

Language and communication skills

In BBSBEC, Personality development Programs are included additionally in curriculum of students so as to give them overall personality development and improvement of language and communication skills. Main objective of this program is to inculcate the interpersonal skills among students.

Language Laboratory

The Department of Applied Sciences of BBSBEC has a modern Language Laboratory with state-of-the-art audio-visual to aid in imparting language skills. The language laboratory was earlier equipped with software, Renet Digital Language Interface in 2008. Now from 2015 onwards Language Laboratory has a software integrated with information technology techniques by Globarena Technologies (which is an OFFICIAL VENDOR FOR Conducting NASSCOM Assessment of Competence (NAC)). It imparts high standards in language teaching and learning. With proven teaching methodologies and an array of comprehensive study materials, this multimedia language lab system offers exclusive, result-oriented and reliable means to enrich language skills of students. This flexible and interactive language learning software not only makes students comfortable with English Language but also makes it fun and quick to learn. It has been designed to enhance students' language skills, communication skills, vocabulary, listening skills and pronunciation. UGC, AICTE and other organizations also have strongly recommended enhancement of English Language skills amongst students for better career prospects. The course content of the English Lab has been developed keeping into mind the standard of Indian students and the industry requirements. The Laboratory is effectively utilized by students and faculty members for various self-enhancement and soft skill development activities. The students are guided and trained as per the curriculum of the affiliating University curriculum, besides it, the senior students also visit Language lab to cater to their needs of career enhancement. The lab proves beneficial for those students who are poor in use of English language. Students from rural areas who are generally weak in English can have sufficient ear training in the language lab. It aims at confidence-building among students for interactions and

presentations in English. The basic purpose of the lab is to provide students a platform to enhance English language skills, communication skills and to practice soft skills.

The main objectives of the Language Laboratory are:

1. To equip the students with good communication skills.
2. To emphasize the need of English in the technical world.
3. To prepare them for interviews and future job environments.
4. To train the students in the art of conversation and discussion.

Details of language laboratory:

Laboratory Location: 2nd Floor

Digital Language Laboratory In charge :(Globarena Technologies Private Limited, Hyderabad, Software (www.globarena.com) Prof. Mohinderpal Kaur Rekhi

Communication Skills Laboratory In charge: Prof. Triza

Laboratory Assistant: Mr. Baltej Singh

Area: 1500 sq feet

Stations: One Teacher Station and Twenty Student Stations

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English Lab is a fully computerized client server application that is run in LAN. It has an easy to use console displayed on the desktop of the server to facilitate the faculty to conduct the course. Students access the courseware through client systems. The software has two set ups:

1. English language Lab
2. Career Language lab

Following English language and communication skills related laboratory sessions can be conducted here:

1. Grammar of English Language: Practice and Exercises
2. Vocabulary Building Skills
3. Active Listening Skills
4. Introduction to Phonetic Sounds
5. Reading Comprehension
6. Business Letter Writing
7. Oral Presentations (Self Introduction, Extempore, Public Speech, Formal Presentation, Use of AV Aids, etc.)
8. Group Discussion (Unstructured & Structured)
9. Mastering Presentation Tools (Microsoft Word & Power Point)
10. Preparation of & Appearing for the Interview
11. Situational Conversations

Understanding Importance of Body Language **Communication Skills** section is a comprehensive language development program covering reading, writing, basic vocabulary, and grammar.

Listening Skills section gives the students a thorough grounding in many aspects of listening and listening comprehension. This enhances students listening Skills

Vocabulary module trains students in essential vocabulary in an easy and fun way. Students need not learn words by rote anymore. A unique methodology is used to ensure that students

learn words and retain them. This 2000 word vocabulary builder would be of special interest to students preparing for GRE.

Phonetics trains the students in English sounds, pronunciation, stress, intonation, etc. It covers Vowels, Consonants, Diphthongs, Inflections, Intonation, stress pattern and rhythm, Ear training, Common errors in English, Correct pronunciation, and Phonetic symbols.



