

**Part A introduction**

Programme : Certificate Class:B.COM.1 <sup>st</sup> Year session 2021-22		
Subject: COMMERCE (Business regulatory Framework)		
1	CourseCode	<b>C1 COMA 2T</b>
2	Course Title	Business regulatory Framework (PAPER 2)
3	Course Type	Core
4	Pre-requisite	Not required (open for all)
5	Course Learning Outcomes	The outcome of this course is to provide the students with practical legal knowledge of general business law issues. To Understand the Essentials of A Valid Contract, The Laws Of The Act, Consideration And The Various Modes Of Discharge Of A Contract To Explain the Various Laws with Regard to The Sale of Goods and Performance of a Sale Contract and Remedial Measures, to Familiarize the Students with The Various Law with Regard to Consumer Protection in India And the Functions of Various Consumer Forums and, to Understand the Meaning and The Various Legislations with Regard to The Cyber Laws
6	Credit Value	6
7	Total Marks	Max marks : 25+75 Minimum Passing Marks 33

**Part B: content of the course**

Total No. of Lectures (in hours per week)- 3, Total lectures: 90		
unit	topic	No. of lectures
1	Historical background of Business laws in India, Indian Contract Act 1872 -GENERAL LAWAS	
2	Contact relating to Indemnity and Guarantee	
3	Negotiable instrument Act 1881 -General Introduction Negotiable instrument(amendment) Act 2002	
4	General introduction of Consumer Protection Act 1986 and 2018, FEMA	
5	Indian Partnership Act 1932-General introduction Limited Liability Partnership Act 2008	
<b>Keywords/Tags: The name of all act is the key word.</b>		

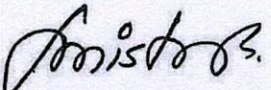
*Amish*

### Part A introduction

Programme : Certificate Class:B.COM.1 <sup>st</sup> Year		Session 2021-22
Subject: <b>Commerce</b>		
1	CourseCode	C1-COMAIT
2	Course Title	<b>Financial Accounting</b>
3	Course Type	Core
4	Pre-requisite	Not requiredopen for all
5	Course Learning Outcomes	<p><b>Successful completion of this course, the student will be able to:</b></p> <ul style="list-style-type: none"> <li>• Acquire conceptual knowledge of basics of accounting</li> <li>• Identify events that need to be recorded in the accounting records</li> <li>• Develop the skill of recording financial transactions and preparation of reports in accordance with GAAP</li> <li>• Describe the role of accounting information and its limitations</li> <li>• Equip with the knowledge of accounting process and preparation off in a accounts of sole trader</li> <li>• Identify and analyze the reasons for the difference between cash book and pass book balances</li> <li>• Recognize circumstances providing for increased exposure to errors and frauds</li> </ul>
6	Credit Value	6
7	Total Marks	Max marks : 25+75 Minimum Passing Marks 33

### Part B: content of the course

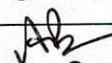
Total No. of Lectures (in hours per week)- 3, Total lectures: 90		
unit	topic	No. of lectures
1.	Accounts :- Indian History . Definition , Objectives ,Basic Concept and Principals of Double Entry System Journal Entry ,Ledger, Subsidiary books ,Trial Balance Introduction of Indian Accounting Standard Final Accounts	15
2.	Accounting for Depreciation (According to Accounting Standard -6) Branch Accounts	15
3.	Royalty Accounts , Departmental Accounts	15
4.	Accounting of Non Profit Organisation , , Investment Account Consignment Accounts	15
5.	Partnership Accounts :- Dissolution of Partnership (with Insolvency), Amalgamation of Partnership Firms, Conversion of Partnership firm in to joint stock Company	15
6.	Computerized Accounts by using any popular accounting software. creating a company, configure and features setting, creating accounting ledgers and groups, creating stock items and groups , vouchers entry(with maintenance of vouchers ) , generating report - cash book, ledger accounts, trial balance , profit and loss account and balance sheet	15
<b>Keywords/Tags: financial A/c, Depreciation, Accounting Standard, branch a/c, royalty A/c ,partnership a/c, Computerized Accounts.</b>		

  
 (PROF. PAVAN MISHRA)

PART A: Introduction			
Program: UG Level	Class: I Year	Year: 2021-22	Session: 2021-22 onwards
Subject: Foundation Course (English)			
1.	Course Code	X1-FCHBIT	
2.	Course Title	English Language and Indian Culture	
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational)	Foundation Course	
4.	Pre-Requisite (if any)	To study this course, a student should have basic knowledge of English language. This course will be studied by all the students of UG level under the Foundation Course category.	
5.	Course Learning Outcomes (CLO)	<p>Through this course the students will be able to:</p> <ol style="list-style-type: none"> <li>1. Prepare for various competitive exams by developing their English language competence.</li> <li>2. Promote their comprehension skills by being exposed to a variety of texts and their interpretations.</li> <li>3. Build and enhance their vocabulary.</li> <li>4. Develop their communication skills by strengthening grammar and usages.</li> <li>5. Inculcate values which make them aware of national heritage and environmental issues, making them responsible citizens.</li> </ol>	
6.	Credit Value	2 Credit	
7.	Total Marks	Max. Marks: 50	Min. Pass Marks:17
PART B: Content of the Course			
Total No. of Lectures-Tutorials- Practical (in hours per week): L-T-P			
Total No. of Lectures:			
Unit	Topics		No. of Lectures
I	<b>Reading, Writing and Interpretation Skills:</b> 1. Where The Mind is Without Fear– Rabindranath Tagore [Key Word: Patriotism] 2. National Education – M. K. Gandhi [Key Word: Edification] 3. The Axe- R.K Narayan [Key Word: Environment] 4. The Wonder That Was India- A.L Basham (an excerpt) [Key Word: Indianness] 5. Preface to the Mahabharata C. Rajagopalachari [Key Word: Indian Mythology]		05
II	<b>Comprehension Skill:</b> Unseen Passage followed by Multiple choice questions		05
III	Basic Language Skills 1: Vocabulary Building: Suffix, Prefix, Synonyms, Antonyms, Homophones, Homonyms and One-word substitution. 2: Basic Grammar: Noun, Pronoun, Adjective, Verb, Adverb, Prepositions, Articles,		05

