

ಡಾ. ಮನಮೋಹನ ಸಿಂಗ್
ಬೆಂಗಳೂರು ನಗರ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ



Dr. MANMOHAN SINGH
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No.BCU/Syn/BoS/SEP/Comp.Prac-Skill-I/493/2025-26

Date:07.03.2026

CIRCULAR

Sub: Opting of Compulsory Practical/Skill-I paper in the 4th Semester of Under Graduate Courses-reg

- Ref: 1. Government Order No. ED 166 UNE 2023 dated.08.05.2024
2. This Office Circular No.BCU/Syn/BoS/SEP/375/2024-25 dated.29.01.2025
3. Approval of the Vice-Chancellor dated:09.09.2024

In continuation of this office's Circular under ref [2] and as per the instruction contained in the Govt. Order referred at [1] above, it is hereby clarified that the students admitted to 4th Semester of B.A., B.Sc., Courses are required to opt one Compulsory Practical/Skill-I paper connected to any of the three major subjects.

The Principals of all the affiliated/autonomous/constituent colleges are hereby informed to note the above provisions and make sure that the students admitted to 4th Semester B.A., B.Sc., Courses choose one of the three Practical/Skill-I paper proposed under the major discipline subjects.

The Copies of the Syllabus of Compulsory Practical Skill-I in respect of different subjects are uploaded in the University Website: www.bcu.ac.in for information of the concerned.

REGISTRAR

To:

1. The Principals of the concerned affiliated colleges of BCU-through email
2. The Registrar (Evaluation), Bengaluru City University, Bengaluru

Copy to:

1. All Chairpersons of University P.G. dept.
2. The P.S to Vice-Chancellor / Registrar/Registrar (Evaluation), BCU
3. Office Copy / Guard file / University Website: www.bcu.ac.in

Annexure-1

SYLLABUS: Semester IV: Women's Studies – CP/CS1- Compulsory Practical / Knowledge / Skills practical's

Semester IV CP/CS-1 Research Proposal

Course detail

Program Name	Women's Studies	Semester	IV
Course title	Compulsory skills Research proposal		
Course code	CP/CS1	Number of credits	02
Hours of teaching	48 hrs /4 hrs / per week	Duration of SEA	3hrs
Formative [internal] assessment marks	10	Summative [external] Assessment marks	40

Course requirements

Students enrolling for this course should have been admitted into 4th semester BA having completed 3 semester courses in Women's Studies as a major.

Submission of final research proposal should be in about 20 pages.

Course objectives:

1. The main purpose of this paper is to enhance the student's skill in feminist perspectives writing and analysing
2. To train the students in Feminist Research
3. To train the students in incorporating appropriate research tools, techniques and methods.
4. To expose the students to Writing a research Proposal.

Course outcome:

1. Students learn to incorporate and apply the multi-disciplinary approach.
2. Students get well versed in implying the appropriate tools
3. Creating an opportunity for students to adopt new techniques, tools and methodology
4. Theoretical and practical approach skills are enhanced in the students

Course content:

1. The students have to write a detailed research proposal of their chosen topic as per the guidelines provided by the chosen supervisor
2. The students have to have in time discussions, clarifications, corrections to their proposal from the supervisor
3. After submission of the research proposal the students can further work on dissertation in the 5th semester.

Learning Pedagogy

The classes will have interactive sessions with experiential analysis teaching incorporating cases, stories, PPTs, Documentaries, clippings.

Formative [Internal] Assessment guidelines

Assessment type criteria	Marks
Punctuality and interest	05
In time submission	05
Total	10

Summative [external] guidelines.

Assessment type criteria	Marks
Report evaluation	20
Viva voce	20
Total	40

References

1. Caroline Ramazanoglu and Holland. (2003). "Feminist Methodology, Challenges, and choices." Sage publications, New Delhi
2. Davis, Martin Brett. (2007). "Doing a Successful Research Project: Using Qualitative or Quantitative Methods." Palgrave, Hampshire.
3. Eichler M. (1991). "Non-Sexist Research Methods: A Practical Guideline." Routledge Chapman & Hall.
4. Goode, William J. & Hatt, Paul K. "Methods in Social Research." McGraw Hill Book Company, USA, Latest edition.
5. Helen Roberts (ed). (1984). "Doing Feminist Research." Rutledge and Kegan Paul, London.
6. Kothari, C.R. (1995). "Research Methodology: Methods and Techniques." Willey Fasten LTD, New Delhi.
7. 'Krishanaraj, Maithreyi (ed). (1985). "Evolving New Methodologies in Research on Women's Studies." SNDT Women's University, Bombay.
8. Sandra Harding. (1987). "Feminism and Methodology." Indian University Press, India.
9. Kalpana Kannabiran, Padmini Swaminathan(2019) Re-Presenting Feminist Methodologies Interdisciplinary Explorations, Routledge India
10. . UGC E PG Pathshala Materials


