

EFFECTIVE WRITING

PRE-REQUISITES : 12th pass and above

INTENDED AUDIENCE : UG to Ph.D

INDUSTRIES APPLICABLE TO : Can be useful to all major companies, such as L&T, BHEL, NBCC, NTPC, WIPRO, INFOSYS, besides educational institutes.

COURSE OUTLINE :

The value of writing, one of the four language skills, has never waned. Many people, although having excellent verbal talents, struggle to demonstrate their writing abilities. Because writing reflects a writer even when he is not there and has no room for interpretation, mastering this craft is essential. The purpose of this writing course is to familiarise students with the nuances of effective writing so that they can better understand the subtle art of writing. It allows them to write with clarity, precision, and subtlety to express their ideas on various occasions while considering the concepts of appropriateness and accuracy.

ABOUT INSTRUCTOR :

Prof. Binod Mishra, presently a professor in the Department of HSS, IIT Roorkee, has been teaching English for more than two decades at various levels. He has to his credit 25 books and more than a hundred articles published in different reputed journals and books. Learners from all across the country have well received his MOOC courses on Soft Skills and Effective Writing. He has also addressed the participants in around a hundred invited talks at various conferences and symposiums. Besides being an engaging teacher and a competent researcher, Dr Mishra is also a passionate poet. Currently, he is the Vice Chairman of the Association for English Teachers of India, the largest body of English teachers. Before this, he had twice been the Editor-in-Chief of the Indian Journal of English Studies, one of the oldest English language and literature journals.

COURSE PLAN :

Topics :

Introduction to Effective Writing
Effective Writing as an Art
Principles of Effective Writing
Types and Stages of Effective Writing
Notions of Correctness and Appropriateness, Part I
Notions of Correctness and Appropriateness, Part II
Essay Writing
Types of Essays
Essentials of Academic Writing, Part I
Essentials of Academic Writing, Part II
Business Writing and its Functions
Mechanics of Business Writing
Business Letters and Memos
Format of Business Letters and Memos
Types of Business Letter
Sales, Complaint and Adjustment Letters
Report Writing
Strategies and Structure of Reports
Style of Report Writing
Creative Writing



PATENT DRAFTING FOR BEGINNERS

INDUSTRIES APPLICABLE TO : Law Firms, LPOs, knowledge-based industries etc

INTENDED AUDIENCE : Anyone interested in patent drafting

PRE-REQUISITES : No pre-requisites for this course. But students may benefit from the course "Patent Law For Engineers and Scientists"

COURSE OUTLINE :

Patent specifications — the documents which encompass the patent right in a technological invention are technological documents created at the interface of science and law. Unlike technical writing, patent law requires drafting patent specifications to satisfy certain requirements. This course is designed to enable beginners without any prior knowledge on patent drafting to draft patent specifications on their own. The course will cover the fundamental principles of patent drafting and discuss in detail the concepts in patent law in the context of patent drafting.

ABOUT INSTRUCTOR :

Prof. Feroz Ali is the Chair Professor on Intellectual Property Rights (IPR) at the Indian Institute of Technology (IIT) Madras. He teaches intellectual property laws and business laws. He is the author of three books on patent law. He is a practicing advocate at the Madras High Court. He litigates and counsels in intellectual property law, corporate law and competition law but his primary focus has remained in patent law. He has appeared before the Supreme Court, the High Courts, Intellectual Property Appellate Board and the Patent Offices

COURSE PLAN :

Week 1 : Invention as a solution to an unsolved Problem

Week 2 : Drafting a Claim

Week 3 : Types and Arrangement of Claims

Week 4 : Structure of the Patent Specification

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COURSE OBJECTIVES III

- » **Laboratory Safety Awareness**
Develop a comprehensive understanding of laboratory safety protocols and guidelines to ensure a secure working environment.
- » **Equipment Handling and Maintenance**
Acquire skills in the proper handling, operation, and routine maintenance of laboratory equipment to ensure accuracy and reliability.
- » **Sample Handling and Preparation**
Learn techniques for proper sample handling, preparation, and storage to maintain the integrity of experimental materials.
- » **Documentation and Record Keeping**
Implement effective documentation and record-keeping practices to track experimental procedures, observations, and results accurately.