**Foundation Course: ENVIRONMENTAL EDUCATION**

<b>PART A: Introduction</b>			
Program: UG Level Certificate	Class: UG I Year	Year: <del>FIRST</del> year	Session: 2021-22 onwards
Subject: Environmental Education			
1.	Course Code	X1-FCAC1T	
2.	Course Title	Environmental Education	
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational)	Foundation Course	
4.	Pre-Requisite (if any)	<p>A course intended to create awareness about the life of human beings which is an integral part of environment; and to inculcate the skills required to protect the environment from all sides.</p> <p>To study this course, the student must have a knowledge about the environmental components, pollution, biodiversity, and ecosystem at senior secondary, class 12<sup>th</sup> level:</p>	
5.	Course Learning Outcomes (CLO)	<ol style="list-style-type: none"> <li>1. To understand various aspects of life forms, ecological processes, and the impacts on them by the human during Anthropocene era.</li> <li>2. To build capabilities to identify relevant environmental issues, analyze the various underlying causes, evaluate the practices and policies, and develop framework to make inform decisions.</li> <li>3. To develop empathy for all life forms, awareness, and responsibility towards environmental protection and nature preservation.</li> <li>4. To develop the critical thinking for shaping strategies such as; scientific, social, economic, administrative &amp; legal, environmental protection, conservation of biodiversity, environmental equity and sustainable development.</li> <li>5. To prepare for the competitive exams.</li> </ol>	
6.	Credit Value	2 Credit	
7.	Total Marks	Max.Marks : 50	Min. Passing Marks:17

  
 (डा. अर्चना पंचोली)

**PART B: Content of the Course**


Total No. of Lectures-15 Hrs. (01 hours per week):

Total No. of Lectures: 15

Unit	Topics	No. of Lectures
I	<b>Environment and Natural Resources:</b> <ul style="list-style-type: none"><li>• Multidisciplinary nature, Scope and Importance of Environment</li><li>• Components of Environment: Atmosphere, Hydrosphere, Lithosphere, and Biosphere.</li><li>• Brief account of Natural Resources and associated problems: Land Resource, Water Resource, Energy Resource</li><li>• Concept of Sustainability and Sustainable Development</li></ul> <b>Keywords: Environment, Forest, Mineral, Food, Land, Water, Energy, Sustainable Development</b>	5 Hrs.
II	<b>Biome, Ecosystem and Biodiversity:</b> <ul style="list-style-type: none"><li>• Major Biomes: Tropical, Temperate, Forest, Grassland, Desert, Tundra, Wetland, Estuarine and Marine</li><li>• Ecosystem: Structure function and types their Preservation &amp; Restoration</li><li>• Biodiversity and its conservation practices.</li></ul> <b>Keywords: Biome, Ecosystem, Biodiversity</b>	4 Hrs.
III	<b>Environmental Pollution, Management and Social Issues:</b> <ul style="list-style-type: none"><li>• Pollution: Types, Control measures, Management and associated problems.</li><li>• Environmental Law and Legislation: Protection and conservation Acts.</li><li>• International Agreement &amp; Programme.</li><li>• Environmental Movements, communication and public awareness programme.</li><li>• National and International organizations related to environment conservation and monitoring.</li><li>• Role of information technology in environment and human health.</li></ul> <b>Keywords: Pollution, Environmental Legislation, Environmental Movement, Environmental programme and organization.</b>	6 Hrs.

Suggested activities: (at least one)

1. Visit to an area to document environmental assets: rivers / forest / flora / fauna.
2. Visit to a local polluted site Urban / Rural/ Industrial / Agricultural
3. Study of simple ecosystem.

  
(*श्री-अर्चना पंचोली*)

## PART C: Learning Resources

### Textbooks, Reference Books, Other Resources

- Singh; J.S., Singh S.P. and Gupta, S.R.; “Ecology; Environment Science and Conservation “, S Chand publishing , New Delhi , (2018)
- Divan, S. and Rosencranz , A. , “Environmental Law and Policy in India :Cases, Material & Status” Oxford University Press , India , (2002) 2<sup>nd</sup> Edition .
- Odum , E.P. , “Fundamentals of Ecology “ , Philadelphia Saunders , (1971)
- Bharucha , Erach , “Environmental studies “ Universities Press India Pvt. Ltd. Hyderabad (2014) (Hindi Edition also available).
- Kaushik, Anubha , Kaushik , C.P. “Perspectives in Environmental Studies “New age International Publishers , (2018), 6<sup>th</sup> Edition .
- Asthana, D. K Asthana Meera, “A Textbook of Environmental Studies”, S. Chand.Publishing, New Delhi, (2007)
- National Digital Library (<https://ndl.iitkgp.ac.in/homestudy/science>)
- Epg- pathshala (<https://epgp.inflibnet.ac.in/Home/Download>)
- NPTEL (<https://nptel.ac.in/course.html>)
- Coursera (<https://www.coursera.org/search?query=environmental+science&page=1>)
- इराक भरूचा, पर्यावरण अध्ययन, ओरियन्ट ब्लैकस्वान प्राइवेट लिमिटेड नई दिल्ली (2014)
- दयाशंकर त्रिपाठी, पर्यावरण अध्ययन] मोतीलाल बनारसीलाल पब्लिशर्स दिल्ली.(2005)
- रतन जोशी, पर्यावरण अध्ययन, साहित्य भवन पब्लिकेशन्स.(2018)