DEAN
FACULTY OF ARTS
BENGALURU CITY UNIVERSITY

ಕನ್ನಡ ವೃತ್ತಿ ಕೌಶಲ್ಯ ಪತ್ರಿಕೆ

ಪಠ್ಯಕ್ರಮ

ಪದವಿ 4ನೇ ಸೆಮಿಸ್ಟರ್

ಪ್ರಧಾನ ಸಂಪಾದಕರು

ಡಾ. ಎಚ್. ಶಶಿಕಲಾ

ಸಂಪಾದಕರು

ಡಾ. ಕುಸುಮ ಸಿ. ಆರ್.

ಡಾ. ಜಿ. ಬಿ. ಮಹೇಶ್ವರಿ

ಡಾ. ಮನಮೋಹನ್ ಸಿಂಗ್ ಬೆಂಗಳೂರು ನಗರ ವಿಶ್ವ ವಿದ್ಯಾಲಯ

ಸೆಂಟ್ರಲ್ ಕಾಲೇಜು ಆವರಣ, ಬೆಂಗಳೂರು

ಕನ್ನಡ ವೃತ್ತಿ ಕೌಶಲ್ಯ ಪತ್ರಿಕೆ

ಪಠ್ಯಕ್ರಮ

ಪದವಿ 4ನೇ ಸೆಮಿಸ್ಟರ್

ಕ್ರೆಡಿಟ್: 2

ಅಂಕಗಳು: ಸೆಮಿಸ್ಟರ್ ಕೊನೆಯ ಪರೀಕ್ಷೆಯ ಅಂಕಗಳು : 50 ಅಂಕಗಳು

(ಅಂತಿಮ ಪರೀಕ್ಷೆ 40 ಮತ್ತು ಆಂತರಿಕ ಅಂಕಗಳು: 10)

ಅವಧಿ: ಒಟ್ಟು 30 ಗಂಟೆಗಳು

(ಬೋಧನಾ ಅವಧಿ: 1 ಗಂಟೆ ವಿಷಯ ಬೋಧನೆ ಮತ್ತು 3 ಗಂಟೆಗಳ ಪ್ರಾಯೋಗಿಕ ತರಗತಿ : 3 ಗಂಟೆಗಳ ಪ್ರಾಯೋಗಿಕ ತರಗತಿಗಳನ್ನು 1 ಗಂಟೆ ಎಂದು ಪರಿಗಣಿಸಬೇಕು. ಇದರಿಂದ ವಾರಕ್ಕೆ ಒಟ್ಟು 2 ಗಂಟೆಗಳು ಎಂದು ಪರಿಗಣಿತವಾಗುತ್ತವೆ.)

ಪತ್ರಿಕೆಯ ಉದ್ದೇಶ ಮತ್ತು ಗುರಿ:

1. ಐಚ್ಛಿಕ ಕನ್ನಡ ಓದುವ ವಿದ್ಯಾರ್ಥಿಗಳನ್ನು ಉದ್ಯೋಗ ರಂಗಕ್ಕೆ ಸಿದ್ಧವಾಗಿಸುವುದು.
2. ಆಧುನಿಕ ತಂತ್ರಜ್ಞಾನ ಕ್ಷೇತ್ರದಲ್ಲಿ ಕನ್ನಡ ಭಾಷಾ ಬಳಕೆಯ ಮೂಲಕ ವಿವಿಧ ವಲಯಗಳಿಗೆ ಪ್ರವೇಶ ಪಡೆಯಲು ವಿದ್ಯಾರ್ಥಿಗಳನ್ನು ಸಜ್ಜುಗೊಳಿಸುವುದು.
3. ಸಮೂಹ ಮಾಧ್ಯಮಗಳಲ್ಲಿ ಸಂವಹನದ ಅಗತ್ಯತೆಗಳಿಗೆ ಅನುಗುಣವಾಗಿ ವಿದ್ಯಾರ್ಥಿಗಳ ಮಾತು ಮತ್ತು ಬರಹ ಕೌಶಲ್ಯವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುವುದು.
4. ದೂರದರ್ಶನ, ರೇಡಿಯೋ, ಪತ್ರಿಕೆ, ರಂಗಭೂಮಿ, ಸಿನಿಮಾ, ಧಾರವಾಹಿ ಹಾಗೂ ಇತರೆ ಪರಿಣಾಮಕಾರಿ ಸಾಮಾಜಿಕ ಮಾಧ್ಯಮಗಳಲ್ಲಿ ಕನ್ನಡ ಭಾಷಾ ಬಳಕೆಯನ್ನು ಪ್ರಾಯೋಗಿಕವಾಗಿ ಕಲಿತು, ಭಾಷಾ ಬಳಕೆಯ ಸಾಮರ್ಥ್ಯವನ್ನು ಹೆಚ್ಚಿಸಿಕೊಳ್ಳುವುದು.

