

GENERIC ELECTIVE SUBJECT THEORY

Part A Introduction

Programme: Certificate Class:B.com 1 st Year Session 2021-22	
Subject	Commerce
Course Code	C1-COMCIT
Course Title	Business Economics
Course Type	General Elective
Pre-Requisite	(not required)Open For All
Course Objectives	To impart basic knowledge of the important business Economics relevant to conduct general business activities.
Course Learning Outcomes	<p>Upon successful completion of this course a student will be able to</p> <ol style="list-style-type: none">1. Understand how household(Demand) and business (Supply) interact in various market structures to determine price and quantity of a good produced.2. Understand the links between household behaviour and the economic modela of demand.3.Represent Demand, in graphical form, including the download slope of the demand curve and what shifts the demand curve.4.Understan the links between production costs and the economic modela of supply.5.Understand the concept of pricing.

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	6. Analyze operations of market under varying competitive conditions.	
Credit Value	6	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33

Part B Contents of The Course

Total No. of Lectures (In Hour Per Week)-3 Total Lectures:90		
Unit	Topic	Lectures
I	Historical background of Economics in india with special reference to kautilya, Definition of Economics, concept of Micro and Macro Economics, methods of Economic study, Economics law and their nature, significance of Economics, basic problem of economics.	15
II	Elasticity of demand, Concept and measurement of elasticity of demand, price, income and cross elasticity, average revenue, marginal revenue and elasticity of demand, determination of elasticity of demand, importance of elasticity of demand.	15
III	Factors of Production- Land , Labour, division of labour, efficiency of labour,, Capital, Organization and Enterprises,, The scale of production, theories of population.	15
IV	Production function and law of returns, return of scale, equal product curve analysis, market and their classification, theory of cost and concept of revenue.	15
V	Price determination under perfect competition and equilibrium of the firm, monopoly price and output determination and monopoly control, price determination under monopoly, imperfect and monopolistic competition-price determination.	15
VI	Rent Concept, Ricardian and Modern theories of rent, Quasi rent, wages concept, nominal and real wages, theories of wage determination, profit, nature, concept and theories of profit.	15

key words/Tags : Micro Economics, Macro Economics, Production, Perfect Competition, Rent,

Part C Learning Resources

1. हिन्दी ग्रंथ अकादमी, भोपाल की पुस्तक।
2. Kenedy John, Fundamentals of Business Economics, Himalaya Publication , Nagpur
3. Singh Dr. S.K. Business Economics, Sahitya Bhawan Publication, Agra
4. Bahtiya H.I. Micro Economics, Modern Publisher , New Delhi
5. Sinha Dr. V.C. & Dr. Pushpa Business Economics Sbpd Publication , Agra
6. Mishra Dr, J.P. Business Economics Sahitya Bhawan Publication.

Suggestive Digital Platforms, Web Links

1. [http://www.icai.edu/media/website/business%20Economics%20\(findprog\).pdf](http://www.icai.edu/media/website/business%20Economics%20(findprog).pdf)
2. <http://www.ddeg/ust.ac.in/studymaterial/bba/bba-103.pdf>
3. <http://old.muac.in/wp-content/uploads/2020/01/FYBCOM-BUSINESS-ECO-Eng.Pdf>
4. <http://elibrary.vssdcollege.ac.in/web/data/books-com-sc/bcom1/BUSINESS%20ECONOMICS.pdf>

Part D Assessment and Evaluation

Suggested Continuous Evaluation Methods : Maximum Marks:100		
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 Word each)	2x15=30
	Total Marks	75

Part A Introduction

Programme: Certificate Class: B.Com 1st Year Session 2021-22

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Subject	Commerce	
Course Code	C1-COMC2T	
Course Title	Banking and Insurance	
Course Type	Elective	
Pre-Requisite	(Not Required)Open For All	
Course Objectives	To impart basic knowledge of the important banking and insurance relevant to conduct general business activities.	
Course Learning Outcomes	<p>The successful completion of this course shall enable to the students:</p> <p>To understand banking and insurance services for the economic growth of a country and importance for entire business procedure.</p> <p>To understand the banking system, banking procedure, practical banking.</p> <p>To understand the insurance system, insurance procedure, regulation of banking and insurance.</p> <p>They also shall be capable to earn employment in the field of banking and insurance.</p>	
Credit Value	6	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33