### Suggested equivalent online course –

- i. The Health Effects of Climate Change (edx)
- ii. Climate Change: Financial Risks and Opportunities (edx)
- iii. Introduction to Environmental Law and Policy (coursera)
- iv. Women in environmental biology (coursera)
- v. Our Earth: It’s Climate, History, and Processes (coursera)
- vi. Ecology, physiology, environmental science (national digital library)

*Abh*  
(डा० अर्चना पंचोली)

## आधार पाठ्यक्रम: प्रथम प्रश्न पत्र - हिन्दी भाषा

		(भाग-ए) परिचय	वर्ष 2021	वर्ष 2021-2022
	कार्यक्रम : यूजी लेवल प्रमाण-पत्र	कक्षा : बी.ए. / बी.कॉम / बी.एस.सी. / बी.एच.एस.सी. / बी.सी.ए / बी.बी.ए (प्रथम वर्ष)		
	विषय :-	आधार पाठ्यक्रम		
1	कोर्स कोड:	XI-FCEA/IT		
2	कोर्स का शीर्षक:	भाषा और संस्कृति		
3	कोर्स का प्रकार	आधार पाठ्यक्रम		
4	कोर्स अपेक्षित	कक्षा 12वीं उत्तीर्ण किसी भी विषय समूह से।		
5	कोर्स अधिगम उपलब्धि (लर्निंग आउटकम) (CLO)	1. उत्कृष्ट साहित्यिक पाठों के अध्ययन से रुचि का विकास करना। 2. सांस्कृतिक चेतना और राष्ट्रीय भावना का विकास करना। 3. भाषा-ज्ञान। 4. सामान्य शब्दावली और विशेष शब्दावली के अध्ययन द्वारा भाषा एवं संस्कृति बोध का विकास करना 5. विशिष्ट शब्दावली (बीज शब्द / की वर्ड) से परिचित करवाते हुए बोध के स्तर को विकसित करना। 6. प्रतियोगी परीक्षाओं हेतु तैयार करना।		
6	क्रेडिट मान	02 क्रेडिट		
7	कुल अंक	50 अंक		
8	उत्तीर्ण अंक	17 अंक		

७/१२/२१

(भाग - बी) कोर्स सागथ्री

व्याख्यान की कुल संख्या : वर्ष में अधिकतम 15 घंटे

यूनिट	विषय	व्याख्यान की संख्या
इकाई- एक		
	1. मैथिलीशरण गुप्त: परिचय पाठ: मातृभूमि (कविता)	5 घण्टे
	2. प्रेमचन्द: परिचय पाठ: शतरंज के खिलाडी (कहानी)	
	3. व्यंग्य: शरद जोशी-जीप पर सवार इल्लियों	
इकाई- दो		
	1. वैचारिक-भारतीय भाषाओं में राम	5 घण्टे
	2. आचार्य रामचन्द्र शुक्ल: परिचय पाठ: उत्साह (भावमूलक निबन्ध )	
	3. रामधारी सिंह दिनकर: परिचय पाठ: भारत एक है (संस्कृति )	
	4. आदिशंकराचार्य-जीवन व दर्शन	
इकाई- तीन		
	1. पर्यायवाची शब्द; विलोम शब्द; अनेक शब्द के लिए एक शब्द (हिन्दी व्याकरण)	5 घण्टे
	2. संधि और उसके प्रकार (हिन्दी व्याकरण)	
	3. बीज शब्द- धर्म, अद्वैत, भाषा, अवधारणा, उदारीकरण।	
सार बिन्दु (की वर्ड) / टैग सर्च करे:		
मैथिलीशरण गुप्त:	मैथिलीशरण गुप्त की कविता मातृभूमि	
प्रेमचंद	प्रेमचंद शतरंज के खिलाडी	
रामधारी सिंह दिनकर	भारत एक है रामधारी सिंह दिनकर	

9/11/21



## Foundation Course: Yoga and Meditation

<b>Part-A: Introduction</b>			
<b>Program:</b> Certificate course	<b>Class:</b> B.A. 1 Year	<b>Year:</b> 2021	<b>Session:</b> 2021 – 2022
<b>Subject:</b> Yogic Science			
1.	<b>Course Code</b>	A1-YOSC1F	
2.	<b>Course Title</b>	Yoga and Meditation (Paper-2)	
3.	<b>Course Type</b>	Foundation Course	
4.	<b>Pre-requisite (If any)</b>	For BA I Year students, this course is compulsory for all.	
5.	<b>Course Learning Outcomes</b>	After studying this course, students will be able to: • Take care of their own Physical Mental emotional, social and spiritual health.	
6.	<b>Credit Value</b>	Theory-2	
7.	<b>Total Marks</b>	Max. Marks: 50	Min. Passing Marks: 17
<b>Part-B: Content of the Course</b>			
<b>Total numbers of Lectures (in hours per week): 2 hours per week</b>			
<b>Total Lectures: 30 hours; L – T – P: 2 – 0 – 0</b>			
Units	Topics	No. of Lectures	
I	<b>Introduction to Yoga and Yogic Practices</b> 1. Yoga: Etymology, definitions, aim, objectives and misconceptions 2. Yoga: Its Origin, history and development 3. Rules and regulations to be followed by Yoga Practitioners 4. Introduction to Yoga practices 5. Shatkarma: meaning, purpose and their significance in Yoga Sadhana 6. Introduction to Yogic Loosening practices and Surya Namaskar <b>Key Words:</b> History and Development of Yoga, Shatkarma, Common Yogic Practices.	10	
II	<b>Breathing Practices and Pranayama</b> 1. Sectional Breathing (Abdominal, Thoracic and Clavicular)	10	