ಕಲಿಕಾ ಫಲಿತಾಂಶಗಳು (course outcome) :

1. ವಿದ್ಯಾರ್ಥಿಗಳು ಕನ್ನಡ ಭಾಷಾ ಬಳಕೆಯ ಕೌಶಲ್ಯದ ಆಧಾರದ ಮೇಲೆ ವೃತ್ತಿಪರ ವ್ಯಕ್ತಿತ್ವವನ್ನು ಬೆಳೆಸಿಕೊಳ್ಳುವುದು.
2. ಮಾರ್ಗ ಸೂಚಿಗೆ ಅನುಗುಣವಾಗಿ ಸ್ಪಷ್ಟ, ಸಂಕ್ಷಿಪ್ತ ಹಾಗೂ ಪರಿಣಾಮಕಾರಿಯಾದ ಭಾಷಾ ಬಳಕೆಯ ಸಾಮರ್ಥ್ಯವನ್ನು ಹೆಚ್ಚಿಸಿಕೊಳ್ಳುವುದು.
3. ಸಮೂಹ ಮಾಧ್ಯಮ ಮತ್ತು ಸಾಮಾಜಿಕ ಜಾಲತಾಣಗಳಲ್ಲಿ ವಿಷಯ ತಯಾರಿಕೆ (content writing) ಯ ಸಾಮರ್ಥ್ಯ ಪಡೆಯುವುದು.

ಪತ್ಯಕ್ರಮ:

I : ಕನ್ನಡ ಭಾಷೆಯನ್ನು ಕಂಪ್ಯೂಟರ್ ತಂತ್ರಜ್ಞಾನದಲ್ಲಿ ಬಳಸುವುದು

- ವಿವಿಧ ಬಗೆಯ ಕನ್ನಡ ತಂತ್ರಾಂಶಗಳ ಅರಿವು: ಆಸ್ಕಿ, ಯೂನಿಕೋಡ್, ನುಡಿ ತಂತ್ರಾಂಶ ಸ್ಥಾಪನೆ ಇತ್ಯಾದಿ. ಕನ್ನಡ ಫಾಂಟ್‌ಗಳ ಪರಿಚಯ (ನುಡಿ, ತುಂಗ ಬರಹ, ನುಡಿ ಇತ್ಯಾದಿ)
- ಪ್ರಾಯೋಗಿಕ: ಕನ್ನಡದಲ್ಲಿ ಪ್ಯಾರಾಗ್ರಾಫ್ ಟೈಪಿಂಗ್
- ವಿವಿಧ ತಂತ್ರಾಂಶಗಳಲ್ಲಿ ಕನ್ನಡ ಬಳಕೆಯ ಕಲಿಕೆ: ವರ್ಡ್, ಪವರ್ ಪಾಯಿಂಟ್/ಕ್ಯಾನ್ವಾ
- ಕನ್ನಡದಲ್ಲಿ ಡಾಕ್ಯುಮೆಂಟ್ ತಯಾರಿಕೆ, ಫಾರ್ಮ್ಯಾಟಿಂಗ್ (Font, Size, Alignment)
ಟೇಬಲ್, ಪೇಜ್ ಬೋರ್ಡರ್, ಹೆಡರ್-ಫೂಟರ್

• ಪತ್ರ ಲೇಖನ ಮತ್ತು ಕಂಪ್ಯೂಟರ್ ಬಳಕೆ

- ❖ ವಾಣಿಜ್ಯ ಪತ್ರಗಳ ಬರವಣಿಗೆ (ಆದೇಶ ಪತ್ರ, ಸಂದರ್ಶನ ಪತ್ರ, ನೇಮಕಾದೇಶ ಪತ್ರ, ರಜಾ ಪತ್ರ, ಕೆಲಸಕ್ಕೆ ಹಾಜರಾಗುವ ವರದಿ)
- ❖ ಸಭೆಯ ವರದಿ ತಯಾರಿಕೆಯ ಪತ್ರ
- ❖ ಪತ್ರಿಕಾ ವರದಿ, ರಾಜಕೀಯ, ಕ್ರೀಡೆ, ಸಿನಿಮಾ ವರದಿ, ಅಂಕಣ ಬರಹ ಸಿದ್ಧತೆ.
ಬ್ಲಾಗ್ ಬರವಣಿಗೆ

II ಕಂಪ್ಯೂಟರ್ ಬಳಕೆಯ ಮೂಲಕ ವಿನ್ಯಾಸ ತಯಾರಿಕೆ:

