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| **CC-11: Conceptual Foundations of Management** | |
| Credits: 5; Maximum Marks: 100 (30/Int. + 70/End-Term);  Minimum Pass Marks:40 (12/Int. + 28/End-Term); Time for End-Term Exam: 3 Hours | |
| **Course Objectives:**To make the students understand of basic concepts,principles, functions and process of management. | |
| **Course Content:** | |
| Unit-I: | Nature, Scope and Significance of Management; Process of Management; Role of Managers; Principles of Management; Levels of Management; Evolution of Management Thought: Classical, Neoclassical and Contingency |
| Unit-II: | Planning: Meaning, Importance, and Process; Effective Planning; Types of Plans;Decision Making: Concept, Nature, Types of Decision, Process, and Techniques; Management by Objectives: Concept & Applications |
| Unit-III: | Organizing: Nature, Importance, Principles and Process; Departmentalization; Decentralization; Centralization; Delegation; Authority and Responsibility Relationship: Line, Staff and Functional; Formal vs. Informal Organizations |
| Unit-IV: | Leadership: Meaning and Nature; Motivation: Meaning and Nature; Process and Content Theory of Motivation |
| Unit-V: | Control: Nature, Process and Significance; Control Methods: Pre-action Control, Steering Control and Post-action Control; Control Techniques |
| ***Note*:**The examiner will set *eleven* questions in all. Question number one will be compulsory, and would contain *five* parts of *four* marks each (one part from each unit). Further, *two* questions of *ten* marks each are to be set from each of the five units. The students will be required to attempt *six* questions⎯the compulsory question, and one question from each of the five units. | |
| **Suggested Readings:**   1. Koontz, H. & Weihrich, H. (2012). *Essentials of Management: An International Perspective* (8th ed.). McGraw Hill. 2. Robbins S. P., &Coulter, M. (2020). *Management* (15th ed.). Pearson. 3. Kreitner, R., & Mohapatra, M. (2008).*Management*. Dreamtech Press. 4. Stoner, J. A. F., Gilbert, D. R., & Freeman, R. E. (2003). *Management* (6th ed.). Pearson. 5. Rao, V. S. P. (2006). *Human Resource Management*: *Text and Cases*. Excel Books. | |

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| **CC-12: Business Economics** | |
| Credits: 5; Maximum Marks: 100 (30/Int. + 70/End-Term);  Minimum Pass Marks:40 (12/Int. + 28/End-Term); Time for End-Term Exam: 3 Hours | |
| **Course Objectives:**To familiarize the students about basic concepts and theories of business economics. | |
| **Course Content:** | |
| Unit-I: | Economics: Meaning, Nature and Scope; Micro & Macro Economics; Central Problems of an Economy, Economic Systems: Types and Features |
| Unit-II: | Business Economics: Nature and Scope; Basic Tools in Economic Analysis; Objectives of a Firm; Theory of Demand: Meaning, Types of Demand,Law of Demand, Factors Affecting Demand; Marginal Utility Analysis and Consumer Behaviour Analysis: Cardinal and Ordinal Utility Approach |
| Unit-III: | Elasticity of Demand; Measurement, Implications for Decision Making; Demand Forecasting: Meaning, Types, and Methods; Production and Cost Analysis: Production Function, Least Cost Combination of Inputs; Factor Productivity and Returns to Scale. |
| Unit-IV: | Cost Concepts; Traditional and Modern Theory of Cost; Economies of Scale, Market Structures and Firm’s Equilibrium. |
| Unit-V: | Concepts of Revenue; National Income, Consumption Function, Multiplier & Investment Analysis; Keynesian Approach |
| ***Note*:**The examiner will set *eleven* questions in all. Question number one will be compulsory, and would contain *five* parts of *four* marks each (one part from each unit). Further, *two* questions of *ten* marks each are to be set from each of the five units. The students will be required to attempt *six* questions⎯the compulsory question, and one question from each of the five units. | |
