

<b>Part A Introduction</b>			
<b>Program :</b> Certificate	<b>Class :</b> BBA I Year	<b>Year :</b> 2021	<b>Session :</b> 2021-2022
<b>Subject : COMMUNICATION SKILLS</b>			
1	<b>Course Code</b>	M1-BBAA2T (Group-I)	
2	<b>Course Title</b>	<b>COMMUNICATION SKILLS</b>	
3	<b>Course Type (Core Course/Elective/Generic Elective/Vocational)</b>	(Core Course)	
4	<b>Pre-Requisite (if any)</b>	Not Required (Open for All)	
5	<b>Course Learning outcomes (CLO)</b>	<ol style="list-style-type: none"> <li>1. Imagination, Ethical theory and skills to interact, students can learn how to do this ethically and effectively.</li> <li>2. Students can learn and practice group communication, interviews, and conferences.</li> <li>3. Students can learn nonverbal communication, listening and organizational culture.</li> <li>4. Students can be equipped with knowledge of professional communication through the basic principles of writing professional papers and other documents.</li> </ol>	
6	<b>Credit Value</b>	(Credit) 6	
7	<b>Total Marks</b>	Max. Marks : 25+75 / Min. Passing Marks : 33	
<b>Part B - Content of the Course</b>			
<b>Total No. of Lectures - Tutorials - Practical (in hours per week) : 3 Hours</b>			
<b>L-T-P: 90</b>			
Unit	Topics	No. of Lectures	
1	Historical background of communication, definition and process of communication, essentials of effective communication, barriers to communication, role of communication in organizational effectiveness.	<b>18</b>	
2	Public speech – composition principles, speech delivering skills, group discussion: Do’s and Don’ts of group discussion, communication in committees, seminars and conference.	<b>18</b>	
3	Non-Verbal communication: Meaning, types and importance, Listening, difference between listening and hearing.	<b>18</b>	
4	Business correspondence, Essentials of effective business correspondence, structure of business letter, types of business letter: enquiry, reply orders, complaints and circular letter.	<b>18</b>	
5	Drafting of notices, agendas, Minutes, job application letters, preparation of Curriculum Vitae.	<b>18</b>	

<b>Part C- Learning Resources</b>		
<b>Text Books, Reference Books, Other resources</b>		
<b>Suggested Readings :</b>		
<ul style="list-style-type: none"> <li>• Ace of soft skills attitude communication and etiquette for success by Gopalaswamy Ramesh, Pearson India.</li> <li>• Rao N. And Das R.P., Communication skills, Himalaya Publishing House, Mumbai.</li> <li>• Mehta D. &amp; Mehta N.K.mA Handbook of communication skills practices, Radha Pub., New Delhi.</li> <li>• SinhaK.K.m Business Communication, Galgotia Publishing House, New Delhi.</li> <li>• Murphy A. &amp; Peck Charles E., Effective business communication, Tata McGraw Hill, New Delhi.</li> <li>• Dr. Praveen Kumar Agrawal&amp; Dr. Avineesh Kumar Mishra, Communication Skills, SahityaBhawan, Agra (Hindi Medium)</li> </ul>		
<b>Suggested web links:</b>		
<a href="https://books.google.co.in/books/about/Effective_Business_Communication.html?id=Dzp1joiJV0c">https://books.google.co.in/books/about/Effective_Business_Communication.html?id=Dzp1joiJV0c</a>		
<b>Suggested equivalent online courses:</b>		
<b>Part D- Assessment and Evaluation</b>		
<b>Suggested Continuous Evaluation Methods:</b>		
<b>Maximum Marks: 100</b>		
<b>Continuous Comprehensive Evaluation (CCE) : 25 marks University Exam (UE) 75 Marks</b>		
<b>Internal Assessment:</b>	<b>Class Test</b>	<b>15</b>
<b>Continuous Comprehensive Evaluation (CCE) : 25</b>	<b>Assignment/Presentation</b>	<b>10</b>
<b>External Assessment:</b>	<b>Section (A):</b> Three Very Short Questions (50 Words Each)	03 x 03 = 09
<b>University Exam Section: 75</b>	<b>Section (B):</b> Four Short Questions (200 Words Each)	04 x 09 = 36
<b>Time: 02.00 Hours</b>	<b>Section (C):</b> Two Long Questions (500 Words Each)	02 x 15 = 30
		<b>Total 75</b>
Any remarks / suggestions: Theoretical exposition should be accompanied by Discussions, Case-studies preferably with Indian Context, Presentations and Industry Based Assignments.		