CAREER LAB

In today's competitive environment, besides sound domain knowledge, career skills, communication skills, soft skills, and basic computer skills are most sought after by employers in a prospective employee. Besides enhancing employability and career prospects of students, these skills are essential in day-to-day life. Career Lab is designed to impart crucial career skills to students to make them confident and successful in career, academics and in life.

Contents

Career Lab (CL Client)

Report Writing

Letter Writing

Resume

Presentation

Oral Presentation

Time Management
 Assertiveness
 Psychometric
 Creative Thinking
 Stress Management
 G.D

Listening Comprehension	Fundamental skills	Comm. Skills	Vocabulary	Phonetics	Conversation
Listening for main Ideas	Comprehension Exercises	Reading	Learn	Voice	Listening
Listening-pre Listening activities	Drag and Drop	Writing	Reinforce	Recording	Role Plays
Listening and sequencing	Missing Words	Grammar	Play	Intonation	
Listening and typing		Vocabulary	Library	Ear Training	
Listening for details			tools	Diphthongs	

The general Layout of Language Laboratory

We live in a multilingual as well as in a multicultural world, which is getting smaller to the size of a village as a result of the expansion of science and technology. It has a considerable role in

improving listening skill by obtaining a sensibility to the sounds and rhythm of a language. The focal features of a language lab are the following:

Evaluate: Students can listen to their pronunciation and do a review evaluation to measure their advancement as well as evaluate their language with that of the teacher.

Listen: Absorbing language skills faultlessly by listening to the normal pronunciation.

Monitor & Guide: The teacher can supervise each student separately without disturbing other students and direct him/her directly.

Respond: Repeating the lessons and having them evaluated by the teacher.

Advantages of Language Lab

Using a language lab has many benefits:

Gets into deeper side of language

This application gets into deeper side of language rather than covering its outer layer, which are mostly seen in the year old teaching practices. The practical sessions provide the chance for understanding the clear concept regarding right pronunciation, different accent and other aspects of language learning too.

Language lab allows for diversity in the classroom

Language laboratory provides teacher attention to students, especially in the case of different levels of students as language lab is tailored to the individual needs of students. On the other hand, thanks to monitoring and evaluation in real time, the teacher knows exactly what course objectives pose major difficulties for the student time and can reinforce the class accordingly.

A language lab is practical

Language lab provides practice in an entertaining in an interactive way to acquire the 4 main language skills: listening, speaking, reading, and writing. Students learn more comprehensively through a language lab.

Students learn much faster in the language lab

Language labs' interactive courses help students learn much faster than in a regular classroom setting. The methodology of the classroom language network uses a progressive model to promote natural learning, where students learn the different concepts of language in an intuitive way.

The teacher takes on a more important role in the language lab

The language lab provides supplementary materials that only facilitate the role of the instructor rather than compete with it. The teacher can then focus on the important parts of the course rather than waste time explaining everything. The structure of the language lab courses also facilitate the work teacher puts in when preparing lessons and allows them to prepare them in less time and with a greater volume of interactive resources.

Labs foster communication in the classroom

Language lab also encourages communication: student-teacher as well as student-student with activities and exercises essential to oral communication and the understanding of the language. The lab includes tools for creating groups, host conversations via chat, promote messages on the board, access to a community of students who are also studying the same language, etc. Since language learning in laboratory can be done privately and at their own pace, students who are shy or quite slow in learning the language, become more confident.

Learning the language without a time constraint.

It gives different and rare experience for the user to hear the English Language distinctly and precisely. While using the language lab the students get the advantage of listening and learning

the language without a time constraint. They could come to lab during their free lectures as per their convenience.

Assess and improve the speech in English through the self help features.

Another advantage of the language lab is that it helps one to assess and improve the speech in English through the self help features. These features include model pronunciation of words, also the students can use it in record and playback mode that counterpart the user in self assessment. The best part of the laboratory is that it gives the users the freedom to learn the language according to their convenience without an instructor.

