counter flow heat exchanger.
10. Emissivity apparatus.
11. Stefan Boltzman Apparatus.
12. Critical Heat flux apparatus.
13. Study of heat pipe and its demonstration.
14. Film and Drop wise condensation apparatus

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(A60086) ADVANCED COMMUNICATION SKILLS (ACS) LAB**Introduction**

The introduction of the Advanced Communication Skills Lab is considered essential at 3rd year level. At this stage, the students need to prepare themselves for their careers which may require them to listen to, read, speak and write in English both for their professional and interpersonal communication in the globalised context.

The proposed course should be a laboratory course to enable students to use 'good' English and perform the following:

- Gathering ideas and information to organise ideas relevantly and coherently.
- Engaging in debates.
- Participating in group discussions.
- Facing interviews.
- Writing project/research reports/technical reports.
- Making oral presentations.
- Writing formal letters.
- Transferring information from non-verbal to verbal texts and vice-versa.
- Taking part in social and professional communication.

Objectives:

This Lab focuses on using multi-media instruction for language development to meet the following targets:

- To improve the students' fluency in English, through a well-developed vocabulary and enable them to listen to English spoken at normal conversational speed by educated English speakers and respond appropriately in different socio-cultural and professional contexts.
- Further, they would be required to communicate their ideas relevantly and coherently in writing.
- To prepare all the students for their placements.

Syllabus:

The following course content to conduct the activities is prescribed for the Advanced Communication Skills (ACS) Lab:

- 1. Activities on Fundamentals of Inter-personal Communication and Building Vocabulary** - Starting a conversation – responding appropriately and relevantly – using the right body language – Role Play in different situations & Discourse Skills- using visuals - Synonyms and antonyms, word roots, one-word substitutes, prefixes and suffixes, study of word origin, business vocabulary, analogy, idioms and phrases, collocations & usage of vocabulary.
- 2. Activities on Reading Comprehension** –General Vs Local comprehension, reading for facts, guessing meanings from context, scanning, skimming, inferring meaning, critical reading & effective googling.
- 3. Activities on Writing Skills** – Structure and presentation of different types of writing – *letter writing/Resume writing/ e-correspondence/ Technical report writing/ Portfolio writing* – planning for writing – improving one's writing.
- 4. Activities on Presentation Skills** – Oral presentations (individual and group) through JAM sessions/seminars/**PPTs** and written presentations through posters/projects/reports/ e-mails/assignments etc.
- 5. Activities on Group Discussion and Interview Skills** – Dynamics of group discussion, intervention, summarizing, modulation of voice, body language, relevance, fluency and organization of ideas and rubrics for evaluation- Concept and process, pre-interview planning, opening strategies, answering strategies, interview through tele-conference & video-conference and Mock Interviews.

Minimum Requirement:

The Advanced Communication Skills (ACS) Laboratory shall have the following infra-structural facilities to accommodate at least 35 students in the lab:

- **Spacious room with appropriate acoustics.**
- **Round Tables with movable chairs**
- **Audio-visual aids**
- **LCD Projector**
- **Public Address system**
- **P – IV Processor, Hard Disk – 80 GB, RAM–512 MB Minimum, Speed – 2.8 GHZ**
- **T. V, a digital stereo & Camcorder**
- **Headphones of High quality**

Prescribed Lab Manual: A book titled **A Course Book of Advanced**

Communication Skills (ACS) Lab published by Universities Press, Hyderabad.

Suggested Software:

The software consisting of the prescribed topics elaborated above should be procured and used.

- **Oxford Advanced Learner's Compass**, 7th Edition
- **DELTA's key to the Next Generation TOEFL Test: Advanced Skill Practice.**
- **Lingua TOEFL CBT Insider**, by Dreamtech
- **TOEFL & GRE (KAPLAN, AARCO & BARRONS, USA, Cracking GRE by CLIFFS)**
- **The following software from 'train2success.com'**
 - **Preparing for being Interviewed**
 - **Positive Thinking**
 - **Interviewing Skills**
 - **Telephone Skills**
 - **Time Management**

Books Recommended:

1. Technical Communication by Meenakshi Raman & Sangeeta Sharma, Oxford University Press 2009.
2. Advanced Communication Skills Laboratory Manual by Sudha Rani, D, Pearson Education 2011.
3. Technical Communication by Paul V. Anderson. 2007. Cengage Learning pvt. Ltd. New Delhi.
4. Business and Professional Communication: Keys for Workplace Excellence. Kelly M. Quintanilla & Shawn T. Wahl. Sage South Asia Edition. Sage Publications. 2011.
5. The Basics of Communication: A Relational Perspective. Steve Duck & David T. McMahan. Sage South Asia Edition. Sage Publications. 2012.
6. English Vocabulary in Use series, Cambridge University Press 2008.
7. Management Shapers Series by Universities Press(India)Pvt Ltd., Himayatnagar, Hyderabad 2008.
8. Handbook for Technical Communication by David A. McMurrey & Joanne Buckley. 2012. Cengage Learning.
9. Communication Skills by Leena Sen, PHI Learning Pvt Ltd., New Delhi, 2009.

10. Handbook for Technical Writing by David A McMurrey & Joanne Buckely CENGAGE Learning 2008.
11. Job Hunting by Colm Downes, Cambridge University Press 2008.
12. Master Public Speaking by Anne Nicholls, JAICO Publishing House, 2006.
13. English for Technical Communication for Engineering Students, Aysha Vishwamohan, Tata Mc Graw-Hil 2009.
14. Books on TOEFL/GRE/GMAT/CAT/ IELTS by Barron's/DELTA/ Cambridge University Press.
15. International English for Call Centres by Barry Tomalin and Suhashini Thomas, Macmillan Publishers, 2009.

DISTRIBUTION AND WEIGHTAGE OF MARKS:

Advanced Communication Skills Lab Practicals:

1. The practical examinations for the ACS Laboratory practice shall be conducted as per the University norms prescribed for the core engineering practical sessions.
2. For the English Language lab sessions, there shall be continuous evaluation during the year for 25 sessional marks and 50 End Examination marks. Of the 25 marks, 15 marks shall be awarded for day-to-day work and 10 marks to be awarded by conducting Internal Lab Test(s). The End Examination shall be conducted by the teacher concerned, by inviting the External Examiner from outside. In case of the non-availability of the External Examiner, other teacher of the same department can act as the External Examiner.

Mini Project: As a part of Internal Evaluation

1. **Seminar/ Professional Presentation**
2. **A Report on the same has to be prepared and presented.**
- * ***Teachers may use their discretion to choose topics relevant and suitable to the needs of students.***
- * ***Not more than two students to work on each mini project.***
- * ***Students may be assessed by their performance both in oral presentation and written report.***

Outcomes

- Accomplishment of sound vocabulary and its proper use contextually.
- Flair in Writing and felicity in written expression.
- Enhanced job prospects.
- Effective Speaking Abilities