<b>Part A Introduction</b>			
<b>Program :</b> Certificate	<b>Class :</b> BBA I Year	<b>Year :</b> 2021	<b>Session :</b> 2021-2022
<b>Subject : BUSINESS STATISTICS</b>			
1	<b>Course Code</b>	M1-BBAB2T (Group-II)	
2	<b>Course Title</b>	<b>BUSINESS STATISTICS</b>	
3	<b>Course Type (Core Course/Elective/Generic Elective/Vocational)</b>	(Core Course)	
4	<b>Pre-Requisite (if any)</b>	Not Required (Open for All)	
5	<b>Course Learning outcomes (CLO)</b>	<ol style="list-style-type: none"> <li>1. Statistical Research tools will increase student's ability to understand how to perform social researches.</li> <li>2. Students will be equipped with knowledge about analyzing professional reports and will be able to make decisions based on the reports analyzed.</li> <li>3. Students will learn about Quantization, analysis of performance relationship.</li> </ol>	
6	<b>Credit Value</b>	(Credit) 6	
7	<b>Total Marks</b>	<b>Max. Marks : 25+75 / Min. Passing Marks : 33</b>	

<b>Part B - Content of the Course</b>		
<b>Total No. of Lectures - Tutorials - Practical (in hours per week) : 3 Hours</b>		
<b>L-T-P: 90</b>		
<b>Unit</b>	<b>Topics</b>	<b>No. of Lectures</b>
1	Meaning and definition of statistics, statistical investigations, laws of statistics, scope of statistics, limitation of statistics.	15
2	Collection of data, presentation of data, frequency distribution, primary and secondary data.	17
3	Measure of central tendencies: Mean, Median, Mode, Geometric mean, Harmonic Mean.	18
4	Measure of variation: Standard deviation, Mean Deviation and skewness. Time series analysis.	20
5	Correlation analysis Karl Pearson's Co-efficient of correlation, Spearman's rank Correlation, and Index numbers.	20

<b>Part C- Learning Resources</b>
<b>Text Books, Reference Books, Other resources</b>
<b>Suggested Readings :</b> <ul style="list-style-type: none"> <li>• Fundamentals of statistics, S.C. Gupta, Himalaya publishing House.</li> <li>• Basic Business statistics: Concept &amp; Applications, Berenson and Levine, Pearson Education.</li> <li>• Business Statistics, N.D. Vohra, TATA McGraw Hill.</li> <li>• D.N. Elhance: Fundamental of statistics, KitabMahal, Allahabad.</li> </ul>

- Statistical Analysis, Dr. P.C. Tulsian, S. Chand Publications, Delhi.
- Business Statistics, Dr. S.M. Shukla&Sahai, SahityaBhawan Publications, Agra (Hindi & English , both medium)
- Business Statistics, R.S. Bhardwaj, Excel Books.

**Suggested web links:**

[http://cs.ioc.ee/ITKStat/files/I\\_intro.pdf](http://cs.ioc.ee/ITKStat/files/I_intro.pdf)

**Suggested equivalent online courses:**

**Part D- Assessment and Evaluation**

**Suggested Continuous Evaluation Methods:**

**Maximum Marks: 100**

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

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

Any remarks / suggestions: Theoretical exposition should be accompanied by Discussions, Case-studies preferably with Indian Context, Presentations and Industry Based Assignments.