| **Suggested Readings:** | |
| 1. Jole, D:*Managerial Economics*, PrenticeHall. 2. V. Mote, Paul, S., &G. Gupta (2017):*Managerial Economics: Concepts and Cases*. McGraw Hill. 3. Truett, C. J.,& D. B. Truett(1984): *Managerial Economics* (2nd ed.). Cincinnati, South Western Publication. 4. Dwivedi, D. N. (2015): *Managerial Economics* (8th ed.). Vikas Publication 5. Koutsoyiannis, A. (2003): *Modern Microeconomics* (Indian 2nd ed.).Palgrave Macmillan | |

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| **CC-13: Fundamentals of Accounting** | |
| Credits: 5; Maximum Marks: 100 (30/Int. + 70/End-Term);  Minimum Pass Marks:40 (12/Int. + 28/End-Term); Time for End-Term Exam: 3 Hours | |
| **Course Objectives:**To develop conceptual understanding of the fundamentals of financial accounting process and software. | |
| **Course Content:** | |
| Unit-I: | Accounting: Nature, Scope, Functions and Limitations; Types of Accounting and Accounting System; Accounting Concepts and Conventions; Accounting Equation |
| Unit-II: | Accounting Process: Journal and Ledger, Trial Balance, Subsidiary Books |
| Unit-III: | Capital and Revenue; Classification of Income, Expenditure, and Receipts; Preparation of Final Accounts: Trading Account, Profit and Loss Account, Balance Sheet (with adjustments) |
| Unit-IV: | Depreciation: Concept, Causes, Features, Objectives, and Methods; Valuation of Stock, Bank Reconciliation Statement; Introduction of IASB & IFRS |
| Unit-V: | Role of Computer in Accounting; Flow Chart, Software Packages for Accounting, Accounting for Non-Profit Organizations |
| ***Note*:**The examiner will set *eleven* questions in all. Question number one will be compulsory, and would contain *five* parts of *four* marks each (one part from each unit). Further, *two* questions of *ten* marks each are to be set from each of the five units.The students will be required to attempt *six* questions⎯the compulsory question, and one question from each of the five units. | |
| **Suggested Readings:** | |
| 1. Bhattacharya, K., & Dearden J.: *Accounting for Management* - *Text and Cases*. Vikas Publishing House 2. Gupta, A. (2004): *Financial Accounting for Management*. Pearson, Delhi, 2004. 3. Hingorani, N. L., & Ramanathan, A. R. (1992): *Management Accounting* (5th ed.). Sultan Chand and Sons. 4. Jelsy Joseph Kuppapally, J. J. (2010): *Accounting for Managers*. Prentice Hall. 5. Narayanaswamy R. (2011): *Financial Accounting*. Prentice Hall. 6. Paresh Shah, P. (2007): *Basic Accounting for Managers*. Oxford. | |

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| **SEC-11: Business Mathematics** | |
| Credits: 4; Maximum Marks: 100 (30/Int. + 70/End-Term);  Minimum Pass Marks:40 (12/Int. + 28/End-Term); Time for End-Term Exam: 3 Hours | |
| **Course Objectives:** To familiarize the students with basic mathematical concepts and their business applications | |
| **Course Content:** | |
| Unit-I: | Arithmetic Progression; Geometric Progression; Harmonic Progression; Permutations and Combinations; Binomial Theorem |
| Unit-II: | Set Theory: Introduction, Types, and Set Operations (Compliment, Union, Intersection, and Difference); Cartesian Product of Two Sets |
| Unit-III: | Matrices: Concept, Types, and Operations (Addition, Multiplication, Transpose, and Inverse); Determinants; Solution of Simultaneous Linear Equations |
| Unit-IV: | Functions: Concept, Types, and Graphical Representation; Basics of Differential Calculus: Rules, Maxima and Minima; Point of Inflexion; Higher Order Derivatives;Integral Calculus: Rules, Definite Integral |