	<p>2.Yogic Deep Breathing</p> <p>3.Concept of Puraka, Rechaka and Kumbhaka</p> <p>4. Concept of Bandha and Mudra</p> <p>5. AnulmoaViloma/NadiShodhana</p> <p>6. Shitali7. Bhramari</p> <p><b>Key Words:</b>Sectional breathing, Deep breathing, Bandha &amp; Mudra, Shitali, Bhramari.</p>	
III	<p><b>Practices leading to Meditation</b></p> <p>1.Recitation of Pranava Mantra</p> <p>2. Recitation of Hymns, in vocations and prayers</p> <p>3. Anter Maun</p> <p>4. Breath Meditation</p> <p>5. Om Dhyana</p> <p><b>Key Words:</b> Pranav Mantra, Antermaun, Breath Meditation, Om Dhyana.</p>	10
<b>Part-C: Learning Resources</b>		
Text Books, Reference Books, Other resources		
<p><b>Suggested Readings:</b></p> <ol style="list-style-type: none"> <li>1. Singh S. P &amp; Yogi Mukesh: Foundation of Yoga, Standard Publication, New Delhi, 2010.</li> <li>2. Swami Dharendra Brahmchari: YogasanaVijnana, Dharendra Yoga Publication, New Delhi, 1966.</li> <li>3. Saraswati, Swami Satyanand: Asana, Pranayama, Mudra, Bandha (APMB), Yoga Publication Trust, Munger, 2013.</li> <li>4. H. R. Nagendra: Asana, Pranayama, Mudra, Bandha, Swami Vivekananda YogPrakashan, Bangalore, 2002.</li> <li>5. Ishwar Bhardwaj: SaralYogasana, Satyam Publishing House, New Delhi, 2018.</li> <li>6. Shri Rai Singh Chouhan: Mudra Rahasya, Bhartiya Yog Sansthan, New Delhi, 2014.</li> <li>7. Dr. Vishwanath Prasad Sanha: Dhyana Yoga, Bhartiya Yog Sansthan, New Delhi, 1987.</li> <li>8. Shri Deshraj: Dhyana Sadhana, Bhartiya Yoga Sansthan, New Delhi, 2015.</li> </ol> <p><b>Suggestive digital platforms web links:</b></p> <ol style="list-style-type: none"> <li>1. <a href="http://www.rishikeshnathyogshala.com">www.rishikeshnathyogshala.com</a></li> </ol>		
<p><b>Suggested equivalent online courses:</b>1.<a href="https://sahayji.com/hathayoga-course">https://sahayji.com/hathayoga-course</a></p> <ol style="list-style-type: none"> <li>2. <a href="https://theyogainstitute.org/">https://theyogainstitute.org/</a></li> </ol>		

### Part D: Assessment and Evaluation

Maximum Marks: 50

University Examination (Objective) 50

Time: **01.00 Hour**

<b>External Assessment:</b>	Objective questions	50
University Examination		

	<b>Total</b>	<b>50</b>
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**Any Remarks/suggestions:**

**आधार पाठ्यक्रम :योग एवं ध्यान**

भाग अ - परिचय			
प्रोग्राम: सर्टिफिकेट	कक्षा : स्नातक प्रथम वर्ष	वर्ष::2021	सत्र:2021- 2022
विषय:योग विज्ञान			
1	पाठ्यक्रम का कोड	A1-YOSC1F	
2	पाठ्यक्रम का शीर्षक	योग एवं ध्यान (प्रश्न पत्र2)	
3	पाठ्यक्रम का प्रकार	आधार पाठ्यक्रम	
4	पूर्वपिक्षा(Prerequisite) (यदि कोई हो)	स्नातक प्रथम वर्षके छात्रों के लिए आधार पाठ्यक्रम अनिवार्य विषय है।	
5	पाठ्यक्रम अध्धयन की परिलब्धियां(कोर्स लर्निंगआउटकम) (CLO)	इस पाठ्यक्रम का अध्धयन करने के बाद, छात्र निम्न में सक्षम होंगे: • अपने स्वयं के शारीरिक मानसिक भावनात्मक, सामाजिक और आध्यात्मिक स्वास्थ्य के विकास में।	
6	क्रेडिटमान	2	
7	कुल अंक	अधिकतम अंक: 50	न्यूनतम उत्तीर्ण अंक: 17
भाग ब- पाठ्यक्रम की विषयवस्तु			
व्याख्यान की कुल संख्या- (प्रति सप्ताह घंटे में):30 (दो घंटे प्रति सप्ताह) L-T-P: 2 – 0 – 0			
इकाई	विषय	व्याख्यान की संख्या	
I	योग और योगिक अभ्यासों का परिचय  1. योग: व्युत्पत्ति, परिभाषाएं, उद्देश्य, उद्देश्य और गलत धारणाएं 2. योग: इसकी उत्पत्ति, इतिहास और विकास 3. योग अभ्यासकर्ताओं द्वारा पालन किए जाने वाले नियम और विनियम 4. योग प्रथाओं का परिचय	10	