Part B Content Of The Course

Total No. of Lectures (In Hour Per Week)-3 Total Lectures:90

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Unit	Topic	Lectures
I	<p>Introduction Of Banking: Historical Background Of Banking, Definition ,Principles And Importance Of Bank. Classification Of Bank. Functions Of Commercial Banks, Structure Of Commercial Banking In India,</p> <p>Central Banking- RBI And Its Functions, Credit Control,</p> <p>Nationalization And Merger Of Banks: General Introduction To Private Banks Functioning And Usefulness Or Importance,Effects, Evaluation Of Nationalization And Merger Of Indian Banks.</p>	15
II	<p>Bank Deposits: meaning and types. features of bank accounts, procedure to open and close bank accounts(including online procedures)</p> <p>Loans And Advances: principles to sanction loans and advances. classifications of loan and advances. procedure to apply for house loan, personal loan, education loan and commercial loan.</p>	15
III	<p>Insurance: historical background of insurance, meaning elements, basics principles and importance of insurance. kinds of insurance, regulation of insurance in India.</p> <p>IRDA:Functions and its role to regulate insurance in India.</p>	15
IV	<p>Life Insurance: Historical background, meaning objectives,importance,essential elements, life insurance policyand its types. insurance proposal to policy, procedure. conditions of life insurance policies. claim filling procedures and settlement of claim..</p> <p>Life Insurance Corporation Of India: functions, progress and evaluation.</p>	15
V	<p>General Insurance: Meaning, objectives & importance, kinds of general insurance and its features, basic principles of general insurance, procedure to apply general insurance policies. claim filling procedure and settlement of claims.</p> <p>General Insurance Corporation Of India: functions, progress and structures. performance of private sector</p>	15

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	companies in general insurance sector..	
VI	Rent Concept, Recordian and Modern theories of rent, Quasi rent, wages concept, nominal and real wages, theories of wage determination, profit, nature, concept and theories of profit.	15
key words/Tags : Banking, Insurance Nationalization, Loans And Advances Progress,Regulation.		

Part C Learning Resources

1. हिन्दी ग्रंथ अकादमी, भोपाल की पुस्तक।
2. Dr. O.P.Gupta & Dr. Sudhir Kumar Sharma, Banking And Insurance, Sahitya Bhawan Publication, Agra.
3. Dr. R.L. Nolakha , Principles Of Insurance RBD Publication Jaipur
4. Dr.Kpm Sundaram & Dr. P.N. Vasherney, Banking Theory Law And Practice, S.Chand& Sons, New Delhi
5. Sharma , Jain And Dyal Insurance Principles And Practices, Himalaya Publishing House , Nagpur.

Suggestive Digital Platforms, Web Links

1. http://www.universityofcalicut.info/SDE/banking_on19may2018.pdf
2. <http://www.gdcboysang.ac.in/about/droid/uploads/b15thsembcom.pdf>
3. http://ebooks.pude.in/managements/bba/term_5/DMGT303_BANKING_AND_INSURANCE.pdf
4. <https://www.subhshiv.in/2021/03/birna-avm-bank-ke-prakar-noises-pdf.html>

Suggested Continuous Evaluation Methods : Maximum Marks:100		
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 :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 Word seach)	2x15=30
	Total Marks	75

Part A Introduction

Programme: Certificate Class: B.Com 1 st Year Session 2021-22	
Subject	Commerce
Course Code	C1-COMB1T
Course Title	Business Mathematics (Paper-II)
Course Type	Core 1
Pre-Requste	(Not Required)Open For All
Course Objectives	To impart basic knowledge of the important business mathematics relevant to conduct general business activities.
Course Learning Outcomes	<p>The outcome of this course is</p> <p>To apply basics terms of integration in solving practical problems field of as of business.</p> <p>To explain basic methods of business calculus, types of methods of interest account and their basic applications in practice.</p> <p>To solve problem in the areas business calculus, simple and compound interest account, use of compound interest account, loan and consumer credit.</p> <p>To discuss effects of various types and methods of interest account.</p> <p>To connect acquired knowledge and skills with practical problems in economic practice.</p>

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Credit Value	6	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33

Part B Content of The Course

Total No. of Lectures (In Hour Per Week)-3 Total Lectures:90		
Unit	Topic	Lectures
I	Brief History Of Vedic Mathematics In Indian Knowledge Tradition, Methods and Practice of Quick Calculation Of Addition , Multilpication, Division, Square and Square Root Of Numbers Through Vedic Mathematics, Method Of Quick Verification Of Answers From Digit Sum.	10
II	Riles for sign in Algebra and practice, rules for calculation (BODMAS) and practices, Simultaneous Equations- Meaning, charateristics, types,calculations(with word problems)	15
III	Theory of indicis (premilinary knowledge only formule), lagorithms and antilagorithms- principles and calculations, percentage.	15
IV	Ratio, Proportin, Discount,Brokerage.	20
V	Commission, Average,Profit and Loss	15
VI	Simple Interest, Compount Interest	15
<p>key words/Tags : Vedic Mathematics, Lagorithms,Simultaneous Equatuions,Ratio, Proportion, Discount, Brokerage, Commission, Average, Interest.</p>		

Part C Learning Resources

1. Mager Dr. Abhilasha, Business Mathematics, Himalaya Punlication, Mumbai.
2. Sancheti and Kapoor , Busuness Mathematics, S.Chand and Sons, New Delhi.