| ***Note*:**The external (end-term) question paper will comprised of two parts. In Part-A, there will be *two* questions from each unit (total *eight* questions, carrying five marks each).  In Part-B, the questions will relate to business and economic applications of themathematical concepts; there will be *one* question from each unit (total *four* questions,carrying fifteen marks each).  The students will be required to attempt *eight* questions in all, by selecting *five* question from Part-A, and *three* questions from Part-B. | |
| **Suggested Readings:** | |
| 1. Khan, S.M. (2012). *A Textbook of Business Mathematics*. Viva Books. 2. Raghavachari, M. (2008). *Mathematics for Management: An Introduction* (33rd reprint). Tata McGraw Hills. 3. Rangaraj, G., Mallieswari, R., &Rema, V. (2020). *Business Mathematics*. Cengage. 4. Sancheti, D.C., & Kapoor, V.K. (2015). *Business Mathematics* (11th ed.). Sultan Chand & Sons. 5. Soper, J. (2004). *Mathematics for Economics and Business: An Interactive Introduction*(2nd ed.). Wiley-Blackwell. | |

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| **SEC-12: Essential Computer Skills** | |
| Credits: 4; Maximum Marks: 100 (30/Int. + 30/Practical + 40/End-Term);  Minimum Pass Marks:40 (12/Int. +12/Practical +16/End-Term); Time for End-Term Exam: 2 Hours | |
| **Course Objectives:** To make the students understand the basics of computer and its applications and inculcate essential computer skills particularly related to MS Office. | |
| **Course Content:** | |
| Unit-I: | Introduction to Computer, Characteristics of Computers; Evolution of Computers; Basic Components of a Computer, Their Functions, and Inter-relation; Computer Languages; Types of Computer Systems: Personal-Micro, Mini, Mainframe, and Super Computer. |
| Unit-II: | Data Storage: Primary Storage, Secondary Storage; Input and Output Devices; Concept of Data Communication and Network Topology |
| Unit-III: | Operating System: Introduction to Operating System; Types of Operating Systems; Word Processor: Meaning and Applications |
| Unit-IV: | Windows: Basic Functionality; MS Office: Basic functions and Commands in MS Word and MS PowerPoint |
| Unit-V: | MS Office: MS Excel-Working with Excel, Basic Functions and Formulae; Internet: Usage and Applications, |
| ***Note*:**The examiner will set *eleven* questions in all. Question number one will be compulsory, and would contain *five* parts of *four* marks each (one part from each unit). Further, *two* questions of *ten* marks each are to be set from each of the five units. The students will be required to attempt *six* questions⎯the compulsory question, and one question from each of the five units. | |
| **Practical:** The practicalwillbebasedonthe applicationsofMSOffice: MSWord, MS Excel & MS PowerPoint | |
| **Suggested Readings:** | |
| 1. Sinha, P. K.: *Computer Fundamentals* (3rd ed.). BPB Publications. 2. Raja, R. 92007): *Fundamentals of Computer*, Prentice Hall. 3. Dhunnna, M., &Dixit J.B. (2010): *Information Technology in Business Management*, University Science Press New Delhi (An imprint of Laxmi Publications, New Delhi). Gill N.S.: Computer Network, Krishna Publishing House, New Delhi 4. Douglas, E. Comer: *Computer Network and Internet.* Pearson. | |

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| **AEC-11: Vyavharik Hindi** | |
| Credits: 4; Maximum Marks: 100 (30/Int. + 70/End-Term);  Minimum Pass Marks:40 (12/Int. + 28/End-Term); Time for End-Term Exam: 3 Hours | |
| **उद्देश्य:**इसविषयकाउद्देश्यवाणिज्यएवंप्रबंधनसेजुड़ेविद्यार्थियोंकोराजभाषा/ राष्ट्रभाषाहिंदीकाव्यावहारिकज्ञानप्रदानकरनाहै, ताकिवेजनसामान्यतकअपनीबात, उनकीअपनीभाषामें, पहुंचासकें। | |
| **Course Content:** | |
| खंड – क | राजभाषाअधिनियम, राष्ट्रपतिकेअध्यादेशतथाकेंद्रीयसरकारकीहिंदीशिक्षण-योजना |
| खंड – ख | पत्राचारकेविविधरूप (मूलपत्र, पत्रोत्तर, पावती, अनुस्मारक, अर्द्धसरकारीपत्र, ज्ञापन, परिपत्र,आदेश, पृष्ठांकन, अंत:विभागीयटिप्पण, निविदासूचना, विज्ञापन,प्रैसविज्ञप्ति,प्रैसनोट,प्रतिवेदन) |