Allows learners to pronounce certain words correctly

It allows learners to pronounce certain words correctly. Small details like accent, stress and blending of words can also be corrected. Kids and adults suffering from speech disorders can also use the laboratory to minimize the problems. Not only primary students can learn from this laboratory. It is also designed for junior and senior executives who wish to improve their speaking proficiency.

Auditory Oriented:

The direct sound transmission gives step by step guidance from the teacher to the heads of the students with crystal clear clarity. The Lab software is more attention enthralling for the students, where they are engaged with individual systems.

Comprehensive quickly:

The Lab increases the pace of comprehension as students coaching are purely based on the level of study. The Lab regulates the language through the different thoughts created in the mind of the students.

Effective learning, Focus Veracity: By using text, audio and video can easily be integrated with actuality in every day situations. The lab provides to learn the foreign language practice in a focused setting that eliminates the feelings of self-consciousness.

Have the self evaluation:

The students can do a periodical self evaluation to measure the progress as well as evaluate his/her language with that of the expert. The students can record their own voice and play back the recordings, interact with the each other and the teacher, and store the results. The automated learning environment removes one's fear and creates a happy learning situation. Learn the need: The lab fulfills the need of the learner that is learning the language skills in an effective way.

Listening skills are primary in becoming fluent.

It helps to develop listening skills, allowing the students to focus on the spoken word and therefore enhancing their ability to repeat and understand the spoken language.

Provide Individualistic Learning

The ability of each student to speak at the same time and yet be audibly isolated from each other allows efficient use of time and a higher degree of practice and learning. All of the students can practice simultaneously (rather than one at a time) thus increasing the student's actual practice and fluency.

Conclusion

The language laboratory provides a facility which allows the student to listen to model pronunciation, repeat and record the same, listen to their performance and compare with the model, and do self-assessment. Since the language laboratory gives every learner of any language freedom to learn as per their free time schedule, it is flexible and does not necessarily require a teacher all the time. At the same time, it is possible for teachers to provide assistance individually and collectively. The language laboratory allows every participant his or her privacy to speak and listen.

PDP Classes

We here at BBSBEC lay emphasis on communications skills, emotional intelligence, inter group relations, personality growth and development that gives them an idea about the corporate setup. Apart from the university curriculum, to add on to their knowledge reservoir special training sessions are arranged to groom the other aspects required for personality development. The students volunteer for participating in this training program and special slots are offered to them.

They participate in meaningful interactions. It helps them to put their point of view much more comprehensively thus ensuring them success whether it is about cracking an interview or cracking a good deal at the workplace. Similarly, the course also tends to tap competencies like self-regulation, nurturing relationships etc. It tends to make them understand the complexities of group functioning thus avoiding conflicts and ensuring teamwork. Beside this it enables them to explore, introspect and evaluate their personality strengths and virtues. It also gives them an accurate understanding of themselves thus making them understand their potentialities and abilities. The following lay out is followed during the training:

- Introduction: A New Approach To Learning
- Planning And Goal-Setting for life
- Human Perceptions: Understanding People
- Types Of Soft Skills: Self-Management Skills
- Conflict Resolution Skills: Seeking Win-Win Solution
- Inter-Personal Conflicts: Two Examples
- Types Of Stress: Self-Awareness About Stress
- Regulating Stress: Making The Best Out Of Stress
- Habits: Guiding Principles
- Habits: Identifying Good And Bad Habits

PDP classes attendance record

STUDENT'S ATTENDANCE AND CONTINUOUS EVALUATION RECORD BOOK

Name of the Teacher : Prof. Triza.
Department : Applied Sciences
Session : January - May 2023
Subject : PDP
Personality Development
Programme.