3. Shirma J.K. Business Mathematics, I.K. International Pvt. Ltd. New Delhi
4. Kumar Mritunjay Business Mathematics, S.Chand and Sons, New Delhi.
5. Agrawal Dr. Mahesh, Business Mathematics, Ramprasad and Sons, New Delhi.
6. Gourav Tekriwal, Maths Sutra, Penguun Books, Gudgao

Suggestive Digital Platforms, Web Links

1. <http://www.gkpad.com/2020/09/bcom-books/>
2. <http://www.ignouhelp.in/ignou-bcoc-134-study-material/>
3. <http://icmai.in/upload/student/syllabus-2012/studymaterialnew/foundation-paper4-revised>.
4. <http://www.youtube.com/channel/UCKYHuQs6wk16EuxliDw-w>
5. <http://www.youtube.com/watch?v=-kxpwImzUes&t=816s>
6. <http://www.youtube.com/results?searchquery=virtual+class+mp+higher+education>
7. <http://www.himpub.com/docupments/chapter1756.pdf>

Part D Assessment and Evaluation

Suggested Continuous Evaluation Methods : Maximum Marks:100		
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 Word seach)	2x15=30
	Total Marks	75

Part A Introduction

Programme: Certificate Class:B.Com 1 st Year Session 2021-22

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Subject	Advertising Sales Promotion and Management	
Course Code	M1-ASPM2T	
Course Title	Sales Promotion Paper-II	
Course Type	Elective	
Pre-Requisite	Open For All	
Course Objectives	To impart basic knowledge of the important sales promotion relevant to conduct sales activities.	
Course Learning Outcomes	Student will be able to understand- The meaning and importance of Sales Promotion, types, tools and programme of sales promotion, sales promotion-result to increase of sales of organization	
Credit Value	6	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33

Part B Content Of The Course

Total No. of Lectures (In Hour Per Week)-3 Total Lectures:90		
Unit	Topic	Lectures
I	Historical background of sales promotion in india,nature and importance of sales promotion,-definition, functions and limitation, objectives, sales promotion budget, role in marketing.	15
II	Forms Of Sales Promotion-Consumer Oriented, Trade	20

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	Oriented,, Sales Force Oriented.	
III	Major tools of sales promotion- sample, display, and demonstration, fashion shows, sales contest,lotteries, goft, offers, rebate, rewards.	20
IV	Sales Promotion- requirement identification,designing,of sales promotion campaign, involvement of salesmen and dealers, outsourcing sales promotion,national and international promotion,strategies coordination within the various promotion techniques.	20
V	Developing sales promotion programme,pre-testing implementing evaluation of result and making necessary modifications.	15
key words/Tags : Sales Promotion, Forms Of Sales Promotion, ,Promotion Strategies, Salesmen.		

Part C Learning Resources

- 1 . Rosan -Management Sales Force- Mcgraw Hills
2. Anne Coughlan, Erin Anderson- Marketing Channels- Sten & Adel E I - Ansary, Pearson
3. Sachin Bert- Professional Approach To Modern Salesmanship- Mcgraw Hills
4. Shh Kazmi, Satish K. Batra, Advertising And Sales Promotion- Mcgraw Hills
5. Sanjay - Advertising And Sales Promotion- Sbpd Agra.
6. Taylor John 1978. How To Start And Succeed In A Business Of Your Own.P.290
7. Dr. A,C Jain And Niraj Singh Advertising And Sales, Sbpd Agra
8. Belch & Belch- Advertising And Promotion Tata Mcgraw Hills
9. Kotler, Philip And Armstrong, Gary, Principles Of Marketing, Prentice Hall.2. Buskirk,
Selling: Principles And Practice, Mcgraw Hills
3. Futrell, Harls Sales Management, South Ewstern College.
10. Walker, Stanton, Pandit Ajay, Marketing, Mcgraw Hills, Sa Chunawalla- Advertising , Sales And Promotion Management, Himalaya Publication,

Suggestive Digital Platforms, Web Links

1. [http:// raventools.com/blog/8-link-marketing-techniques-for-smbs/](http://raventools.com/blog/8-link-marketing-techniques-for-smbs/)
2. <http://www.calsscentral.com/course/sales- marketing-alignment-9729>

3.<http://www.courseera.org/specializations/the-art-of-sales-mastering-the-selling-process>

PART D ASSESSMENT AND EVALUATION

Suggested Continuous Evaluation Methods : Maximum Marks:100		
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 Word seach)	2x15=30
	Total Marks	75