| खंड – ग | 1. अनुवाद: स्वरूप, प्रकृति, प्रक्रिया, वर्गीकरण, व्यावहारिकअनुवाद (प्रदत्तअंग्रेजी/हिंदीअनुच्छेदकाअनुवाद), अनुभाषण (आशुअनुवाद) 2. पल्लवन: परिभाषा, प्रक्रिया,औरगुण 3. संक्षेपण: परिभाषा, विधि,औरगुण |
| खंड – घ | पारिभाषिकशब्दावली (मंत्रालयों, उपकर्मों, निगमों, बैंकों, रेलवे-क्षेत्रों, रेडियोतथादूरदर्शनमेंप्रयुक्तपारिभाषिकशब्दोंऔरवाक्यांशोंकाअध्ययन)  ***नोट****: इसखंडकेअंतर्गतविकल्प-रहित14 पारिभाषिकशब्दअथवा07 पारिभाषिकवाक्यांशदिएजाएंगे, जिनमेंसेसभीकास्वीकृतपारिभाषिकअर्थलिखनाहोगा।* |
| खंड–ड़ | निबंध-लेखन (निम्नलिखितविषयोंमेंसेचार-पांचविषयदिएजाएंगे, जिनमेंसेकिसी एकविषय पर लगभग300शब्दोंमें निबंधलिखनाहोगा)  (1) वाणिज्यअध्ययनमेंहिंदीकीउपयोगिता, (2) उपभोक्ता, बाजार,औरवाणिज्य, (3) बैंकऔरवाणिज्य,  (4)कुशलप्रबंधनऔरवाणिज्य, (5)विज्ञापनऔरवाणिज्य, (6)वाणिज्यविकासमेंकंप्यूटरकीभूमिका,  (7)श्रमिकअसंतोषकाउद्योगजगतपरप्रभाव, (8)जनसंख्यावृद्धिकाराष्ट्रसमृद्धिपरप्रभाव,  (9)अंतर्राष्ट्रीयव्यापारऔरअंतर्राष्ट्रीयमुद्रा-कोष, (10)निजीकरणकाभारतीयअर्थव्यवस्थापरप्रभाव,  (11)वैश्वीकरणऔरभारतीयउद्योग, (12)कोविड-19 काउद्योगजगतपरप्रभाव, (13)लघुउद्योगोंकाभविष्य,  (14)महंगाई, (15)कालाधन, (16)ऊर्जासंकट, |
| ***Note*:** The examiner is required to set *ten* questions in all, two questions of *fourteen* marks each from each unit. The students will be required to attempt *five* questions in all, selecting one question from each unit. | |
| **संदर्भग्रंथ:**   1. राजनाथभट्ट (2004): प्रयोजनमूलकहिंदी,हरियाणासाहित्यअकादमीपंचकूला 2. राजमणिशर्मा (2004):,अनुवादविज्ञानहरियाणासाहित्यअकादमी,पंचकूला 3. विराज (2005): प्रमाणिकआलेखनऔरटिप्पण,राजपालएंडसंज,दिल्ली 4. दर्शनकुमारजैन (1996): प्रयोजनमूलकहिंदीकेछ: अध्याय,लिपिप्रकाशन,अंबाला छावनी | |

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| **AEC-12: Fundamentals of English** | |
| Credits: 4; Maximum Marks: 100 (30/Int. + 70/End-Term);  Minimum Pass Marks:40 (12/Int. + 28/End-Term); Time for End-Term Exam: 3 Hours | |
| **Course Objectives:**The objective of the course is make the students aware about the basics of English language and make them proficient in reading, writing, comprehension and speaking skills. | |
| **Course Content:** | |
| Unit-I: | **Grammar and Usage**  A Detailed Study of Nouns, Pronouns, Adjectives, Articles, Verbs, Adverbs, Prepositions, Conjunctions, and their Correct Usage |
| Unit-II: | **Grammar and Usage**  Tenses: Active and Passive Voice; Transformation of Sentences from Simple to Compound/Complex Sentences; Narration/Reported Speech |
| Unit-III: | **Vocabulary**  Antonyms and Synonyms; Words Often Confused; Important Latin and English Prefixes and Affixes; Common Legal Terms (Their Meaning and Usage) |
| Unit-IV: | **Composition Skills**  Formal Letter Writing; Writing of Business Letters; Official Letters and CVs; Paragraph Writing; Punctuation |
| ***Note*:** The examiner is required to set *nine* questions in all. The question number one will be compulsory, and would contain *four* parts from the whole syllabus. Further, two questions are to be set from each unit of the syllabus. The students will be required to attempt *five*questions⎯the compulsory question, and one question from each of the four units.Each question shall carry *fourteen* Marks. | |
| **Suggested Readings:** | |
| 1. Wren & Martin: *High School English Grammar and Composition* 2. Tickoo&Subramaniam: *A Functional Grammar with Usage and Composition* 3. Murphy, Raymond: *Essential English Grammar.*Cambridge University Press 4. Maison, Margaret M.: *Examine Your English* 5. Allen W.S.: *Living English Structure* 6. Hewings, Hartin: *Advanced English Grammar.*Cambridge University Press | |

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| **CC-21: Organization Behavior** | |
| Credits: 5; Maximum Marks: 100 (30/Int. + 70/End-Term);  Minimum Pass Marks:40 (12/Int. + 28/End-Term); Time for End-Term Exam: 3 Hours | |
| **Course Objectives:**To make the understand behavior at individual, group and organizational levels. | |
| **Course Content:** | |