- ❖ ಮುಖಪುಟ ವಿನ್ಯಾಸ ತಯಾರಿಕೆಯನ್ನು ಸೃಜನಶೀಲವಾಗಿ ಮಾಡುವುದನ್ನು ಕಲಿಯುವುದು
- ❖ ಆಹ್ವಾನ ಪತ್ರಿಕೆ, ವಿಸಿಟಿಂಗ್ ಕಾರ್ಡ್, ಪೋಸ್ಟರ್, ಪುಸ್ತಕ ವಿನ್ಯಾಸ ತಯಾರಿಕೆ, ಕರಡು ತಿದ್ದುವಿಕೆ

III ಸಮೂಹ ಮಾಧ್ಯಮಗಳಲ್ಲಿ ಮಾತಿನ ಕೌಶಲ್ಯ

- ❖ ದೂರದರ್ಶನ ಮತ್ತು ರೇಡಿಯೋಗಳಲ್ಲಿ ಬಳಸುವ ಮಾತಿನ ಬಳಕೆಯ ಸ್ವರೂಪ, ವಾರ್ತಾವಾಚನ, ಸಂದರ್ಶನ, ನೇರ ವರದಿಗಾರಿಕೆ, ರೇಡಿಯೋ ಜಾಕಿ, ವಿಶೇಷ ವರದಿಗಳ ಓದು ಮತ್ತು ಸಂವಾದ ಕಾರ್ಯಕ್ರಮ, ನಿರೂಪಣೆ.

❖ ಸ್ವಿಪ್ಪ್ ತಯಾರಿಕೆ-ದೂರದರ್ಶನ, ರೇಡಿಯೋ, ಬೀದಿ ನಾಟಕ, ವರ್ತಮಾನದ ಸಮಸ್ಯೆಗಳನ್ನು ಅನುಸರಿಸಿ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಕಿರು ನಾಟಕಗಳನ್ನು ತಯಾರಿಸಲು ಸೂಚಿಸುವುದು, ಐದರಿಂದ ಹತ್ತು ನಿಮಿಷಗಳ ಡಾಕ್ಯುಮೆಂಟರಿ ತಯಾರಿಕೆ, ಪಾಡ್‌ಕಾಸ್ಟ್ ತಯಾರಿಕೆ, ರೀಲ್ಸ್ ಗಳನ್ನು ಮಾಡುವುದಕ್ಕೆ ವಿಷಯ ತಯಾರಿಸುವುದು.

❖ ಜಾಹೀರಾತು ತಯಾರಿಕೆ: ಚುರುಕಾದ ಮತ್ತು ಪರಿಣಾಮಕಾರಿಯಾದ ಭಾಷಾ ಬಳಕೆ

ಮಾದರಿ ಪ್ರಶ್ನೆ ಪತ್ರಿಕೆ:

ನೇರವಾದ 2 ಅಂಕದ ಪ್ರಶ್ನೆಗಳು: $2 \times 10 = 20$

ವಿವರಣೆ ಬಯಸುವ 5 ಅಂಕದ ಪ್ರಶ್ನೆಗಳು: $5 \times 2 = 10$

ಪ್ರಾಯೋಗಿಕವಾದ ಪರೀಕ್ಷೆ 10 ಅಂಕದ 1 ಪ್ರಶ್ನೆ: $10 \times 1 = 10$ - ಒಟ್ಟು-40

ಆಂತರಿಕ ಮೌಲ್ಯಮಾಪನ: ನಿಯೋಜಿತ ಕಾರ್ಯ- 05 ಅಂಕಗಳು

ಹಾಜರಿ ಮತ್ತು ನಿರಂತರ ಮೌಲ್ಯಮಾಪನ -05 ಅಂಕಗಳು ಒಟ್ಟು-10

ಡಾ. ಮನಮೋಹನ್ ಸಿಂಗ್
ಬೆಂಗಳೂರು ನಗರ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ



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No:Dpt.Eng/BCU/UG/Syllabus/2026-27

Date: 05/01/2026

Basics of Professional Writing

Compulsory Skill Enhancement Course – UG 4th Semester

Offered by: Depart. of English – UG BOS, Dr. Manmohan Singh Bengaluru City University,

Duration: 30 Hours (1 hour of teaching and 3 hours of practical each week)

Credits: 2

Marks Distribution: 40 Marks for End Semester Exam, 10 Marks for Internal Assessment

Course Objectives:

1. To develop professional writing skills for various communication needs.
2. To enhance technical documentation skills, ensuring clarity and accuracy.
3. To foster effective editing, proofreading, and professional portfolio practices.

Course Outcomes:

By the end of the program, students will be able to:

1. Write clear, concise, and effective professional documents tailored for specific audiences.
2. Create accurate and user-friendly technical documents, such as instructions and user guides.
3. Edit and proofread content effectively, demonstrating advanced revision techniques.
4. Maintain a professional writing portfolio showcasing diverse writing samples.