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Part A Introduction

Programme: Certificate Class:B.Com 1 st Year Session 2021-22		
Subject	Commerce(Office Management And Stenography)	
Course Code	M1-OFMS2T	
Course Title	Fundamentals Of Stenography Paper-I	
Course Type	Elective	
Pre-Requiste	No Pre-Requisties	
Course Objectives	To impart basic knowledge of the important stenography and practices relevant to office activities.	
Course Learning Outcomes	<p>Student will be able to -</p> <ol style="list-style-type: none"> 1.The basic concept of stenography with grammalogues and logogram 2. understand the basic concept of circle and loops in stenography. 3. understand and practice the use of initial and final books, hakving and doubling principle. 4. understand and apply essentials vowels, prefixes and suffixes. 5.apply advaced phrases 	
Credit Value	4	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33

Part B Content Of The Course

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Total No. of Lectures (In Hour Per Week) Total Lectures: L:T:P=4:0:0		
Unit	Topic	Lectures
I	Introduction Of Stenography- meaning, importance,& objectives of stenography, definition of consonants, classes of consonants, joining of strokes. definition of vowels, types of vowels, places of vowels, position of vowels grammalogues, alternative sign of R and H , diphthongs, phraseography.	20
II	Circle,Loops and Hooks- Circle, Strokes,Loops: Rules Of Circle S/Z, Rules Of Strokes S/Z, Large Circle: SW, SS And SZ, Loops-ST STR And Their Difference.hooks: use of iniotial hooks to straight strokes and curves, alternatives forms for fr vr, etc. intervening.	12
III	Other Hooks And Loops, The Halving And Doubling Principle- other hooks and loops: "n" and " f" hooks, circle and loops to final hooks, the <i>shun</i> hooks, the aspirate. the halving and doubling principles: the halving principl section-I and II, the doubling principle, upward and downward <i>r,l</i> , and <i>sh</i> .	12
IV	Essentials Vowels, Prefixes And Suffixes: essential vowels, diphonic or two vowels signs, medial semicircle prefixes and suffixes.	8
V	Contractions: contractions general and special contraction, intersection, advanced phreseography. practice of above subject matter for speed dictation.	8
<p>key words/Tags : Consonants, Vowels, Dophtongs,Circle, Loops, Hooks, Halving Principle, Doubling Principle, Prefixes ,Suffixes Contraction</p>		

Part C Learning Resources

Suggested Readings:

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1. Sir ISAAC Pitman, Si Isaac Pitman & Sons Ltd. Pitman House Latest Edition
2. Pitman Shorthand Instructor And Key Pitman, Pitman House Latest Edition
3. Aiyer K.S.Reporter's Phrase Book, A.H. Wheeler Publications, Latest Edition
4. Bahtia, R.C." Principle Of Shorthand Theoty" G.Lal& Co. Latest Edition
- 5.Hindi Sanket Lipi, Rishilal Agrawal, Shri Vishnu Art Press, Allahabad.

Suggestive Digital Platforms, Web Links

- 1.[http:// cbseacademic.nic.in/webmaterial/ curriculum/vocation/2018 study materialXII shorthandenglish.pdf](http://cbseacademic.nic.in/webmaterial/curriculum/vocation/2018_study_materialXII_shorthandenglish.pdf)
2. <http://panotbook.com>
- 3.<http://epustakalay.com>

PART D ASSESSMENT AND EVALUATION

Suggested Continuous Evaluation Methods : Maximum Marks:100		
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 Word seach)	2x15=30
	Total Marks	75

Part A Introduction

Programme: Certificate Class: B.Com 1 st Year Session 2021-22		
Subject	Commerce (Office Management And Stenography)	
Course Code	M1-OFMS2P	
Course Title	Fundamentals Of Stenography Paper-II	
Course Type	Elective	
Pre-Requste	No Pre-Requsties	
Course Objectives	To impart basic knowledge of the important stenography and practices relevant to office activities.	
Course Learning Outcomes	<p>After completing the course student shall be able to:</p> <ol style="list-style-type: none"> 1. Get the proficiency of typing on computer through touch method. 2. Get the proficiency of typing official correspondence and manuscript matter using signs and symbols. 3. Get the proficiency in typing stenography transcriptions. 	
Credit Value	2	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33

Part B Content Of The Course

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Total No. of Lectures (In Hour Per Week) Total Lectures: L:T:P=:0:0:2		
Unit	Topic	Lectures
I	Acquire knowledge about the computer hardware: identify the computer hardware,demonstration of the computer peripherals, uses of computer peripherals and their operating system, connect the computer accessories.	
II	Recognize the various types of computer keys,demonstrate all types of computer keys and its operation, practice on key board for touch and sight typewriting with speed and accuracy(use proper spacing and punctuations) in the rate of 40 w.p.m., practice of official correspondence in proper manner, practice of typing manuscript(using manuscript sign and symbols for editing / amendment)	
III	Practice of dictation of seens passage from pitman shorthand instructure at the speed of 80 w.p.m and transcribe on computer.	
IV	Practice of dictation of unseen passage from shorthand magazines, newspapers etc. at the speed of 80 w.p.m and transcribe on the computer.	
<p>key words/Tags : Computer, Hardware, Peripherals, Operating System, Keys, Sight Typewriting, Manuscript, Dictation, Pitman Shorthand Instructure.</p>		