| Unit-I: | Organizational Behavior (OB): Meaning, Need, and Scope; Contributing Disciplines to the OB field; Challenges and Opportunities for OB |
| Unit-II: | Understanding Individual Behavior: Attitudes and Job Satisfaction, Emotions and Moods, Emotional Labor, Emotional Intelligence, Personality and Values |
| Unit-III: | Perception and Individual Decision-making, Motivation Concepts and Applications |
| Unit-IV: | Foundations of Group Behavior: Meaning and Nature, Stages of Group Development, Types of Groups, Group properties;Work Teams |
| Unit-V: | Power and Politics;Conflict and Negotiation;Organizational Culture;Organizational Change and Development |
| ***Note*:**The examiner will set *eleven* questions in all. Question number one will be compulsory, and would contain *five* parts of *four* marks each (one part from each unit). Further, *two* questions of *ten* marks each are to be set from each of the five units. The students will be required to attempt *six* questions⎯the compulsory question, and one question from each of the five units. | |
| **Suggested Readings:** | |
| 1. Ivanchevich, J. M., Konopaske, R., & Matteson, M. T. (2008). *Organizational Behavior and Management*(1st reprint). Tata McGraw-Hill. 2. Kreitner, R, &Kinicki, A. (2008). *Organizational Behavior* (8th ed.). McGraw Hill 3. Luthans, F. (2011). *Organizational Behavior*: An *Evidence-Based Approach* (12th ed.) McGraw-Hill/Irwin. 4. Newstrom, J. W. (2017), *Organizational Behavior: Human Behavior at Work* (12th ed.). McGraw Hill. 5. Parikh, M., & Gupta, R. (2010). *Organizational Behaviour*. McGraw Hill. 6. Robbins, S. P., & Judge, T. A. (2013). *Organizational Behavior*(15th ed.). Pearson. | |

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| **CC-22:Principles of Marketing** | |
| Credits: 5; Maximum Marks: 100 (30/Int. + 70/End-Term);  Minimum Pass Marks:40 (12/Int. + 28/End-Term); Time for End-Term Exam: 3 Hours | |
| **Course Objectives:**Theobjectiveofthiscourseistofamiliarizethestudentswiththebasic concepts,functions,and processes of marketing. | |
| **Course Content:** | |
| Unit-I: | Marketing: Definition, Nature & Scope, Core Marketing Concepts; Evolution of Marketing; Marketing Mix; STP (Segmenting, Targeting & Positioning); Approach to Marketing; Marketing Environment; Recent Trends in Marketing Management |
| Unit-II: | Product: Meaning, Levels, Product Mix; New Product Development Process; Product Life Cycle: Concept & Applications; Branding & Packaging |
| Unit-III: | Promotion Mix: Advertising, Sales Promotion, Personal Selling, Direct Marketing & Public Relations; Pricing: Objectives, Methods & Policies |
| Unit-IV: | Distribution Channels: Planning & Management; Retailing; Wholesaling; Physical Distribution& Logistics Decisions |
| Unit-V: | Selected Applications: Marketing Research & Information System; Internet Marketing; Social Media Marketing; Content Marketing; Green Marketing; Network Marketing |
| ***Note*:**The examiner will set *eleven* questions in all. Question number one will be compulsory, and would contain *five* parts of *four* marks each (one part from each unit). Further, *two* questions of *ten* marks each are to be set from each of the five units. The students will be required to attempt *six* questions⎯the compulsory question, and one question from each of the five units. | |
| **Suggested Readings:** | |
| 1. Kotler, P., &Keller, K. L. (2006). *Marketing Management* (12th ed.). Prentice Hall. 2. Kotler, P., Keller, K. L., Koshy, A., &Jha, M. (2013). *Marketing Management: A South Asian Perspective*. (14th ed.). Pearson Education. 3. Ramaswamy, V.S., &Kumari, S. Nama (2009). *Marketing Management-Global Perspective Indian Context* (4th ed).Macmillan India. 4. Kumar, A., &Meenakshi, N. *Marketing Management*. Vikas Publishing House. 5. Stanton, W.J., &Pandit, Ajay. (2008). *Marketing Concept & Cases* (3rd ed.). Tata McGraw. | |