	<p>5. षट्कर्म: योग साधना में अर्थ, उद्देश्य और उनका महत्व</p> <p>6. योगिकशिथलीकरणऔर सूर्य नमस्कार का परिचय</p> <p>सार बिंदु (कीवर्ड): योग का इतिहास और विकास, योग के सिद्धांत और महत्व, सामान्य योगिक अभ्यास।</p>	
II	<p>श्वास अभ्यास और प्राणायाम</p> <p>1. अनुभागीय श्वास (पेट, थोरैसिक और क्लैविक्युलर)</p> <p>2. योगिक गहरी श्वास</p> <p>3. पुरक, रेचक और कुंभक की अवधारणा</p> <p>4. बंध और मुद्रा की अवधारणा</p> <p>5. अनुलोम विलोम/नाड़ी शोधन</p> <p>6. शीतलीएवं7. भ्रामरी</p> <p>सार बिंदु (कीवर्ड): पुरक, रेचक और कुंभक, बंध और मुद्रा, प्राणायाम</p>	10
III	<p>ध्यानअभ्यास</p> <p>1. प्रणव मंत्र का पाठ</p> <p>2. मंत्रों का पाठ, मंगलाचरण और प्रार्थनाओं में</p> <p>3. अंतर मौन</p> <p>4. श्वास ध्यान</p> <p>5. ओम ध्यान</p> <p>सार बिंदु (कीवर्ड) :प्रणव मंत्र, श्वास ध्यान, ओम ध्यान</p>	10
भाग स-अनुशंसित अध्ययन संसाधन		
पाठ्य पुस्तकें, संदर्भ पुस्तकें, अन्य संसाधन		
अनुशंसित सहायक पुस्तकें /ग्रन्थ/अन्य पाठ्य संसाधन/पाठ्य सामग्री:		

**GE TH-1  
GENERIC ELECTIVE SUBJECT THEORY PAPER-I**

**Part A : Introduction**

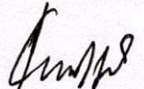
<b>Program: Certificate Course</b>		<b>Class : B.Com.</b>	<b>Year : 1<sup>st</sup></b>	<b>Session : 2021-22</b>
<b>Subject : Rural Banking</b>				
1.	Course Code	<b>A1-RBANIG</b>		
2.	Course Title	<b>Money &amp; Banking</b>		
3.	Course Type	<b>Elective</b>		
4.	Pre-requisite ( If any)	No Pre-requisite		
5.	Course Learning Outcomes (CLO)	After successful completion of this course, students will: CLO1. understand about the origin of Money and Banking. CLO2. learn about various concepts of Money, its functions, value, money market and monetary policy operations. CLO3. understand about various banking institutions along with their basic functions and their credit creation role. CLO4. understand about the Central bank of our country and assess the objectives and functions of Reserve Bank of India (RBI) CLO5. also analyze the Banking Sector Reforms and gauge at the recent trends in Banking System in India.		
6.	Credit Value	<b>4 (Theory)</b>		
7.	Total Marks	Max. Marks : 25+75 =100      Min. Passing Marks : 33		

**PART B-CONTENT OF THE COURSE**

Total No. of Lectures - Tutorials-Practical (in hours per week): 2 Hours per Week

L/T/P:

Units	Topics	No. of Lecturers
<b>I</b>	<b>Money: Meaning, Functions and Classification:</b>  Concept, Definition, functions and importance of money. Classification of money, Role of money in capitalist, socialist and mixed economies. Essential quality of good money, Money Aggregates, Paper money – meaning , forms, principles & methods of note issue in India. Gresham's Law, Demonetization.  <b>Keywords</b> – Money, Role of money, Paper money, Demonetization, Money Aggregates.	12
<b>II</b>	<b>Value of money and Economic Fluctuations:</b>  Theories of value of money - Quantity theory of money, Fisher's and Cambridge equations and income theory. Economic fluctuations - Inflation and Deflation of money. Stagflation.  <b>Keywords</b> – Value of money, Economics Fluctuations, Inflation, Deflation, Stagflation	12

  
Prof. Kanhaiya Ahuja

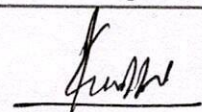
<b>III</b>	<p><b>Money Market &amp; Monetary Policy:</b></p> <p>Functions and importance of money market. Indian money market, Monetary policy and its objectives, indicators and instruments of monetary policy. Monetary policy in an open economy. <i>Current monetary policy of India.</i></p> <p><b>Keywords</b> – Money market, Credit control, Monetary policy, current monetary policy of India.</p>	12
<b>IV</b>	<p><b>Banking Institutions:</b></p> <p>Concept, Definition, functions and importance of Bank, Types of Banks – Commercial Bank, Development Bank, Co-operative Banks, Regional Rural Banks (RRB), Micro – Finance institutions, Private Banks, Indigenous Banks, Credit Creation, Role of banking in an economy.</p> <p><b>Keywords</b> – Banking institutions in India, Types of Banks, Credit creation, Role of Bank in an economy.</p>	12
<b>V</b>	<p><b>Central Bank and Policy Reforms in Banking:</b></p> <p>Objectives of Central Bank and its role in the economy, Reserve Bank of India (RBI)- organization, structure and its functions; Credit creation and control by RBI, Nationalization of Banks and its objectives, Banking sector reforms, Recent Trends in Banking system in India.</p> <p><b>Keywords</b> – Central Bank, RBI, Nationalization of banks, Banking Reforms, Bank Recent Trends.</p>	12