Syllabus Overview:

Module 1: Foundations of Professional Writing & Content Creation (10 hours)

- **Week 1 (1 hour Theory):** Foundations of Professional Writing
 - Introduction to professional communication.
 - Understanding audience, purpose, and platform.
- **Week 1 (3 hours Practical):** Analyzing professional documents. Discussion on different writing styles.
- **Week 2 (1 hour Theory):** Content Writing vs. Technical Writing
 - Key differences and overlaps.
 - Clarity, tone, and structure in professional contexts.
- **Week 2 (3 hours Practical): Content Writing Skills - Blogs & Web Articles**
 - Practical workshop on writing engaging headlines and introductions.
 - Exercise: Write a short blog or article on a chosen topic.
- **Week 3 (1 hour Theory):** Ethics in Professional Writing
 - Plagiarism, intellectual property, and responsible use of AI.
- **Week 3 (3 hours Practical): Content Writing Skills - Website Content**
 - Workshop on creating website content for homepages and "About Us" sections.
 - Exercise: Develop website content for a product/service/organization.
- **Week 4 (1 hour Theory):** Basics of Editing and Proofreading
 - Common errors, style guides, and tools.
- **Week 4 (3 hours Practical): Content Writing Skills - Digital & Social Media**
 - Understanding social media and digital content basics.
 - Exercise: Review and improve existing sample content for clarity and engagement.
- **Week 5 (1 hour Theory):** Review of Content Writing Principles
 - Consolidating learning from previous weeks.
- **Week 5 (3 hours Practical): Editing Content for Readability**
 - Practical session on editing content for readability, clarity, and conciseness.
 - Peer review and feedback on previous practical tasks.

Module 2: Technical Writing Skills & Documentation (10 hours)

- **Week 6 (1 hour Theory):** Introduction to Technical Writing
 - Purpose and audience in technical documentation.
 - Key characteristics of technical writing.
- **Week 6 (3 hours Practical): Writing Instructions**
 - Workshop on writing clear, step-by-step instructions.
 - Exercise: Write instructions for a simple process (e.g., how to use a specific software feature).
- **Week 7 (1 hour Theory):** User Guides and Manuals
 - Structure and components of effective user guides.
- **Week 7 (3 hours Practical): Creating User Guides**
 - Practical session on preparing technical descriptions and process documentation.
 - Exercise: Draft a section of a user manual for a common electronic device.
- **Week 8 (1 hour Theory):** FAQs and Troubleshooting Guides
 - Best practices for anticipating user questions and problems.
- **Week 8 (3 hours Practical): Developing FAQs**
 - Workshop on creating FAQs and troubleshooting guides for products or services.
 - Exercise: Create a set of FAQs or a help guide for a sample product/service.
- **Week 9 (1 hour Theory):** Visual Support in Technical Documentation
 - Importance of formatting, diagrams, and screenshots.
- **Week 9 (3 hours Practical): Incorporating Visuals**
 - Practical session on using formatting and visual support to enhance comprehension in technical documents.
 - Exercise: Revise a technical document by adding appropriate visuals and formatting.
- **Week 10 (1 hour Theory):** Standard Operating Procedures (SOPs)
 - Understanding the need and structure of SOPs.
- **Week 10 (3 hours Practical): Writing SOPs**

- Exercise: Write a user manual or standard operating procedure (SOP) for a given scenario.
- Peer review of technical writing tasks.

Module 3: Advanced Editing, Documentation, and Portfolio Development (10 hours)

- **Week 11 (1 hour Theory): Advanced Editing Techniques**
 - Substantive editing, copy editing, and proofreading in depth.
- **Week 11 (3 hours Practical): Advanced Editing Workshop**
 - Practical exercises on advanced editing and proofreading techniques.
 - Exercise: Edit and enhance provided complex content and technical documents.
- **Week 12 (1 hour Theory): Adapting Information for Diverse Audiences**
 - Strategies for simplifying complex information.
- **Week 12 (3 hours Practical): Audience Adaptation**
 - Practical session on adapting technical information for different audiences (e.g., expert vs. general user).
 - Exercise: Rewrite a technical document for two different target audiences.
- **Week 13 (1 hour Theory): Introduction to Professional Portfolios**
 - Importance of a portfolio for professional writers.
- **Week 13 (3 hours Practical): Portfolio Planning**
 - Guidance on selecting and curating content for a professional writing portfolio.
 - Students begin selecting their best work from the semester.
- **Week 14 (1 hour Theory): Digital Tools for Professional Writing**
 - Overview of software and online tools for writing, editing, and collaboration.
- **Week 14 (3 hours Practical): Assembling the Portfolio**
 - Workshop on compiling a comprehensive professional writing portfolio (digital format).
 - Exercise: Assemble a draft final portfolio showcasing all written work from the semester.
- **Week 15 (1 hour Theory): Course Review and Exam Preparation**

- Recap of all modules, Q&A session.
- **Week 15 (3 hours Practical): Final Portfolio Review & Feedback**
 - Peer and instructor feedback on individual portfolios.
 - Practice session for the end semester exam.