Part C Learning Resources

Suggested Readings:

1. Sir ISAAK Pitman, Si Isaak Pitman & Sons Ltd. Pitman House Latest Edition
2. Pitman Shorthand Instructor And Key Pitman, Pitman House Latest Edition
3. Aiyer K.S.Reporter's Phrase Book, A.H. Wheeler Publications, Latest Edition
4. Bahtia, R.C." Principle Of Shorthand Theoty" G.Lal& Co. Latest Edition

5.Hindi Sanket Lipi, Rishilal Agrawal, Shri Vishnu Art Press, Allahabad.

Suggestive Digital Platforms, Web Links

- 1.[http:// cbseacademic.nic.in/webmaterial/ curriculum/vocation/2018 study materialXII shorthandenglish.pdf](http://cbseacademic.nic.in/webmaterial/curriculum/vocation/2018_study_materialXII_shorthandenglish.pdf)
2. <http://panotbook.com>
- 3.<http://epustakalay.com>

PART D ASSESSMENT AND EVALUATION

Suggested Continuous Evaluation Methods : Maximum Marks:100			
Internal Assessment:	Marks	External Assessment	Marks
Class Interaction/ Quiz	10	Viva Voce On Practical	15
Attendance	5	Personal Record File	10
Assignments(Charts/ Model/ Seminar/ Rural Service/ Technology Dessimation/ Report Of Excursion/ Lab Visits/	10	Table Work/ Experiments	50
		Total Marks	75

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Part A Introduction

Programme: Certificate Class:B.Com 1 st Year Session 2021-22		
Subject	Computer Application	
Course Code	S1-COAP2T	
Course Title	Data Processing Software	
Course Type	Core Course	
Pre-Requisite	At least intermediate in any course/ stream	
Course Objectives	To impart basic knowledge of the computer and practices relevant to office activities.	
Course Learning Outcomes	<p>On the completion of this course Student will be able :</p> <ol style="list-style-type: none"> 1. understand the basic concept of various application of software. 2. to gain knowledge of ms word, excel, access and power point. 3.to apply acquired knowlwdge in office administration tasks. 4.to study various methods of formatting of documentation and use of spreadsheet. 5.to develop and enhance presentation skills using powerpoint 	
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 Total Lectures: L:T:P=2:0:0		
Unit	Topic	Lectures
I	MS Window: Introduction To Ms Windows, Features Of Windows, Various Versions Of Windows & Their Use, Working With Windows, My Computer & Recycle Bin, Desktop Icons And Windows Explorer, Screen Description, & Working Syle Of Windows, Dialog Boxes,& Toolbars, Working With Files& Folders, Shortcuts And Autostarts, Accessories And Windows Setting Using Control Panel, Start Button,7 Program Lists, Installing New Hardware And Softwares.	20
II	Basics Of Ms Word: Creating Word Dopcument, Entering Texts, Editing Document Texts, Selecting Texts, Copying And Moving Texts, Applying Texts, Text Enhancement, Applying Fonts, And Fonts Styles, Is Word, Highlighting Texts For Distnictive Look, Aligning And Formatting, , Aligning Text Using Identification Options, Setting Line Specing, Options, Using Tabs, Crearing Lists, Numbers And Symbols, Numbring And Bullets, Creating Special Characters, Replacing And Chacking Texts, Creating And Applying Frequently Used Texts, Finding And Replacing Texts, More About Spelling And Grammer And Using Threasures, Command Getting, Print Using Print Preview, Changing Page, Orientation And Paper Size, , Aligning Texts, Vertically, Setting Margin Advanced Formatting Techniques In Words.columns, revising column, structures,, constructing high quality tables, creating and revising tables, modifying tables, table structure, formatting table, creating outlines, in word using templates, use of mail merge, in microsoft words.	12
III	MS Access: concept and terms,: database table, relational database, records, fields, controls, & objects, queries forms, reports, properties, wozards, macros, ,MS access requirements, starting & qutting MSAccess, ms access workplace, , tools& views, creating database, & tables with & without wizards, field name, data types and properties, , adding and deleting fields, renaming fields, & their caption, resizing fields, freezing column , primary key fields, & inde3xing fields,. Ms Access Forms: form wizard, saving & modifying forms,	12