COURSE OUTCOMES III

- » **Safe Laboratory Practices**
Demonstrate a commitment to safe laboratory practices, reducing the risk of accidents and ensuring the well-being of personnel.
- » **Optimal Equipment Performance**
Operate laboratory equipment effectively, ensuring optimal performance and accurate experimental results.
- » **Integrity in Sample Handling**
Apply proper sample handling techniques, preserving the integrity of experimental materials and minimizing contamination.
- » **Accurate Documentation**
Maintain accurate and detailed documentation, fostering transparency and traceability in laboratory procedures and outcomes.

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COURSE OBJECTIVES III

» Understanding Scientific Concepts

Develop a deep understanding of scientific concepts, theories, and research findings relevant to the chosen topic.

» Research Skills

Acquire advanced research skills to gather, evaluate, and synthesize scientific literature and data from credible sources.

» Clarity and Precision

Master the art of conveying complex scientific information with clarity, precision, and accuracy for a diverse audience.

» Structured and Logical Presentation

Learn to organize scientific content in a structured and logical manner, presenting ideas and findings in a coherent sequence.

COURSE OUTCOMES III

» In-Depth Scientific Understanding

Demonstrate an in-depth understanding of scientific concepts and principles relevant to the chosen topic.

» Advanced Research Proficiency

Showcase advanced research skills by incorporating up-to-date and relevant scientific literature into written content.

» Clear and Accessible Writing Style

Produce scientific content with a clear and accessible writing style, making complex information understandable to a diverse audience.

» Structured Scientific Narratives

Create well-structured scientific narratives that present ideas and findings logically, facilitating understanding and engagement.

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COURSE OBJECTIVES

» Instrument Familiarity

Develop a thorough understanding of the principles, components, and operation of UV-Vis, IR, HPLC, and GC instruments.

» Sample Preparation Techniques

Acquire hands-on experience in preparing samples for analysis, ensuring compatibility with each spectroscopy or chromatography technique.

» Instrument Calibration

Learn the procedures for instrument calibration to ensure accurate and reliable measurements in UV-Vis, IR, HPLC, and GC analyses.

» Data Acquisition and Analysis

Gain proficiency in acquiring and analyzing data generated by each instrument, interpreting results, and drawing meaningful conclusions.

COURSE OUTCOMES

» Competent Instrument Operation

Demonstrate competence in operating UV-Vis, IR, HPLC, and GC instruments, ensuring precise and reliable analytical results.

» Effective Sample Preparation

Execute sample preparation techniques effectively, optimizing the compatibility of samples with each analytical technique.

» Accurate Calibration Procedures

Perform accurate instrument calibration, contributing to the reliability and accuracy of measurements in spectroscopy and chromatography.

» Proficient Data Analysis

Analyze and interpret data generated by UV-Vis, IR, HPLC, and GC instruments proficiently, providing meaningful insights for scientific research.

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COURSE OBJECTIVES

» Understanding Ethical Principles

Develop a deep understanding of ethical principles, including honesty, integrity, respect, and responsibility, in both personal and professional contexts.

» Awareness of Professional Codes

Familiarize yourself with and adhere to professional codes of conduct and ethical guidelines relevant to your field of work.

» Critical Thinking and Decision-Making

Enhance critical thinking skills to analyze ethical dilemmas, make informed decisions, and navigate complex situations with integrity.

» Cultural Competence and Diversity

Cultivate cultural competence and an appreciation for diversity, respecting the perspectives and values of individuals from different backgrounds.

COURSE OUTCOMES

» Integration of Ethical Principles

Integrate ethical principles into professional practice, promoting a values-based approach to decision-making.

» Adherence to Professional Codes

Adhere to professional codes of ethics, ensuring ethical conduct and upholding the reputation of the profession.