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| **CC-23:Entrepreneurial Development** | |
| Credits: 5; Maximum Marks: 100 (30/Int. + 70/End-Term);  Minimum Pass Marks:40 (12/Int. + 28/End-Term); Time for End-Term Exam: 3 Hours | |
| **Course Objectives:** The objective of this course is to acquaint the students with concepts of small businesses &entrepreneurship, focus areas in the development of an entrepreneur. | |
| **Course Content:** | |
| Unit-I: | Entrepreneurship:Meaning and Significance; Relationship between Entrepreneurship Development and Economic Development; Types of Entrepreneurs; Entrepreneurial Competencies;Influences on Entrepreneurial Development: Socio-Cultural,Political, Economic, and Psychological; Problems Associated with Entrepreneurship in India |
| Unit-II: | New Venture Development: Methods, Procedures & Problems; Feasibility study: Preparation of Feasibility Reports, Selection of Factory Location, Market Potential, Demand Analysis; Working Capital Requirement& Financing |
| Unit-III: | Role of Innovation and Creativity in Entrepreneurship; Grass Root Innovation; Frugal Innovation; Entrepreneurship Ecosystem |
| Unit-IV: | Role of Government, Promotional Agencies and Institutions in Entrepreneurship Development; Incentives and Various Financial Schemes Available for Entrepreneurs |
| Unit-V: | MSME: Definition, Role, and Problems;Govt. schemes for MSME; Industrial Sickness: Causes, Consequences and Remedial Measures; Role of Women SHG's in Micro Enterprises,SIDBI and its functions. |
| ***Note*:**The examiner will set *eleven* questions in all. Question number one will be compulsory, and would contain *five* parts of *four* marks each (one part from each unit). Further, *two* questions of *ten* marks each are to be set from each of the five units. The students will be required to attempt *six* questions⎯the compulsory question, and one question from each of the five units. | |
| **Suggested Readings:** | |
| 1. Desai, Vasant: Dynamics of Entrepreneurship Development; Himalaya Publications. 2. Drucker, Peter: Innovation & Entrepreneurship; Heinemall, London. 3. Dollinger, Marc J.: Entrepreneurship: Strategies & Resources, Pearson. 4. McClelland, D. C. & Winter, W. G.: Motivating economic achievement, Free Press, New York. 5. Monk, Ellen & Bert: Concept in Enterprise Resource Planning, Thompson, UK | |

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| **SEC-21: Soft Skills and Personality Development** | | |
| Credits: 4; Maximum Marks: 100; Minimum Pass Marks:40 | | |
| **Course Objectives:**The objective of this course is to develop budding managers with idealistic, practical, and moral values and soft skills to enhance holistic development of students and improve their employability skills. | | |
| **Course Content:** | | |
| Unit1: | | Self-Analysis and Assessment: Perception, Attitude and Attributes; Importance of Self Confidence, Self Esteem; Goal-Setting: Wish List, Smart Goals, Blue Print for Success, Short Term, Long Term, Life Time Goals; Vision; Etiquette: Social Etiquette, Business Etiquette, Civic Sense and Social Norms |
| Unit2: | | Communication Skills: Reading, Writing, Speaking and Listening Skills, Time Management: Value of Time, Diagnosing Time Management, Weekly Planner To-Do list, Prioritizing Work |
| Unit3: | | Motivation: Intrinsic and Extrinsic Motivators; Change: Coping Skills: Critical and Adaptive Mind-Sets; Changes in Career / Life / People |
| Unit 4: | | Creative Thinking: Out of Box Thinking, Lateral Thinking; Problem Solving Skills; Purpose-Driven Decisions; Stress Management; Emotional Intelligence: Coping With Emotions; Interpersonal Conflicts; Emotional Rational Balance |
| Unit 5: | | Personality Development: Its Various Techniques, Role and Importance of ‘Ancient Indian Wisdom’ in Shaping Personality; Mnemonics, Mediation, and Concentration Techniques, Self-Hypnotism, Self-Acceptance, and Internal Growth |