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	<p>entering and editing data, finding , sirting , displaying data, creating queries, using select queries, and wild cards.</p> <p>Ms Reports: Creating Reports, Previewing Reports, Printing Reports, Modifying & Saving Reports, Relational Database, Ddefinition. Purpose Creation , Viewing, Deleting, Expressions, Creat Pivot Table Of Pivot Charts View In And Access Desktop Database.</p>	
IV	<p>Creating Excel Worksheets: Entering and editing cell entries,: excel application window, workbook and worksheets, moving the cell pointer, entring texts and numbers, revising texts, and numbers, working with numbers: creating formule, formatting number, chnging worksheet laout ; adusting column width and row height, inserting and deleting rows , columns, i9nserting and deleting cells, moving and copying cells, contents, numbering worksheets,, selecting worksheets, copying and moving worksheets inserting and deleting worksheets, other formatting options, : aligning, text, border and colour, printing in excel, print preview, changing page setup, checking worksheet spelling.</p>	8
V	<p>Creating Powerpoint Presentations: Creating a basic presentation,building presentations,modifying visual elements, formatting and checking text, adding objects,applying transitions, animation effect and linking, preparing handouts.</p>	8
<p>key words/Tags : MS.Word, MS Excel, Power Point, MS Access.</p>		

Part C Learning Resources

Suggested Readings:

1. Microsoft Office 97: Will Trasin, Gini Courter ,Annette Marquis, Bpb Publication.
2. Microsoft Office 2000 : Gini Courter ,Annette Marquis, Bpb Publication
3. Ms Office 2000 For Everyone, Saxenqa Sanjay, S.Chand
4. Writer Guide To Microsoft Word: Kari Holliway

5. Access 2016 Bible: Michel Alexendaer, Richard Kusleika

Suggestive Digital Platforms, Web Links

1. [http:// www.webbucator.com/ how-to/ how-use-mail-merge- microsoft-word.cfm](http://www.webbucator.com/how-to/how-use-mail-merge-microsoft-word.cfm).
2. [http://support.microsoft.com/en-us/office/ create-pivottable-or-pivot-chart-views-in-an-access-desktop-database-83e52df](http://support.microsoft.com/en-us/office/create-pivottable-or-pivot-chart-views-in-an-access-desktop-database-83e52df).
3. <http://youtube.com/watch?v=Zv3XMBb3V6A>

PART D ASSESSMENT AND EVALUATION

Suggested Continuous Evaluation Methods : Maximum Marks:100 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 Word seach)	2x15=30
	Total Marks	75

Part A Introduction

Programme: Certificate Class:B.Com 1 st Year Session 2021-22		
Subject	Computer Application	
Course Code	S1-COAP2P	
Course Title	Data processing software (practical)	
Course Type	Core Course	
Pre-Requisite		
Course Objectives	To impart practical knowledge of the computer and practices relevant to office activities.	
Course Learning Outcomes	<p>On the completion of this course Student will be able :</p> <ol style="list-style-type: none"> 1. Understand the basic concept of various application of software. 2. To gain knowledge of MS Word, Excel, Access And Power Point. 3.To apply acquired knowledge in office administration tasks. 4.To study various methods of formatting of documentation and use of spreadsheet. 5.To develop and enhance presentation skills using powerpoint 	
Credit Value	2	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33

Part B Content Of The Course

Practical lab will be conducted based on the theory syllabus		
t	Topic	
	<p>MS Office Practical</p> <ol style="list-style-type: none"> 1 To creat a docupment and insert header and footer, page title, page numbers 2. Insert table, picture. clip art and chart into the docupment 3. To creat docupment for writting mathematicla equations. 4.Creat document , set the margins, orientation, size, column, water mark, page colour and page border. 5. To creat document using small merge by connecting data base 6. To print an invitation leetr using mail merge. 7. To design a table, form and report in access. 8. To design queries and macro access. 9. To get external data from llswhere and move to access. 10. To Access data base, generate report and label. 11.To encrypt data base with pass word in access 12. Creating editing saving, printing, securing, & protecting, operations of excel spreadsheets. 13. To prepare different types of charts in excel. 14. To creat student data for identify and along with photo, sign, etc. and print it. 15. To creat bar chart & pie chart in excel for analysis of five year result of your institute. 16. To prepare attendance sheet of 10 students for any 6 subjects of your syllabi to claculate their total attendance , total percentage, of attendance, of each students & average of 	30

	attendance. 17. To creat pivot table using multiple source of data excel. 18. Applying them and layout to powerpoint slides and inserting. 19. To creat powerpoint slides make using transitions and animation, working with mastyer slides. 20 To creat a professional slide for presentation in powerpoint.	
key words/Tags : Ms.Word, Ms Excel, Powerpoint, Ms Access.		