### Part C: Learning Resources

#### Text Books, Reference Books, Other Resources

#### Suggested Readings:

1. Brandl Michael W - Money, Banking, Financial markets & institutions Cengage New Delhi 2019 2<sup>nd</sup> edition
2. Wright Robert E - Money and Banking, Saylor Foundation New York 2012
3. Samys Guru - Banking Theory, Vijay Nicole Publication, Chennai 2015
4. Trivedi I.V., Dashora Rakesh, Nagar Ashok & Jain Sanjay - Money and Financial System, Ramesh Books Depo, Jaipur New Delhi 2006 2<sup>nd</sup> edition
5. Mishra J.P. - Money and Banking, Sahitya Bhawan, Agra, 2020
6. Agarwal B.P. - Banking law & Practice, Sahitya Bhawan, Agra, 2004
7. Sinha V.C. & Sinha Pushpa - Money & Banking, SBPD Agra, 2020
8. Money & Banking, M.P. Granth Academy, Bhopal
9. Singhai G.C. - Money and Banking, Sahitya Bhawan, Agra 2017
10. त्रिवेदी आई. वी., दशोरा राकेश, नागर अशोक, जैन संजय - मुद्रा एवं वित्तीय प्रणाली, रमेश बुक डिपो जयपुर, नई दिल्ली तृतीय संस्करण 2006
11. मिश्रा जे.पी. - मुद्रा एवं बैंकिंग - साहित्य भवन पब्लिकेशन आगरा 2020
12. सिंघई जी.सी. एवं सिंह एस.के. - मुद्रा एवं बैंकिंग - साहित्य भवन पब्लिकेशन आगरा 2020

  
 Prof. Kanhaiya Anuja

भाग अ - परिचय		
कार्यक्रम: प्रमाण पत्र	वर्ष: प्रथम वर्ष	सत्र: 2021-22
पाठ्यक्रम का कोड	V1-PSY-DEVT	
पाठ्यक्रम का शीर्षक	व्यक्तित्व विकास	
पाठ्यक्रम का प्रकार :	व्यावसायिक	
पूर्वापेक्षा (Prerequisite) (यदि कोई हो)	सभी संकाय के विद्यार्थियों हेतु	
पाठ्यक्रम अध्यायन की परिलब्धियां (कोर्स लर्निंग आउटकम)(CLO)	<p>इस कोर्स का अध्ययन करने के बाद छात्र सक्षम हो जाएगा-</p> <ol style="list-style-type: none"> <li>1. सफल जीवन के लिए कौशल संवर्धन और असफलता को नियंत्रित करने में</li> <li>2. लक्ष्य निर्धारण और स्मॉट विश्लेषण की प्रक्रिया सीखने में</li> <li>3. समय और तनाव प्रबंधन के महत्व को समझने में</li> <li>4. रोजगार परकता के लिए मूल कौशल विकसित करने में</li> <li>5. प्रभावी संचार कौशल विकसित करने में</li> <li>6. व्यक्तित्व विकास में प्रौद्योगिकी की भूमिका को समझने में</li> </ol>	
अपेक्षित रोजगार / करियर के अवसर	संबंधित जॉब प्रोफाइल में वृद्धि और मूल्यवर्धन	
क्रेडिट मान	4	



**भाग ब- पाठ्यक्रम की विषयवस्तु**

व्याख्यानों की कुल संख्या + प्रैक्टिकल (प्रति सप्ताह घंटों में): व्याख्यान -1घंटे/ प्रैक्टिकल अवधि 1प्रायोगिक घंटा

व्याख्यान/प्रैक्टिकल की कुल संख्या : L-30hrs/P-30hrs

मॉड्यूल	विषय	घंटे
I	<p><b>व्यक्तित्व, सफलता, और असफलताओं का सामना करना</b></p> <p>व्यक्तित्व की अवधारणा. सफलता क्या है? - सफलता प्राप्त करने में बाधाएं, सफलता के लिए जिम्मेदार कारक, प्रभावी आदतें विकसित करना.</p> <p>असफलता क्या है? - असफलताओं को प्रभावित करने वाले कारक, असफलताओं से सीखना, असफलताओं पर काबू पाना, विश्वास की शक्ति, विश्वास का अभ्यास, स्वॉटविश्लेषण और लक्ष्य-निर्धारण( स्पेसफिक, मापन योग्य, प्राप्ति योग्य, वास्तविक, समयबद्ध; SMART लक्ष्य )</p>	10
II	<p><b>समय और तनाव प्रबंधन और रोजगारपरकता-लब्धि</b></p> <p>एक संसाधन के रूप में समय, समय की बर्बादी के कारकों की पहचान, बेहतर समय प्रबंधन के लिए तकनीक, तनाव का परिचय, तनाव के कारण और प्रभाव, तनावप्रबंधन</p> <p>रिज्यूमे बिलिंडिंग, ग्रुप डिस्कशन में भाग लेने की कला, साक्षात्कार-अक्सर पूछे जाने वाले प्रश्न, साक्षात्कार, अभ्यास सत्र</p>	10
III	<p><b>संचार कौशल और डिजिटल शिष्टाचार</b></p> <p>संचार कौशल: प्रभावी पठन/लेखन/श्रवणके कौशल, हार्ड स्किल्स और सॉफ्ट स्किल्स, मंच के डर पर काबू पाना, बॉडी लैंग्वेजकी भूमिका, पेशेवर प्रस्तुति की कला, प्रस्तुतियों में श्रव्य और दृश्य माध्यमोंका उपयोग, सामाजिक शिष्टाचार</p> <p>दिन-प्रतिदिन के प्रबंधन में सूचना और संचार प्रौद्योगिकी (आईसीटी) का उपयोग, सोशल मीडिया का प्रभावी उपयोग, ई-मेल शिष्टाचार, नेटिकेट, उपयोगी इलेक्ट्रॉनिक गैजेट और मोबाइल एप्लिकेशन</p>	10