Assessment:

- **Internal Assessment (10 Marks):**
 - Class participation in theory sessions and active engagement in practical labs.
 - Completion and quality of weekly practical tasks and exercises.
- **End Semester Examination (40 Marks):**
 - **Duration:** 2 Hours
 - **Format:**
 - **Section A: Multiple-Choice Questions (20 Marks)** – 10 questions, 2 mark each.
 - **Section B: Short Answer Questions (10 Marks)** - Answer 2 out of 3 questions, 5 marks each.
 - **Section C: Long Answer Question (10 Marks)** - Answer 1 out of 2 questions, 10 marks each.

Sample Model Question Paper for End Semester Exam:

Basics of Professional Writing

End Semester Examination

Duration: 2 Hours

Total Marks: 40

Section A: 2 Marks Questions (20 Marks)

Choose the correct answer (2 mark each).

1. Which are primary goal of technical writing?
2. When writing for a diverse audience, what is the most crucial consideration? Focusing only on visuals
3. Define plagiarism.
4. Which section of a website typically introduces the company's mission and values?
5. What is the main purpose of a Standard Operating Procedure (SOP)?

Similar Questions Etc...

Section B: Short Answer Questions (10 Marks)

Answer any two of the following questions (5 marks each).

1. Distinguish between "content writing" and "technical writing," providing an example for each.
2. Explain the concept of "audience adaptation" in professional writing and why it is critical for effective communication.
3. Discuss two ethical considerations a professional writer must keep in mind when using AI tools for content generation.

Section C: Long Answer Question (10 Marks)

Answer any one of the following questions (10 marks).

1. Imagine you need to create a user guide for a new smartphone application designed for elderly users. Outline the key steps you would take, focusing on how you would ensure clarity, user-friendliness, and effective visual support in your guide.
2. You are tasked with developing a professional writing portfolio to showcase your skills for potential employers. Describe the types of documents you would include, how you would organize them, and what factors you would consider to make your portfolio impactful and impressive.



Chairman BoS UG
Department of Research & Studies in English
New Academic Block
Bengaluru City University
Bengaluru-560009

Program Name	B A in History	Semester	IV
Course Title	Culture and Heritage of Bangalore (Compulsory Skill Enhancement)		
Course Code		No. of Credits	2
Contact Hours	30 hours (2) hours workload per week)	Theory - 01hr /week	Practical-02hr/week (02 hours practical = 01 hours theory) 1+1
Marks: Total 50 marks	End Semester exam - 40	Report - 10	

Semester IV - Culture and Heritage of Bangalore (Compulsory Skill Enhancement)		
UNIT - I	Brief History of Bangalore: Foundation and growth of the city. Contributions of Haider Ali and Tippu sultan – Commissioners rule - development under Diwans.	15
UNIT - II	Culture and heritage of Bangalore: Meaning, cosmopolitan outlook; Fairs, Festivals and Folklore (Santes, Parishe, Kharaga, Saint Mary's Feast, Bengaluru Habba. Heritage: Built heritage: Religious buildings, Public buildings, National Gallery of Modern Art	15
FIELD WORK: Visit and prepare a report and present.	Panchalinga Nageshwara Temple, Petes, Bangalore Fort, Kempegowda Gopuras, Lalbagh, places of worship, Historical Monuments, Archives, Tippu's Summer Palace, Vidhana Soudha, High Court, Mayo Hall, Fairs, Cantonment, Gavigandhareshwara Temple, Halasooru Somanatheshwara Temple, Ramanavami Grounds, Town Hall, Ravindra Kalakshetra, Chitrakala Parishath, Kannada Sahitya Parishath, Garadimane in Pete area.	

References

- 1) T P Issar – The City Beautiful.
- 2) Fazal ul Hasan – Bangalore Through the centuries.
- 3) Jayapala , Maya, Bangalore: Roots and Beyond .
- 4) Annaswamy T V – Bengaluru to Bangalore- Urban History of bangalore from the pre –historic period to the end of 18th century.
- 5) Aruni S K Bengaluru Parampare
- 6) Sundara Rao B N Bengalurina Ithihasa.
- 7) Kamath , Suryanath and M H Krishnayya, Bengaluru Darshana.