Part A Introduction		
Program : Certificate	Class : BBA I Year	Year : 2021 Session : 2021-2022
<b>Subject : BUSINESS MATHEMATICS</b>		
1	Course Code	M1-BBAC2T (Group-III)
2	Course Title	<b>BUSINESS MATHEMATICS</b>
3	Course Type (Core Course/Elective/Generic Elective/Vocational)	(Core Course)
4	Pre-Requisite (if any)	Not Required (Open for All)
5	Course Learning outcomes (CLO)	Students will learn to prepare and calculate Invoice, Ratio, simultaneous equation in two or three variables, Metrics, Logarithm, formulate word problems in order to solve the problems using various methods, Commission, Discount, and Brokerage, Profit & Loss, and then interpret and clearly convey the results in real-world scenarios.
6	Credit Value	(Credit) 6
7	Total Marks	<b>Max. Marks : 25+75 / Min. Passing Marks : 33</b>
Part B - Content of the Course		
<b>Total No. of Lectures - Tutorials - Practical (in hours per week) : 3 Hours</b>		
<b>L-T-P: 90</b>		
Unit	Topics	No. of Lectures
1	<b>Ratio</b> – Gaining and Sacrificing Ratio, Proportion, Percentage, Averages – simple and Weighted Averages.	<b>15</b>
2	<b>Simultaneous Equations</b> – Meaning, Characteristics, Types and Calculations, Preparation of Invoice.	<b>18</b>
3	<b>Determinants and Matrices, Matrix</b> – Definition, Types Basic Operations on Matrices, Transpose of Matrix. Determinants – Minors and Co factor. Adjoint and Inverse of Matrix.	<b>20</b>
4	Practical approach and application of Vedic Maths. Logarithms and Antilogarithms – Principles and Calculations. Simple and Compound Interest.	<b>20</b>
5	Commission, Discount, Brokerage and Profit & Loss.	<b>17</b>

Part C- Learning Resources	
<b>Text Books, Reference Books, Other resources</b>	
<b>Suggested Readings :</b>	
<ul style="list-style-type: none"> <li>• Spooner H.A. and D.A.L Wilson, The essence of Mathematics for Business, Prentice Hall of India Private Limited, New Delhi latest edition.</li> <li>• S.M. Shukla: Business Mathematics, SahityaBhawan, Agra latest edition (Hindi and English Medium)</li> </ul>	

- V. Sundaresan and S.B. Jeysoelan: An Introduction to Business mathematics, S. Chand &Co.Pvt. Ltd, New Delhi Latest edition.
- M. Raghavanchari: Mathematics for management, An Introduction Tata McGraw hill Publishing Company Ltd. New Delhi latest edition.
- Dr. J P Mishra, Business Mathematics, SahityaBhawan, Agra (Hindi Medium).
- Dr. Alok Kumar, Vedic Mathematics, UpkarPrakashan, Agra, U.P. (Hindi Medium).

**Suggested web links:**

**Suggested equivalent online courses:**

**Part D- Assessment and Evaluation**

**Suggested Continuous Evaluation Methods:**

**Maximum Marks: 100**

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

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

Any remarks / suggestions: Theoretical exposition should be accompanied by Discussions, Case-studies preferably with Indian Context, Presentations and Industry Based Assignments.

**Part A Introduction**

Programme: Certificate Class: BBA 1 St Year Session 2021-22		
Subject	Rural Banking	
Course Code	A1-RBAN2G	
Course Title	Banking Institutions in India	
Course Type	Elective	
Pre-Requisite	No pre-requisite	
Course Objectives	To understand the meaning of Rural Banking, To Understand The Terms Of Banking Institutions in india	
Course Learning Outcomes	After the completion of the course, wstudent will be get to 1. student will be gain a strong understanding about the banking structure in india. 2. student will be get acquainted with regulatory structure of banking sector in india 3. students will be understand about various banking institutions including rural banking institutions alon with their basic functions and their role in economic development. 4. student will be gain a deeper insight about emerging trends in banking in india.	
Credit Value	4	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33

**Part B Content Of The Course**

Total No. of Lectures-60 ( In Hour Per Week)2		
Unit	Topic	Lectures
I	Introduction: structure of indian banking system, origin and evaluation of banks, concept ,definition, and importance of bank, primary and secondary functions of bank, role of banks in economic development, prodpectus and challanges of indian banking system..	12
II	Regulatory Institutions: objectives of central bank and its role in economy, reserve bank of india, (RBI)-organisation, objectives, role, functions, credit creation and control, banking sector reforms, banking regulation act,1949, new licensing	12