प्रायोगिक पाठ्यक्रम		
<ol style="list-style-type: none"> <li>1. स्वाँटविश्लेषण</li> <li>2. लक्ष्य-निर्धारण (SMART लक्ष्य)</li> <li>3. समय प्रबंधन</li> <li>4. रिज्यूमे लेखन और मॉक साक्षात्कार सत्र</li> <li>5. संचार कौशल</li> <li>6. ई-मेल लेखन</li> </ol>		30
<b>Project/ Field trip :</b>		
<ol style="list-style-type: none"> <li>1. किसी एक सफल व्यक्तित्व के जीवन से प्राप्त सीख के आधार पर एक रिपोर्ट प्रस्तुत करें।</li> <li>2. व्यक्तित्व विकास प्रशिक्षण संस्थान का भ्रमण तथा वहाँ से प्राप्त जानकारी के आधार पर रिपोर्ट प्रस्तुत करें।</li> </ol>		
<b>भाग स-अनुशंसित अध्ययन संसाधन</b> <b>पाठ्यपुस्तकें, संदर्भपुस्तकें, अन्यसंसाधन</b>		
<ol style="list-style-type: none"> <li>1. अनुशंसित सहायक पुस्तकें / ग्रन्थ/ अन्य पाठ्य संसाधन/ पाठ्यसामग्री: <ol style="list-style-type: none"> <li>1. Andrews, Sudhir (1988). How to Succeed at Interviews. 21st (rep.) Tata McGraw-Hill, New Delhi.</li> <li>2. Covey, Stephen. (1989). The 7 Habits of Highly Effective People. NY: Free Press</li> <li>3. Hindle, Tim (2003). Reducing Stress. Essential Manager series. Dk Publishing.</li> <li>4. Lucas, Stephen (2001). Art of Public Speaking. Tata - Mc-Graw Hill, New Delhi.</li> <li>5. मार्टिन, स्वेट, "व्यक्तित्वकाविकास", आनंदपेपरबैक्स।</li> <li>6. Petes S. J., Francis (2011). Soft Skills and Professional Communication. Tata McGraw-Hill Education, New Delhi</li> <li>7. शर्मा, पी.के., (2014) "व्यक्तित्वविकास", भारतीश्री प्रकाशन।</li> <li>8. Smith, B. (2004). Body Language. Rohan Book Company, Delhi.</li> </ol> </li> <li>2. अनुशंसित डिजिटल प्लेटफॉर्म / वेबलिंग <ol style="list-style-type: none"> <li>1. Basics of Communication: <a href="https://www.glowandlovelycareers.in/en/course-detail/niit-156/basics-of-communication">https://www.glowandlovelycareers.in/en/course-detail/niit-156/basics-of-communication</a></li> <li>2. Social Etiquettes: <a href="https://www.glowandlovelycareers.in/en/course-detail/englishedge-904/social-etiquette">https://www.glowandlovelycareers.in/en/course-detail/englishedge-904/social-etiquette</a></li> <li>3. Self-Presentation: <a href="https://www.glowandlovelycareers.in/en/course-detail/niit-161/self-presentation">https://www.glowandlovelycareers.in/en/course-detail/niit-161/self-presentation</a></li> </ol> </li> </ol>		

**Part A Introduction**

<b>Program: Certificate/Diploma/Degree</b>	<b>Year: First Year</b>	<b>Session:2021-22</b>
<b>Course Code</b>	<b>V1-PSY-DEVT</b>	
<b>Course Title</b>	<b>PERSONALITY DEVELOPMENT</b>	
<b>Course Type</b>	<b>Vocational</b>	
<b>Pre-requisite (if any)</b>	<b>Open for all</b>	
<b>Course Learning outcomes (CLO)</b>	<b>After studying this course the Student will be able to</b> <ul style="list-style-type: none"><li>• To cultivate skills for successful life and learn to handle failures</li><li>• To learn the process of goal setting and SWOT analysis</li><li>• To understand the importance of time and stress management</li><li>• To develop core skills for employability</li><li>• To develop effective communication skills</li><li>• To realize the role of technology in personality development</li></ul>	
<b>Expected Job Role / career opportunities</b>	<ul style="list-style-type: none"><li>• Growth and value addition in the respective job profiles</li></ul>	
<b>Credit Value</b>	<b>4</b>	

## Part B-Content of the Course

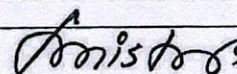
Total No. of Lectures + Practical (in hours per week): L-1 Hr / P-1 Lab Hr