| ***Note*:** Continuous evaluation criteria would be followed to evaluate the performance of the students. The same would be based on practical activities assigned by the teacher concerned. | | |
| **Suggested Readings:** | | |
| 1. SOFT SKILLS, 2015, Career Development Centre, Green Pearl Publications. 2. Personality Development by Rajiv K. Mishra. Rupa& Co. 3. Youngster's Guide to Personality Development Paperback – 2011, S.P. Sharma 4. Covey Sean, Seven Habits of Highly Effective Teens, New York, Fireside Publishers, 1998. 5. Carnegie Dale, How to win Friends and Influence People, New York: Simon & Schuster, 1998. 6. Thomas A Harris, I am ok, You are ok , New York-Harper and Row, 1972 7. Daniel Coleman, Emotional Intelligence, Bantam Book, 2006 8. Desire2will: Dr Dinesh Kumar. 9. Lateral Thinking : Bono Edward De 10. Daniel Coleman, Emotional Intelligence, Bantam Book, 2006 | | |
| **AEC-21: Proficiency in English** | | |
| Credits: 4; Maximum Marks: 100 (30/Int. + 70/End-Term);  Minimum Pass Marks:40 (12/Int. + 28/End-Term); Time for End-Term Exam: 3 Hours | | |
| **CourseObjective:**The objective of the course is make the students aware about the basics of English language and make them proficient in reading, writing, comprehension and speaking skills. | | |
| **Course Content:** | | |
| Unit-I: | Basic Grammar: Spotting the errors pertaining to Articles, Nouns, Pronouns, Adjectives, Adverbs, Subject Verb Concord, Active & Passive voice, Reporting Speech | |
| Unit-II: | Reading and Writing Skills: Paragraph Writing, Outline Development, Slogan Writing, Dialogue Writing, Comprehension Passage | |
| Unit-III: | Vocabulary, Antonyms, Synonyms, Idioms and Phrases, Words often Confused, One Word Substitution, Homonyms and Formation of words (Suffixes, Prefixes and Derivatives) | |
| Unit-IV: | Introduction to Principal Components of Spoken English: Transcription, Word Accent and Intonations | |
| Unit-V: | Techniques of Developing Proficiency in English Language: Newspaper, Magazine Reading, Reviewing, and Rewriting; Audio Visual Aids for Language Skill Enhancement; Book Review Writing; Writing for Media and Advertising; Group Discussion; Problem Solving Exercise & Visual Interpretation | |
| ***Note*:** The examiner is required to set *ten* questions in all, two questions of *fourteen* marks each from each unit. The students will be required to attempt *five* questions in all, selecting one question from each unit. | | |
| **Suggested Readings:** | | |
| 1. Wren and Martin: High School Grammar & Composition: Sultan Chand & Sons, New Delhi 2. S.D.Sharma, Communication Skill in English:, Natraj Publishing House 3. AnjanaNeira Dev, AnuradhaMarwah& Swati Pal, Creative writing – A Beginner’sManual, Pearson Publishing India. 2009. 4. T Balasubramanian, A Textbook of English Phonetics: For Indian Students, MacmillanPublishers India. 5. Balasubramanian, English Phonetics for Indian Students: A Workbook by, MacmillanIndia Pvt. Ltd. | | |

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| **AEC-22: Environmental Studies** | |
| Credits: 2; Maximum Marks: 50 (10/Int. + 40/End-Term);  Minimum Pass Marks:20 (4/Int. + 16/End-Term); Time for End-Term Exam: 2 Hours | |
| **Course Objectives:**to familiarize and sensitize the students regarding environmental issues and role of human beings in theecosystem. | |
| **Course Content:** | |
| Unit-I: | The multidisciplinary nature of environmental studies. Definition, Scope and Importance. Need for public awareness. |