	policy(RBI).	
III	Banking Institutions: types of banks- objectives, structure, functions of commercial banks, (public, private and foreign banks,), development bank, payments bank, small finance banks, indigenous banks, role of banking institutions in economic developments, prospectus and challenges of banking institutions in india.	12
IV	Rural Banking Institutions: rural banking institutions, features, objectives, structure, functions of commercial banks, co-operative banks, primary agriculture societies, (PACS), regional rural banks, microcredit, institutions, and nabard, role of banking institutions in rural development, prospectus and challenges, of rural banking institutions in india.	12
V	Issues And Challenges To Banking Sector: financial inclusion in India, digital banking, technology in banking sector, issue of non-performing assets, (NPA), operational efficiency & profitability security issues, recent trends in banking system in India.  Commercial Banks, prospectus and challenges, rural banking institutions, co-operative banks, ), regional rural banks, , microcredit, NABARD,	12
<p><b>key words/Tags</b> Indian Banking System, Structure Of Indian Banking System, Challenges Of Indian Banking System. Central Bank, RBI, Banking Sector Reforms, Banking Regulation Act,1949, New Licensing Policy(RBI). <b>Banking Institutions</b>, Financial Inclusion , Digital Banking, NPA, Recent Trends In India.</p>		

### Part C Learning Resources

1. Indian Institute Of Banking And Finance(libf), Rural Banking(Caiib2018) Macmillan Publishers India Private Limited ,2018
2. Chakrabarti, Manas, Rural Banking In India, New Century Publications, 2011
3. Gopinath ,M.N., Banking Principles And Operations, Snow White Publications 2017
4. SahaSatish Kumar, Indian Banking System, Sbpd Publishing House, 2020-21



5. Chawla, O.P. Evolution Of Banking System In India Since 1900, Sage Publications India Pvt. Ltd. July 2019.
6. Singh, Sultan Banking Sector Refirms, In India, Kanishka Publishing House, 2008
7. Indian Institute Of Banking, Basics Of Banking, Taxmann Publication, 2015
8. Indian Institute Of Banking: banking- an introduction, taxmann publication, 2015

**Suggestive Digital Platforms, Web Links:**

1. <http://www.rbi.org.in/scripts/abouts/display.aspx>
2. <http://www.nabard.org>
3. <http://www.sayulor.org/books>
4. <http://www.epw.in/>
5. <http://onlinecourses.nptel.ac.in/>
6. <http://www.eds.org/school/state-bank-of-india>

**PART D ASSESSMENT AND EVALUATION**

<b>Suggested Continuous Evaluation Methods : Maximum Marks:100</b>		
Continuous Comprehensive Evaluation(CCE):25 Marks, University Exam(Ue)75 Marks		
Internal Assessment:	Class Test (Objective Type) or Descriptive	15 Marks
Continuous Comprehensive Evaluation(CCE):	Assignment/Presentation	10
External Assessment: University Exam Section :75 Marks Time :2 Hours	Section A: Three Very Short Question ( 50 Word Each)	3x3=9
	Section B: Four Short Questions (200 Words Each)	4x9=36
	Section C:Two Long Questions (500 Wordseach)	2x15=30
	Total Marks	75

<b>Part A Introduction</b>		
Programme: Certificate Class: BBA 1 St Year Session 2021-22		
Subject	Business Organization and Management	
Course Code	C1-COHB-1G	
Course Title	Business Organization and Management	
Course Type	Open Elective	
Pre-Requisite	Open for all except B.Com (Honours) Student	
Course Objectives		
Course Learning Outcomes	<p><b>After successful completion of this students will:</b></p> <p><b>CO1.</b> Develop a basic understanding about business organization and its forms.</p> <p><b>CO2.</b> Develop rudimentary concept of plant location, layout and size of business units and their respective importance in the practical world.</p> <p><b>CO3.</b> Acquire an understanding of business combinations rationalization and nationalization.</p> <p><b>CO4.</b> Gain insight into the management process and its functions of planning, organizing, staffing, directing and control.</p>	
Credit Value	6	
Total Marks	Max Marks:25 +75=100	Minimum Passing Marks:33

**Part B Content ofThe Course**

<b>Total No. of Lectures- Tutorials-practical (in hours per week): L/T/P : 4/0/0</b>		
Unit	Topic	Lectures
I	<p style="text-align: center;"><b>Business organization</b></p> <p><b>Business Organization &amp; its forms</b></p> <p><b>Business:</b> Concept, meaning, features, stages of development of business, importance of business classification of business activities:</p> <p><b>Business Organization:</b> Meaning, characteristics, objectives, evolution of business organization: difference between industry</p>	18