Total No. of Lectures/ Practical: L-30hrs/P-30hrs

Module	Topics	No. of Hours
I	<b>Personality, Success, and Facing Failures</b> Concept of Personality. What is success? - Hurdles in achieving success, Factors responsible for success, developing effective habits. What is failure? - Factors affecting failures, learning from failures, overcoming failures, power of faith, practicing faith, SWOT analysis and Goal-Setting (Specific, Measurable, Achievable, Realistic, Time-bound- SMART goals)	10
II	<b>Time and Stress Management and Employability Quotient</b> Time as a Resource, Identifying Time Wasters, Techniques for better Time Management, Introduction to Stress, Causes and Effects of Stress, Managing Stress Resume building, The art of participating in Group Discussion, Interview-Frequently Asked Questions, Mock Interview Sessions	10
III	<b>Communication Skills and Digital Etiquettes</b> Communication Skills: Effective reading/writing/listening skills, Hard skills & soft skills, overcoming stage fear, role of body language, art of professional presentation, use of audio & visuals in presentations, social etiquettes Use of Information & Communication Technology (ICT) in day-to-day management, Effective use of social media, E-mail etiquette, Netiquette, Useful electronic gadgets and mobile applications	10
<b>Practical</b>		
	1. SWOT analysis 2. Goal-Setting (SMART goals) 3. Time Management 4. Resume writing and mock interview sessions 5. Communication skills 6. E-mail writing	30
<b>Project/ Field trip</b>		
	1. Submit a report based on your learning from the life of any one successful personality. 2. Visit to personality development training institute and submit its report.	

### Format for Syllabus of Theory Paper

Part A Introduction			
<b>Program: Degree</b>	Class: B.COM	Year: I Year	Session:2021-2022
<b>Subject:Commerce</b>			
1	<b>Course Code</b>	C1- COMA 2T	
2	<b>Course Title</b>	BUSINESS ORGANIZATION AND COMMUNICATION	
3	<b>Course Type (Core Course/Elective/Generic Elective/Vocational/.....)</b>	Minor	
4	<b>Pre-requisite (if any)</b>	Not required) open for all	
5	<b>Course Learning outcomes (CLO)</b>	After completion of this course it is expected that the student shall understand the basics of the business and will able to imbibe how any business can be organized successfully. The chapters related communication shall be able to elucidate how communication plays an important role in modern business scenario.	
6	<b>Credit Value</b>	6	
7	<b>Total Marks</b>	Max. Marks: 25+75	Min. Passing Marks:33
Part B- Content of the Course			
<b>Total No. of Lectures-Tutorials-Practical (in hours per week):</b>			
<b>L-T-P:</b>			
Unit	Topics	No. of Lectures	
1	INTRODUCTION: Indian traditional businesses and their organizational structures. Concepts of Business, Trade, Industry and Commerce - Classification - Relationship between Trade, Industry and Commerce - Business Organization- Concept, Characteristics, Importance and Objectives . Functions of Business and Social Responsibility of a business - Steps to Start an Enterprise.	15	
2	FORMS OF BUSINESS ORGANIZATION: Business Organization - Classification - Factors Influencing the Choice of Suitable Form of Organization - Sole Proprietorship and Partnership – Meaning, Definition - Characteristics - Advantages. Co-Operative Organization– Meaning, Functions and Limitations of Co-operatives Societies.	15	
3	ORGANIZATION OF COMPANIES: Concepts, Meaning, Formation, Characteristics and Significance of Private Company and Public Company. Multinational Companies (MNC'S) and the Challenges of their organization in India.	15	
4	COMMUNICATION: Definition, Nature, Importance, Objectives of Communication. Communication theories and process- Information theory, Interaction theory, Transaction theory, Elements of communication process. Barriers to Communication: Linguistic Barriers, Psychological Barriers, Interpersonal Barriers, Cultural Barriers, Physical Barriers, Organizational Barriers.	15	
5	Written Communication: Writing techniques and Guidelines. Letter writing - Basic Principles, Purpose, Types of business letters, Report writing, types of reports, Drafting of report. Oral Communication: Speeches for different occasions, Guidelines for effective listening, Job Interviews, Type of information.	15	
6	Modern forms of communication E-mail, Video Conferencing, International Communication for Global Business. Information Technology: Form of technology, uses in modern communication system. Role of Social Media in modern business.	15	
<b>Keywords/Tags:</b>			

  
 (DR. PAVAN MISHRA)

### Part C-Learning Resources

#### Text Books, Reference Books, Other resources

##### Suggested Readings:

1. Author Surname, Initials "Book Title", , Publisher's name, City/country of publication, Year of publication. Edition No. if any.

##### Text books:

s.n.	Author	Book title	publisher	City
1.	मध्यप्रदेश हिन्दी ग्रंथ अकादमी, भोपाल की पुस्तक।			
2.	T.N. Chhabra,	Business Communication	Himalaya Publishing House	New Delhi
3.	K.K. Sihna,	Essentials of Business Communication	VK Global publications	Faridabad
4.	Dr. Ramesh Mangal	Business Communications	Universal Publication	Agra

2. Suggestive digital platforms web links:

##### Suggested equivalent online courses:

### Part D-Assessment and Evaluation

##### Suggested Continuous Evaluation Methods:

Maximum Marks : 100

Continuous Comprehensive Evaluation (CCE) : 25marks University Exam (UE) 75 marks

Internal Assessment : Continuous Comprehensive Evaluation (CCE):25	Class Test Assignment/Presentation	15 10
External Assessment : University Exam Section: 75 Time : 02.00 Hours	Section(A) : Three Very Short Questions (50 Words Each) Section (B) : Four Short Questions (200 Words Each) Section (C) : Two Long Questions (500 Words Each)	03 x 03 = 09 04 x 09 = 36 02 x 15 = 30 Total 75

##### Any remarks/ suggestions:

  
(DR. PAVAN MISHRA)