Part C Learning Resources

Suggested Readings:

1. Microsoft Office 97: Will Trasin, Gini Courter ,Annette Marquis, Bpb Publication.
2. Microsoft Office 2000 : Gini Courter ,Annette Marquis, Bpb Publication
3. Ms Office 2000 For Everyone, Saxenqa Sanjay, S.Chand
4. Writer Guide To Microsoft Word: Kari Holliway
5. Access 2016 Bible: Michel Alexendaer, Richard Kusleika

Suggestive Digital Platforms, Web Links

- 1.[http:// www.webbucator.com/ how-to/ how-use-mail-merge- microsoft-word.cfm](http://www.webbucator.com/how-to/how-use-mail-merge-microsoft-word.cfm).
2. [http://support.microsoft.com/en-us/office/ create-pivottable-or-pivot-chart-views-in-an-access-desktop-database-83e52df](http://support.microsoft.com/en-us/office/create-pivottable-or-pivot-chart-views-in-an-access-desktop-database-83e52df).
- 3.<http://youtube.com/watch?v=Zv3XMBb3V6A>

PART D ASSESSMENT AND EVALUATION

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Suggested Continuous Evaluation Methods : Maximum Marks:100			
Internal Assessment:		External Assessment	
	Marks		Marks
Class Interaction/ Quiz	10	Viva Voce On Practical	15
Attendance	5	Personal Record File	10
Assignments(Charts/ Model/ Seminar/ Rural Service/ Technology Dessimation/ Report Of Excursion/ Lab Visits/	10	Table Work/ Experiments	50
		Total Marks	75

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Part A Introduction

Programme: Certificate Class: B.Com 1 st Year Session 2021-22		
Subject	Commerce (Office Management And Stenography)	
Course Code	M1-OFMSIT	
Course Title	Office Organization and Management	
Course Type	Elective	
Pre-Requste	No Pre-Requsties	
Course Learning Outcomes	<p>To course would empower the students to develop the idea about the office environment and its work9ng of daily life . after completing the course, student should be able to:</p> <p>CO1. understand about the nature and scope of office management.</p> <p>CO2. aquire the knowlwdge of administrative arrangements and fsacilities of on office.</p> <p>CO3. acquire the knowledge of modern office environment to work.</p> <p>CO4. understand the system procedures and methods of office.</p> <p>CO5. acquire the overview of office control and other miscellaneous dimensions of management.</p>	
Credit Value	4	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33

Part B Content Of The Course

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Total No. of Lectures (In Hour Per Week) Total Lectures: L:T:P=:0:0:2		
Unit	Topic	Lectures
I	<p>Nature and Scope Of Office Management:</p> <p>historical background and tradition of indian values in office management, meaning of office , functions of modern office (primary functions, administrative and managerial functions) importance of office and office management , modern office organization(definition, principles, steps in office organization, organizational charts) nature and scope of office services , decentralization , centralization, of office services office management (elements of office management, major processes of office management , departmentalization of office office manager(qualification and status , functions)</p>	
II	<p>Administrative and Arrangements of facilities:</p> <p>Office accommodation and its importance,, locations of office, choice of locations,(urban vs suburban, factors to be considered in selecting the site) , securing office space, office layout, (objectives and principles,vastu shastra: all overview steps in layout planning, advantages of good layout, open office and private office , steps in moving office .</p>	
III	<p>Modern Office Environment:</p> <p>Components of office environment, interior decoration(color conditioniong, floor covering, furnishing,) furniture and fixtures(type of furniture, choice across furniture, of different materials, principles governing selection of furniture) lighting and alternative energy, ventilation, noise(internal) noise externsal), cleanliness, sanitation and health, sagety and security, time and motion study, exterior environment of the office, human environment(work-life balance</p>	
IV	<p>Office System And Equipments:</p> <p>meaning of office system, difference between systems, procedures and methods, major office system and procedures advantages and limitation of office system, office manual(importance and types) work flow chart(problem in the flow of work, use of flow charts,</p>	

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	office equipments(introduction to office equipments and machines, , importance and utility of office equipments , kinds of office machine, advantages of office machines, installation, handling and maintainance of office machines, office communication machines and their barriers, security of office machines and equipments, modern office equipments and their importance, office equipments and human productivity , efferts of automation and office establishments and its cost effectiveness.	
v	Office Control And Appraisal: Office Control: meaning and defination, need), time keeping, importance of time keeping, and punctuality in office motivation, through economic and non economic factors, personnel management- recruitment to retirement(an overview), supervision.coordination, brief of supervision.coordination	
key words/Tags : office management , office services , office organization,, departmentalization, accommodation, location, layout,vastu shastra, office environment, time and motion study, work-life balance, office system, office equipments, work flow chart, human productivity, office control and appraisal, time keeping, motivation, supervision.coordination, supervision.coordination.		

Part C Learning Resources

Suggested Readings:

- 1.Aswathappa,K Organizational Behavior, Himalaya Publishing , House New Delhi 2018.
2. Balachandran, V, And Chandrashekhra , V. Office Management ,Tata Mcgraw Hills Education Private Limited, New Delhi,2009.
3. Bhatiya R.C.Karyalay Pravandh (Office Management)_ Atlantic Publishers And Distributers(P) Ltd. New Delhi 2017
4. Chopra R.K. And Gouri Priyanka (Office Organization And Management) Himalaya Publishing House Delhi 2017.