Prof. H.G. NARAYANA
 Chairperson, BOS (UG)
 Department of History
 Bengaluru City University
 Bengaluru - 560 001

Date: 21/3/2026

To,
The Registrar (Evaluation)
Bengaluru City University
Bengaluru -560001

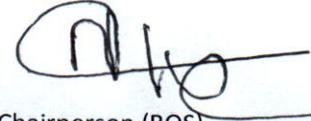
From,
The Chairperson
Board of Studies
Bengaluru City University

Respected Sir,

Subject: submitting the syllabus for Compulsory Skill Enhancement

Please find here with the enclosed copy of syllabus of Compulsory Skill Enhancement paper for IV Semester, B A in History. The BOS meeting was held at Department of History, Government Arts College, on 21 January 2026. This is for your kind perusal and needful.

Thanking you



Chairperson (BOS)

Prof. H.G. NARAYANA
Chairperson, BOS (UG)
Department of History
Bengaluru City University
Bengaluru - 560 001

Women's Studies – CP/CS1- Compulsory Practical / Knowledge / Skills practical's

Semester 1V CP/CS-1 Research Proposal

Course detail

Program Name	Women's Studies	Semester	1V
Course title	Compulsory skills Research proposal		
Course code	CP/CS1	Number of credits	02
Hours of teaching	48 hrs /4 hrs / perweek	Duration of SEA	3hrs
Formative [internal] assessment marks	10	Summative [external] Assessment marks	40

Course requirements

Students enrolling for this course should have been admitted into 4th semester BA having completed 3 semester courses in Women's Studies as a major

Submission of final research proposal should be in 20 pages

Course objectives:

1. The main purpose of this paper is to enhance the student's skill in feminist perspectives writing and analysing
2. To train the students in Feminist Research
3. To train the students in incorporating appropriate research tools, techniques and methods.
4. To expose the students to Writing a research Proposal.

Course outcome:

1. Students learn to incorporate and apply the multi-disciplinary approach.
2. Students get well versed in implying the appropriate tools
3. Creating an opportunity for students to adopt new techniques, tools and methodology
4. Theoretical and practical approach skills are enhanced in the students

Course content:

1. The students have to write a detailed research proposal of their chosen topic as per the guidelines provided by the chosen supervisor
2. The students have to have in time discussions, clarifications, corrections to their proposal from the supervisor
3. After submission of the research proposal the students can further work on dissertation in the 5th semester.

Learning Pedagogy

The classes will have interactive sessions with experiential analysis teaching incorporating cases, stories, PPTs, Documentaries, clippings.

Formative [Internal] Assessment guidelines

Assessment type criteria	Marks
Punctuality and interest	05
In time submission	05
Total	10

Summative [external] guidelines.

Assessment type criteria	Marks
Report evaluation	20
Viva voce	20
Total	40

References

1. Caroline Ramazanoglu and Holland. (2003). "Feminist Methodology, Challenges, and choices." Sage publications, New Delhi
2. Davis, Martin Brett. (2007). "Doing a Successful Research Project: Using Qualitative or Quantitative Methods." Palgrave, Hampshire.
3. Eichler M. (1991). "Non-Sexist Research Methods: A Practical Guideline." Routledge Chapman & Hall.
4. Goode, William J. & Hatt, Paul K. "Methods in Social Research." McGraw Hill Book Company, USA, Latest edition.
5. Helen Roberts (ed). (1984). "Doing Feminist Research." Rutledge and Kegan Paul, London.
6. Kothari, C.R. (1995). "Research Methodology: Methods and Techniques." Willey Fasten LTD, New Delhi.
7. 'Krishanaraj, Maithreyi (ed). (1985). "Evolving New Methodologies in Research on Women's Studies." SNTD Women's University, Bombay.
8. Sandra Harding. (1987). "Feminism and Methodology." Indian University Press, India.
9. Kalpana Kannabiran, Padmini Swaminathan(2019) Re-Presenting Feminist Methodologies Interdisciplinary Explorations, Routledge India
10. .UGC E PGPathshala Materials

BSc IV semester with three majors

Compulsory/ Practical skill CP/CS-I PHYSICS

Contact hours	3 hrs / week	Total 18 hrs
No. of credits	2	
Internal assessment	10 marks	50 marks
End semester exam	40 marks	
Duration of exam	3 hrs	

LIST OF PRACTICAL SKILL EXPERIMENTS

Sl. No.	Title	Remarks
1.	Analysis of XRD OF NANOMATERIALS-full width at half maximum and estimation of particle size	2 XRDs
2.	Python program for Projectile motion with air resistance	2 programs with velocity variation
3.	To determine the constant of proportionality in Newton's law of cooling	(Water as the liquid)
4.	Use of EXCEL AND DESMOS in plotting graphs	2 graphs each for equations in physics (linear and exponential)
5.	Study of Lissajous figures using CRO	Frequency ratio and phase difference
6.	Error Analysis	a) 2 equations with numerical values (i) Poiseuille's equation in Viscosity (ii) Young's modulus of a single cantilever b) average or mean, root-mean-square (RMS) deviation, Linear Least Squares Fit
7.	Height of a building using a sextant	https://www.youtube.com/watch?v=InfqYOo3Ceg
8.	Refractive index of water by Newton's rings experiment	
9.	To compare the mass per unit length of two strings using Melde's apparatus.	