	<p>and commerce and business and profession, modern business and its characteristics.</p> <p>Forms of Business:- Sole trader, partnership, HUF limited liability partnership, joint stock company, one person company, micro, small and medium enterprises,</p> <p><b>Keywords – Business, organization, business organization, forms of business ownership/ formats, micro, small &amp; medium enterprises.</b></p>	
II	<p><b>Plant Location, Layout and size-</b></p> <p>Plant location: Concept, Importance, factors affecting plant location, plant layout: concept, objectives, types and principles of layout, factors affecting layout, size of business.</p> <p>Unit: Criteria for measuring the size of unit, factors affecting size, optimum unit size and factors affecting optimum size.</p> <p><b>Keyword- Plant location, plant layout, size of business unit</b></p>	18
III	<p><b>Business Combination:</b></p> <p>Meaning, Characteristics, Objectives: Causes, forms and kinds of business combination, Rationalization: Meaning, Characteristics, objectives, principles, merits &amp; demerits: Difference between Rationalization &amp; nationalization.</p> <p><b>Keywords: Business Combination, Rationalization, Nationalization.</b></p>	18
IV	<p style="text-align: center;"><b>Management</b></p> <p><b>Management:</b> Concept of management, nature and importance &amp; functions of management, Taylor’s scientific management, Henri Fayol’s principles of management.</p> <p><b>Planning:</b> Concept, importance process, types of plans decision making: Process, Individual Vs. Group decision making.</p> <p><b>Organizing:</b> Concept &amp; principles of organizing: Formal / Informal organizations, virtual organization, organization structure: Factors affecting organization structure, features of good</p>	18

	<p>organization structure, span of management, delegation of authority, centralization and decentralization; line and staff authority.</p> <p><b>Staffing:</b> Nature &amp; scope of staffing, man power planning-concept and importance, recruitment: concept and sources, e-recruitment, selection: concept, importance tests and types of interview.</p> <p>Performance Appraisal: Objectives &amp; Modern Methods.</p> <p><b>Keywords- Scientific management, Henry Fayol, Types of Plans, Decision Making, Organizing, Line &amp; staff authority, Staffing, Performance Appraisal.</b></p>	
V	<p><b>Directing:</b> Concept and importance of Directing,</p> <p><b>Communication:</b> Concept and importance, Channels of communication, Formal/Informal Communication, Barriers of Communication</p> <p><b>Motivation:</b> Concept, Intrinsic &amp; Extrinsic Motivation, Theories of Motivation: Maslow's need theory, Hierarchy, Herzberg's two factor theory, McGregor's theory X and Y.</p> <p><b>Leadership:</b> Concept, Styles, Leadership theories- Trait theory, Behavioral theory, Leadership Theories- Trait conflicts; Meaning &amp; types of Conflict.</p> <p><b>Control:</b> Concept, Nature, Importance, Process &amp; methods controlling, Techniques of control: Financial &amp; Quality.</p> <p><b>Keywords- Directing, Communication, Motivation theories, Leadership Styles, Types of conflict, Techniques of Control</b></p>	18
<b>PART D ASSESSMENT AND EVALUATION</b>		
<p><b>Suggested Readings:</b></p> <ol style="list-style-type: none"> <li>1. Koontz, Harold, O'Donnell and Weihrich, Heniz: "Essentials of Management" New Delhi, Tata McGraw Hill, Latest Edition.</li> <li>2. Drucker Peter, Business Organisation and Management Tasks, Responsibilities and Practices, Allied publisher, new Delhi 2020.</li> <li>3. C.B. Gupta, Business Organisation and management, S. Chand, New Delhi</li> </ol>		

2019.

4. Agrawal R.D., Organisation and Management, Tata McGraw- Hill 2010, New Delhi.
5. Tulsian&Pandey, Organisation and management, Peterson education Dorling Kindersley Pvt. New Delhi 2009.
6. Sherlekar&Sherlekar, Business OrganisationAnd Management, Himalays Publications House, New Delhi Modern.
7. Shukla M.C., Business OrganisationAnd Management, S. Chand, New Delhi 2010.
8. Chhabra, T.N. - Business OrganisationAnd Management Sun India Publication, New Delhi.
9. Shah & Tatted, Business OrganisationAnd Management, Sahityabhavan Pub. 2018.