» Effective Ethical Decision-Making

Demonstrate the ability to critically assess ethical dilemmas, make well-informed decisions, and act with integrity.

» Promotion of Cultural Competence

Promote cultural competence, fostering an inclusive and respectful professional environment that values diversity.

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COURSE OBJECTIVES

» Understanding Intellectual Property (IP)

Develop a comprehensive understanding of intellectual property concepts, including patents, trademarks, copyrights, and trade secrets.

» IP Laws and Regulations

Familiarize yourself with national and international laws and regulations governing intellectual property, ensuring compliance and protection.

» Invention Disclosure and Patenting

Learn the process of invention disclosure, patent application, and the steps involved in obtaining and maintaining patent protection.

» Trademark and Copyright Protection

Understand the principles of trademark registration and copyright protection, including the application process and enforcement of rights.

COURSE OUTCOMES

» Effective IP Management

Demonstrate the ability to manage intellectual property effectively, considering legal, strategic, and commercial aspects.

» Compliance with IP Laws

Ensure compliance with intellectual property laws and regulations, minimizing the risk of infringement and legal consequences.

» Successful Patent Applications

Successfully navigate the process of patent applications, from invention disclosure to obtaining and maintaining patent protection.

» Protected Trademarks and Copyrights

Secure and maintain protected trademarks and copyrights, contributing to the safeguarding of brand identity and creative works.

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COURSE OBJECTIVE

- 01 Understanding Medical Software:** Develop a foundational understanding of medical software applications, including Electronic Health Records (EHR), medical imaging software, and clinical decision support systems.
- 02 Usage and Navigation:** Acquire skills in navigating and utilizing medical software interfaces efficiently, ensuring seamless integration into healthcare workflows.
- 03 Data Entry and Retrieval:** Learn accurate data entry techniques and efficient retrieval methods within medical software systems to maintain comprehensive patient records.
- 04 Interoperability:** Understand the concept of interoperability and the integration of medical software with other healthcare systems, fostering seamless information exchange.

COURSE OUTCOMES

- 01 Competent Medical Software Utilization:** Demonstrate competence in using various medical software applications, contributing to efficient healthcare service delivery.
- 02 Efficient Navigation:** Navigate and utilize medical software interfaces efficiently, improving overall productivity in healthcare settings.
- 03 Accurate Data Management:** Execute precise data entry and retrieval within medical software systems, ensuring the integrity of patient records.
- 04 Interconnected Healthcare Systems:** Contribute to the development of an interconnected healthcare system by understanding and promoting interoperability among medical software platforms.

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COURSE OBJECTIVES

» Physical Properties Assessment

Evaluate the physical properties of drug substances, including solubility, stability, and particle size distribution, to inform formulation design.

» Compatibility Studies

Conduct compatibility studies to assess the interactions between drug substances and excipients, ensuring formulation stability.

» Polymorphism and Crystallinity Analysis

Analyze the polymorphic forms and crystallinity of drug substances, providing insights into their solid-state characteristics and potential effects on formulation.

» Excipient Selection

Identify and select appropriate excipients based on their compatibility with the drug substance and their contribution to formulation goals.

COURSE OUTCOMES

» Informed Formulation Design

Utilize preformulation studies to make informed decisions in designing drug formulations, considering physical and chemical properties.

» Stability Assessment

Assess the stability of drug substances and formulations, ensuring their suitability for further development and manufacturing.

» Optimized Solid-State Characteristics

Optimize the solid-state characteristics of drug substances, minimizing potential issues related to polymorphism and crystallinity.

» Well-Informed Excipient Selection

Select excipients judiciously, considering their compatibility with the drug substance and their contribution to the overall formulation.

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COURSE OBJECTIVES

» Study Design and Planning

Learn to design preclinical studies, including defining objectives, selecting appropriate animal models, and establishing experimental protocols.

» Ethical Considerations

Understand and adhere to ethical considerations in preclinical research, ensuring the humane treatment of animals and the validity of study results.