Teacher's Time Table:

	1	2	3	4	5	6	7	8	9
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									

Name Triza
Deptt. Applied Sciences
Session January - May 2023
Subject PDP Class CSI (2nd Sem)

Subject: P.D.P

Semester: 2nd

R.No.	LECTURE Date & Period Name	22^{nd}	23^{rd}	24^{th}	25^{th}	26^{th}	27^{th}	28^{th}	29^{th}	30^{th}	31^{st}	1^{st}	2^{nd}	3^{rd}	4^{th}	5^{th}	6^{th}	7^{th}	8^{th}	9^{th}	10^{th}	11^{th}	12^{th}	13^{th}	14^{th}	15^{th}	16^{th}	17^{th}	18^{th}	19^{th}	20^{th}		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20												
2200380	Abhinav Kumar	1	2	X	3	4	5	6	7	8	X	9	10	11	X	12	13	14	15														
2200383	Abhishek Kumar	1	2	3	4	X	5	6	7	X	8	9	10	X	11	12	13	X	14														
2200384	Aditya Raj	1	2	3	4	5	6	X	7	8	9	10	X	11	12	13	14	15															
2200387	Akhilash Naha	X	1	2	3	4	5	6	X	7	8	9	10	X	11	12	13	X	14														
2200394	Anvit Kumar	1	2	X	3	4	5	6	7	8	X	9	10	11	X	X	12	13	X														
2200395	Amrendra Raj	1	2	3	4	X	5	6	7	8	9	10	11	12	X	13	14	X	15														
2200397	Anand K. Ram	1	X	2	3	4	5	X	6	7	8	9	10	11	12	13	14	15	X														
2200401	Arvind Kumar	1	2	3	X	4	5	6	7	X	8	9	10	11	12	X	13	14	15														
2200415	Deepak Kumar	1	2	3	4	5	6	7	8	9	X	10	11	12	13	14	15	X	16														
2200417	Dhananjay K.	1	2	3	4	5	6	7	8	9	10	X	11	X	12	13	14	X	15														
2200424	Faishal Zahedi	1	2	3	X	4	5	X	6	7	8	9	10	11	12	13	14	X	15														
2200450	Kaif Raja	1	2	3	4	5	6	7	8	9	X	10	11	12	13	14	15	X	16														
2200460	Mangalini K.T	1	2	X	3	4	5	6	X	7	8	9	10	11	12	13	14	15	X														
2200462	Mangyeta K. Sha	1	2	X	3	X	4	5	6	7	8	9	X	10	11	12	X	13	14														
2200466	Masoom Zafar	1	X	2	3	4	X	5	6	7	X	8	9	10	11	12	13	X	14														
2200471	Nakul Kumar	1	2	3	4	5	6	7	8	X	9	10	11	12	X	13	14	15	16														
2200473	Navneet Mani	1	2	3	4	X	5	6	7	8	9	10	X	11	12	13	14	15	16														
2200496	Pradeep Kumar	1	2	3	X	4	5	6	7	X	8	9	10	11	12	13	X	14	15														
2200498	Prince Kumar	1	2	3	4	5	X	6	7	8	9	10	11	12	X	13	14	15	16														
2200499	Prithviraj Ray	1	2	3	4	X	5	6	7	X	8	9	10	11	12	X	13	14	15														
2200502	Rahul Kumar	1	2	3	X	4	5	X	6	7	8	9	10	X	11	12	X	13	14														
2200509	Ranjit Singh	1	2	3	4	X	5	6	7	X	8	9	X	10	11	12	13	X	14														
2200513	Ritesh Kumar	1	2	X	3	4	5	6	X	7	8	9	10	11	X	12	X	13	14														
2200517	Rohit Kumar	1	2	3	4	X	5	6	7	8	9	X	10	11	12	13	X	14	X														
2200522	Sachin Kumar	1	2	3	4	X	5	6	X	7	8	9	10	11	X	12	13	X	14														
2200523	Sachin Kumar	1	2	3	X	4	5	X	6	7	X	8	9	10	11	12	X	13	14														
2200527	Satya Prakash	1	X	2	3	4	X	5	6	7	8	9	10	11	12	X	13	14	15														
2200564	Vivek Kumar	1	2	3	4	5	6	X	7	8	9	10	11	12	X	13	14	15	X														

Initials of the Teacher

Initials of the Head/Principal