**Suggestive Digital Platforms Link:**

1. <https://www.ebooksread.com/authors-eng/h-e-morgan/business-organisation-hci.shtml>
2. <https://in.pinterest.com/pin/835136324643584960/>

**Suggested Equivalent Online Courses:**

1. <https://nptel.ac.in/noc/courses/noc21/SEM2/noc21-mg56/>
2. <https://nptel.ac.in/noc/courses/noc21/SEM2/noc21-mg79/>
3. <https://nptel.ac.in/noc/courses/noc21/SEM2/noc21-mg88/>
4. <https://ocw.mit.edu/courses/sloan-school-of-management/>

**Part D Assessment and Evaluation (Theory)**

Maximum Marks: 100

Continuous Comprehensive Evaluation (CCE) : 25

University Exam (UE): 75

Time: 02.00 Hours

Internal Assessment:	Class Test (Objective Type) or Descriptive	15 Marks
Continuous Comprehensive Evaluation(CCE):	Assignment/Presentation	10
External Assessment: University Exam Section :75 Marks Time :2 Hours	Section A: Three Very Short Question ( 50 Word Each)	3x3=9

	Section B: Four Short Questions (200 Words Each)	4x9=36
	Section C: Two Long Questions (500 Words each)	2x15=30
	Total Marks	75

<b>Part A Introduction</b>			
Program:Certificate/Diploma/Degree		Class: 1 Year	Year:2021
Session:2021-22			
Subject: NCC			
1	Course Code		
2	Course Title	NCC Awareness	
3	Course Type(Core course/Elective/Generic Elective/Vocational/...)	Elective	
4	Pre-requisite (if any)	To study this course ,a student must have passed 12 <sup>th</sup> with any subject and must be medically fit. This course can be opted as an elective and it is open for all	
5	Course Learning outcomes(CLO)	The students will develop a sense of responsibility and there by display sense of patriotism, secular values, discipline, improve bearing and develop the quality of immediate and implicit obedience of good things.This paper will enable the students to build and develop leadership through communication. The significant relationship between personality traits and leadership will be achieved and executed.	
6	Credit value	04	
7	TotalMarks	Max.Marks: 25+75	Min.PassingMarks:33
<b>Part B- Content of the Course</b>			
<b>Total numbers of Lectures(in hours per week) :2hours per week</b>			
<b>Total lectures:60Hours L-T-P (02-00-00)</b>			
Unit	Topics	No of	

		Lectures
I	<p><b>History of National Cadet Corps:</b></p> <ul style="list-style-type: none"> <li>• National Cadet corps of Independent india</li> <li>• National Cadet corps Act,1948</li> <li>• Motto of National Cadet corps</li> <li>• Aims and Objectives.</li> <li>• Emblem,NCCflag.NCC song.</li> <li>• Organization of NCC-Army.Navy and Air Wing.</li> <li>• Training centres of NCC</li> </ul>	15
II	<p><b>Introduction to Defence Services</b></p> <ul style="list-style-type: none"> <li>• Army, Navy and Air Force.</li> <li>• Organizational Structure in Charts</li> <li>• Regimental Structure: command and control</li> <li>• Badges and Ranks:Army, Navy,Air Force</li> <li>• Honors and Awards.</li> </ul>	15
III	<p><b>Personality development:</b></p> <ul style="list-style-type: none"> <li>• Introduction to personality development</li> <li>• Factors influencing and shaping the personality</li> <li>• Team work and team building, social skills, Etiquettes and manners, Decision making and problem solving, Change your mind set</li> </ul>	15
IV	<p><b>Leadership:</b></p> <ul style="list-style-type: none"> <li>• Introduction and typeof Leadership</li> <li>• Leadership traits</li> <li>• How to develop leadership.</li> <li>• Leadership case study( Field Marshal General Sam H.F.J.Manekshaw and General K.M Cariappa)</li> </ul> <p><b>First Aid:</b></p> <ul style="list-style-type: none"> <li>• Scope and objectives</li> <li>• First aid in common emergencies,Dressing of Wounds.</li> </ul>	15