» Data Collection and Analysis

Acquire skills in collecting accurate and reliable data from preclinical experiments and employing statistical methods for analysis.

» Experimental Techniques

Familiarize yourself with a range of experimental techniques used in preclinical studies, adapting methods to specific research objectives.

COURSE OUTCOMES

» Effective Study Design

Demonstrate the ability to design preclinical studies that address research objectives and provide meaningful insights.

» Ethical Conduct in Research

Uphold ethical standards in preclinical research, considering the welfare of animals and maintaining integrity in study procedures.

» Accurate Data Interpretation

Analyze preclinical data accurately, drawing valid conclusions and contributing to the scientific understanding of tested hypotheses.

» Proficiency in Experimental Techniques

Execute experimental techniques proficiently, adapting protocols to the specific requirements of preclinical research.

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COURSE OBJECTIVES

» Understanding Regulatory Landscape

Develop a comprehensive understanding of national and international regulatory frameworks governing the pharmaceutical and healthcare industries.

» Regulatory Compliance

Learn to interpret and ensure compliance with regulatory requirements related to drug development, manufacturing, and marketing.

» Submission and Documentation Skills

Acquire skills in preparing and submitting regulatory documents, including applications for product approval, labeling, and safety reporting.

» Interaction with Regulatory Agencies

Familiarize yourself with the processes and protocols for interacting with regulatory agencies, including responding to inquiries and participating in regulatory inspections.

COURSE OUTCOMES

» Comprehensive Regulatory Knowledge

Demonstrate a comprehensive understanding of the regulatory landscape, ensuring adherence to relevant laws and standards.

» Ensured Regulatory Compliance

Ensure compliance with regulatory requirements throughout the drug development lifecycle, minimizing risks and ensuring product quality and safety.

» Effective Document Preparation

Prepare and submit regulatory documents accurately and efficiently, facilitating the approval and marketing of pharmaceutical products.

» Positive Regulatory Interactions

Engage effectively with regulatory agencies, fostering positive interactions and demonstrating a commitment to regulatory compliance.

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COURSE OBJECTIVES

- » **Comprehensive Healthcare Information Management**
Develop skills to seamlessly integrate medical coding, medical writing, and pharmacovigilance practices for comprehensive healthcare information management.
- » **Regulatory Compliance and Ethical Practices**
Acquire a strong understanding of regulatory compliance in medical coding, medical writing, and pharmacovigilance, ensuring adherence to guidelines and ethical standards.
- » **Effective Communication in Healthcare**
Enhance communication skills to effectively convey complex medical information through accurate coding, clear medical writing, and precise pharmacovigilance reporting.
- » **Interdisciplinary Collaboration**
Foster the ability to collaborate across disciplines, promoting synergy between medical coding, medical writing, and pharmacovigilance teams for holistic healthcare information management.

COURSE OUTCOMES

- » **Unified Healthcare Information Systems**
Demonstrate the ability to contribute to the establishment of unified healthcare information systems by seamlessly incorporating medical coding, medical writing, and pharmacovigilance practices.
- » **Ensured Regulatory Adherence**
Ensure regulatory adherence across medical coding, medical writing, and pharmacovigilance activities, fostering compliance and ethical practices in healthcare information management.
- » **Clarity in Healthcare Communication**
Achieve clarity and precision in healthcare communication through accurate coding, clear medical writing, and thorough pharmacovigilance reporting, facilitating better understanding among diverse stakeholders.
- » **Enhanced Interdisciplinary Collaboration**
Facilitate enhanced interdisciplinary collaboration by understanding the interplay between medical coding, medical writing, and pharmacovigilance, contributing to a more cohesive and efficient healthcare information management system.

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Date- 15/07/2022

NOTICE

All the students are hereby informed that our college is going to conduct coursera course on topic: **English for Effective business Speaking**. so all the interested candidate should give their names to Dr. Atul Bendale sir. After completion of the course you will be provided certificate that you should submit to Dr. Atul Bendale.



Dr. Laxmikant B. Borse

(Principal)