Note:

1. Error analysis is compulsory.
2. Minimum of six experiments to be performed (excluding error analysis).

Program Name	BA / BSc in Geography	Semester	IV
Course Title	Digital Cartography with GIS	Practical Credits	02
Course Code	Compulsory Practical Paper	Contact Hours	60 Hours (4/week)
Formative Assessment	10 Marks	Summative Assessment	40 Marks

Course Outcomes (COs): After the successful completion of the course, the student will be able to:

- CO 1. Understand the basic interface and tools of GIS software (QGIS/ArcGIS).
- CO 2. Perform georeferencing of scanned topographical maps.
- CO 3. Create digital spatial data through vectorization (digitization).
- CO 4. Prepare thematic maps representing physical and cultural features.
- CO 5. Compose a final map layout with standard cartographic elements.

Exercise 1. Introduction to GIS Software Interface

Study of GIS software environment (Menu bar, Standard toolbar, Tools panel). Understanding the difference between View/Data View and Layout View. Adding data layers (Raster and Vector) and basic navigation tools (Zoom, Pan, Identify).

Exercise 2. Exercise 2: Georeferencing of Toposheet

Importing a scanned Survey of India (SOI) Toposheet. Assigning Ground Control Points (GCPs) using Latitude and Longitude. Transformation and Rectification of the map (RMS Error analysis). Saving the Georeferenced file.

Exercise 3. Exercise 3: Creation of Vector Layers (Shapefiles)

Creating new Shapefiles / Feature Classes. Defining Geometry types: **Point:** (e.g., District Headquarters, Spot Heights). **Line:** (e.g., Road Network, Drainage/Rivers). **Polygon:** (e.g., State/District Boundaries, Water Bodies).

Exercise 4. Exercise 4: Digitization and Editing

Heads-up digitization of features from the Georeferenced Toposheet. Using Snapping tools for accuracy. Editing vertices, reshaping features, and topology correction.

Exercise 5. Exercise 5: Attribute Data Management

Creating Attribute Tables for digitized layers. Adding Fields (Columns) for Name, Area, Population, etc. Data Entry and Editing in the table. **Calculation of Geometry:** Computing Area (Sq. km) and Length (km) automatically.

Exercise 6. Exercise 6: Data Joining and Integration

Preparing an Excel/CSV file with Census data (e.g., Literacy, Population). Joining Non-spatial data (Excel) with Spatial data (District Shapefile) using a common key field.

Exercise 7. Exercise 7: Thematic Mapping (Choropleth)

Preparation of Choropleth maps to represent density or distribution. Classification methods: Natural Breaks, Equal Interval. Symbolization and Colour Ramps selection. Representation of data using Dot method or Proportional Symbols (Graduated circles). Labelling features dynamically (Name, Values).

Exercise 8. Exercise 10: Map Composition and Layout Generation

Preparation of the final map layout. Insertion of Map Elements: Title, North Arrow, Scale Bar, Legend, and Grid/Graticules. Exporting the map to Image (JPEG/PNG) or PDF format.

References

1. Chang, K. T. (2019). *Introduction to Geographic Information Systems* (9th Ed.). McGraw-Hill Education.
2. Burrough, P. A., & McDonnell, R. A. (2015). *Principles of Geographical Information Systems*. Oxford University Press.
3. Lo, C. P., & Yeung, A. K. W. (2007). *Concepts and Techniques of Geographic Information Systems*. Prentice Hall (Pearson Education).
4. Longley, P. A., Goodchild, M. F., Maguire, D. J., & Rhind, D. W. (2015). *Geographic Information Science and Systems* (4th Ed.). John Wiley & Sons.
5. Demers, M. N. (2009). *Fundamentals of Geographic Information Systems* (4th Ed.). John Wiley & Sons.
6. Sarkar, A. (2015). *Practical Geography: A Systematic Approach*. Orient BlackSwan.

7. Law, M., & Collins, A. (2019). *Getting to Know ArcGIS Desktop*. ESRI Press.
8. QGIS Project. (2024). *QGIS User Guide & Training Manual*.
9. Bhatta, B. (2011). *Remote Sensing and GIS*. Oxford University Press.

Formative Assessment for Practical

Assessment type	Marks
Sessional Tests-1/Lab Activity	05
Case study / Field-Study / Viva / Project work etc.	05
Total	10 Marks