**Part C- Learning Resources**

**Text Books, Reference Books, Other resources**

**Suggested Readings:**



<b>S</b>	<b>Name of Writers</b>	<b>Name of Book</b>	<b>Name of Publishers</b>	<b>Year of publication</b>
1	Sabharwal,D.P	Personality Development	Finger print publishing,India	2015
2	Sabharwal,D.P	Personality Development(Hindi)	publishing,India	2021
3	Gurav, Aarti	50 Mantras of Personality Development	Buzzing stock Publishing	2013
4	Vasudeva, Sangeetha	Personality Development	Clever Fox publishing	2021
5	Kapoor ,Shikha	Personality Development and Soft skills	Dream Tech Press	2020
6	Sinha, Surya	Complete Personality Development course (Hindi)		2012
7	Agrawal,(Dr.) Vijay	Student and Personality Development (Hindi)	Benteen Books	2012
8	Shekhar,(DrO. Priyanshu	Personality Development guide (Hindi)	PrabhatPrakashan	2016
9	Anand, Arunsagar	Personality Development Course (Hindi)	V & S Publication	2013
10	Sharma, Robin	Leadership Wisdom	Jaico publishing House	2003
11	Maxwell, John C	5-Levels of leadership	Cross liance	2014
12	Dravid,Rahul and Iyer,Prakash	The Secret of Leadership	Penguin ,India	2020
13	Dr. Bomi	The Leadership Handbook		2020
14	Bindra, Vivek	Everything about Leadership	Diamond Pocket Books	2018
15	Carnegie,Dala	The Leader in you	Amazing reeds	2018
16	Subramanian,Ramesha ndRamiahRamkrishan	Leadership by Values	Notion Press	2020
17	Manivannan,C.andMan ivannan,T.Latha	Text Book of FirstAid and Emergency Nursing	EMMESS Medical Publishers	2020
18	Popli,Harvinder and Sharma, Nirmal	Emergency First aid Safety Oriented	CBS Publishers	
19	Jain N.C. and Saakshi	First Aid and Emergency Case	AITBS Publishers	2019
20	Pippa,Dr.Keech	Practical Guide to First Aid	Anees Publishing House	

21	Gupta,RK	NCC National Cadet Corps(Hindi & English)	Ramesh Publication	2021
22		Hand Book of NCC	Kanti Publication, Itawa	2017
23		Hand Book of NCC an unique book for NCC Cadets	Naveen Publication	2019
24	Ranjan, Shashi and kumar,Aashish	Hand Book of NCC	Goodwin Publication	2021
25	Chauhan,Lt(Dr) Rajeev kumar	NCC National Cadet Corps	Aakriti publication	2021
26		Cadets Hand book	NCC Directorate M.p.& C.G	
27	Goyal,Hariom	Personality Development	KalpazPublication,India	
28	Mitra,Barun K	Personality Development and Soft Skills	Oxford University Press India	
29	Mishra, Rajeev k	Personality Development- Transform Yourself	Rupa and Company India	
2.Suggestive digital platforms web links: 1. <a href="https://www.en.m.wikipedia.org">https://www.en.m.wikipedia.org</a> 2. <a href="https://www.firstaidforfree.com">https://www.firstaidforfree.com</a>				
Suggested equivalent online courses:				

**Part D- Assessment and Evaluation**

Suggested Continuous Evaluation Methods:

Maximum marks: 100

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

<b>Internal Assessment:</b>	Class Test Assignment/Presentation	15
Continuous Comprehensive Evaluation(CCE): 25 Marks		10
External Assessment: University Exam Section:75 Time ; 02.00 Hours	Section(A):ThreeVery Short Questions(50 words Each)	03x03=09
	Section(B): Four Short Questions(200 Words Each)	04x09=36
	Section(C): Two Long Questions (500 Words Each)	02x15=30
		Total 75