| Unit-II: | Natural Resources: Renewable and non-renewable resources, Natural resources, and associated problems.  (a) Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams, and their effects on forests and tribal people.  (b) Water resources: Use and over-utilization of surface and ground water, floods, Drought, conflicts over water, dams-benefits and problems.  (c) Mineral resources: Use and exploitation, environ- mental effects of extracting and using mineral resources, case studies.  (d) Food resources: World food problems, changes caused by agriculture and overgrazing,effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.  (e) Energy resources: Growing energy needs, renew- able and non-renewable energy sources, use of alternate energy sources. Case studies.  (f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion, and desertification.  - Role of an individual in conservation of natural resources.  - Equitable use of resources for sustainable lifestyle. |
| Unit-3: | Ecosystems  Concept of an ecosystem.  Structure and function of an ecosystem.  Producers, consumers and decomposers.  Energy flow in the ecosystem.  Ecological succession.  Food chains, food webs and ecological pyramids.  Introduction, types, characteristic features, structure, and function of the following ecosystem: (a) Forest ecosystem, (b) Grassland ecosystem, (c) Desert ecosystem, and Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries) |
| Unit-4: | Biodiversity and its conservation  Introduction –Definition; genetic, species and eco- system diversity.  Biogeographical classification of India.  Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values.  Biodiversity of global, National and local levels, India as a mega-diversity nation.  Hot-spots of biodiversity.  Threats to biodiversity: Habitat loss, poaching of wildlife, man-wildlife conflicts.  Endangered and endemic species of India.  Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity. |
| Unit-5: | Environmental Pollution Definition Cause, effects and control measures of :   1. Air Pollution 2. Water Pollution 3. Soil Pollution 4. Marine Pollution 5. Noise Pollution. 6. Thermal Pollution. 7. Nuclear hazards.    * Solid waste management: Causes, effects and control measures of urban and industrial wastes.    * Role of an individual in prevention of pollution.    * Pollution case studies 8. Disaster management: floods, earthquake, cyclone, and landslides. |
| Unit-6: | Social Issues and the Environment   * From unsustainable to sustainable development. * Urban problems related to energy. * Water conservation, fain water harvesting, watershed management. * Resettlement and rehabilitation of people: Its problems and concerns. Case studies. * Environmental ethics: Issues and possible solutions. * Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies. * Wasteland reclamation. * Consumerism and waste products. * Environment Protection Act. * Air (Prevention and Control of Pollution) Act. * Water (Prevention and Control of Pollution) Act. * Wildlife Protection Act. * Forest Conservation Act. * Issues involved in enforcement of environmental legislation. * Public awareness. |
| Unit-7: | Human Population and the Environment  Population growth, variation among nations.  Population explosion- Family Welfare Programme.  Environment and human health.  Human Rights.  Value Education.  MV/AIDS.  Women and Child Welfare.  Role of information Technology in Environment and  Human health.  Case Studies.  ‘Drug Abuse’ |
| Unit-8: | Field work  Visit to a local area to document Environment assets- river/ forest/ grassland/ hill/ mountain.  Visit to Local polluted site-Urban/Rural Industrial/Agricultural.  Study of common plant, insects, birds.  Study of simple ecosystems-pond, river, hill slopes, etc. (Field work equal to 5 lectures hours) |
| ***Note*:** The question paper will be consisting of two parts. **Part-A** will consist of fourshort answer pattern questions of two marks each. **Part-B** will consist of eightessay type questions of eight marks each. Students will be required to attempt *five* questions in all, including the *compulsory* question in Part-A. | |