**Any remarks/Suggestions: NIL**

<b>Part A Introduction</b>			
<b>Program:</b> Certificate/Diploma/Degree	<b>Class: 1 Year</b>	<b>Year:2021</b>	<b>Session:2021-22</b>
<b>Subject: NCC</b>			
<b>1</b>	<b>Course Code</b>		
<b>2</b>	<b>Course Title</b>	<b>NCC Training</b>	
<b>3</b>	<b>Course Type(Core course/Elective/Generic Elective/Vocational/...)</b>	<b>Elective</b>	
<b>4</b>	<b>Pre-requisite (if any)</b>	To study this course ,a student must have passed 12 <sup>th</sup> with any subject and must be medically fit. This course can be opted as an elective and it is open for all	
<b>5</b>	<b>Course Learning outcomes(CLO)</b>	Aim of the Course is to inculcate a sense of discipline, create self confidence and to create a human resource of organized,trained youth and to develop the quality of immediate and implicit the obedience of orders. Trained the youth to meet any medical emergency by giving aid.	
<b>6</b>	<b>Credit value</b>	02	
<b>7</b>	<b>TotalMarks</b>	Max.Marks: 25+75	Min.PassingMarks:33
<b>Part B- Content of the Course</b>			
<b>Total numbers of Lectures-Tutorials-Practical (in hours per week) :2hours per week</b>			
<b>L-T-P:00-00-01</b>			
<b>S.No</b>	<b>Topics</b>	<b>No of Lectures</b>	<b>No of Tutorial</b>

<b>UNIT-I</b>	<p><b>Drill:</b></p> <p><b>General and Words of command:Attention,Stand at ease, Stand easy.</b></p> <p><b>Turning; Right turn,Left Turn and About turn.Sizing, Forming up in three ranks. Numbering and dressing of Troupe.</b></p> <p><b>Salute in Army,Navy and Air Force,</b></p> <p><b>Its description and training. Falling out and Dismissing.</b></p>	<b>15</b>	
<b>UNIT-II</b>	<p><b>Group Discussion on current topics and issues(National &amp; internationals)</b></p> <ul style="list-style-type: none"> <li>• Public Speaking/Extempore</li> <li>• <b>First Aid: Bandages and CPR</b></li> </ul>	<b>15</b>	
	<b>TOTAL</b>	<b>30</b>	

**Keywords/ Tags: Drill, Troupe,Salute,First aid, CPR**

**Part C-Learning Resources**

**Text Books,Reference Book, Other Resources**

**Suggested Readings:**

<b>S No</b>	<b>Writers</b>	<b>Name of Book</b>	<b>Name of Publishers</b>	<b>Year of publication</b>
1	Ranjan,Shashi and kumar,Aashish	Hand book of NCC	Goodwin Publication	2021
2	Chauhan,Lt(Dr)Rajeev kumar	NCC National Cadet Corps	AakritiPublicaction	2021
3		Cadets Hand book	NCC Directorate	

			M.p.& C.G	
4	Goyal, Hariom	Personality Development	KalpazPublication,India	
5	Mitra,Barun K	Personality Development and Soft Skills	Oxford University Press India	
6	Manivannan,C.andManivannan,T.Latha	Text Book of FirstAid and Emergency Nursing	EMMESS Medical Publishers	2020
7	Popli,Harvinder and Sharma, Nirmal	Emergency First aid Safety Oriented	CBS Publishers	
8	Jain,N>C>and Saakshi	First Aid and Emergency Case	AITBS Publishers	2019
9	Pippa,Dr.Keech	Practical Guide to First Aid	Anees Publishing House	
10	Gupta,RK	NCC National Cadet Corps(Hindi & English)	Ramesh Publication	2021
11		Hand Book of NCC	Kanti Publication, Itawa	2017
12		Hand Book of NCC an unique book for NCC Cadets	Naveen Publication	2019
<p>2.Suggestive digital platforms web links: 1. <a href="https://www.en.m.wikipedia.org">https://www.en.m.wikipedia.org</a></p> <p>2. DG NCC TRAINING APP.</p>				
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<b>Part D- Assessment and Evaluation</b>				
<b>Suggested Continuous Evaluation Methods:</b>				

Internal Assessment	Marks	External Assessment	Marks
Class Interaction/Quiz	10	Viva Voce on Practical	15
Attendance	05	Practical Record File	10
Assignments	10	Table Work /Experiments	50
TOTAL	25		75
Any remarks/Suggestions			