Suggestive Digital Platforms, Web Links

1. http://cbseacademic.nic.in/webmaterial/curriculum/vocation/2018_study_materialXII_shorthandenglish.pdf
2. <http://panotbook.com>
3. <http://epustakalay.com>

PART D ASSESSMENT AND EVALUATION

Suggested Continuous Evaluation Methods : Maximum Marks:100			
Internal Assessment:	Marks	External Assessment	Marks
Class Interaction/ Quiz	10	Viva Voce On Practical	15
Attendance	5	Personal Record File	10
Assignments(Charts/ Model/ Seminar/ Rural Service/ Technology Dessimation/ Report Of Excursion/ Lab Visits/	10	Table Work/ Experiments	50
		Total Marks	75

Subject -Tourism & Travel Management

Course Title- Tporism Product In India

Course Code -M1-TNTA2T

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Part A Introduction			
Program U.G, Level Certificate	Class: UG I Year	Year 2021	Session :2021-2022 onwards
Subject :BOTANY			
1	Course Code	S1-BOTA2G	
2	Course Title	Herbal Cosmetics	
3	Course Type(Core Course/Elective/Generic Elective Vocational)	Elective	
4	Pre- requisite (if any)	This course can be opted as an elective by the students of all faculty/ open for all	
5	Course Learning outcomes (CLO)	<ul style="list-style-type: none"> • Students will learn about raw materials used in herbal cosmetics including the skin and hair care, herbal products and their evaluation. • Students can seek the opportunity of setting up their own business of herbal cosmetics after this course. 	
6	Credit Value	04 credits	
7	Total Marks	Marks 25 Max +75	Minimum Passing Marks: 17
Part B- Content of the Course			
Total no of Lectures –15Hrs.(01 hours per week)			
Total No. of Lectures:15			
	Topics	No. of Lectures	
I	<ul style="list-style-type: none"> • COSMETICS- Classification and categories • Brief history of herbal cosmetics • Difference between herbal and synthetic cosmetic products benefits of herbal cosmetic products • Challenges in formulating herbal cosmetics. 	15	
II	<ul style="list-style-type: none"> • Raw materials, machinery and equipment's used in preparation of herbal cosmetics • Processes used in the manufacture of herbal cosmetics • Plants used in skin care products like scrub, ubtan packs, moisturizer etc. • Plants used in hair products like oil, shampoo, conditioner hair tonic etc 	15	
III	<p>Preparation of- Scrub, face packs, vanishing cream, face wash, soap, moisturizer, talcum powder, sunscreen.</p> <p>Preparation of- shampoo, hair oil, hair conditioner, hair dye.</p> <p>Preparation of- toothpaste, tooth powder, Kajal. Nail polish, lipstick lip balm, deodorant, shaving cream, after shave solution</p>	15	

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VI	Introduction to Aromatherapy, plants used in aromatherapy <ul style="list-style-type: none"> • Methods of extraction of essential oils • Sanitary practices in cosmetics manufacturing • Basic ideas of storage of raw materials, pre production preparations production management packaging and labeling, marketing and pricing of herbal cosmetics. • Quality assurance, ISO certification. 	15
PART C-Learning Resources		
Text books, Reference Books,Other resources		
Suggested Readings:		
<ol style="list-style-type: none"> 1. Beetle Andre (1985) Six Essays in Comparative Sociology, Oxford University Press, and New Delhi. 2. Chauhan.B.R.(2018)Indian Village, Raw atPublication, Jaipur 3. Marriott MC Kim (2017) Village India: Studies in the Little Community, Raw at Publication, Jaipur. 4. Becerra MC (2019) Tribal Language Literature and Folklore, Raw at Publication, Jaipur 5. Indira Deva (2018) Society and culture in India, Raw at Publication, Jaipur 6. Mincer J. (1991) The Caste System Upside Down, Ind Gupta (ED) Social Stratification Oxford University Press, New Delhi 7. Giddens.A.(2006) Sociology (5thed) Oxford University Press, London. 8. Radcliffe BrownA.R.(1976). Structure and Function in Primitive Society, Cohen and West London. 9. Goode.William.J.(1977) Principles Sociology, McGraw Hill. America. 10. Sharma.Y.K.(2007) Indian Society :Issues & Problems,Laxmi Narayan Agarawal,Agra. 11 Classification of cosmetic raw materials and adjuncts IS3958 of Indian standard 12 Smith R.V. Stewart J.T.text book of bio pharmaceutical analysis. 13 Drugs and cosmetics acts and rules Govt. India publications 14 Panda h the complete technology book on herbal perfumes and cosmetics. 15 Guenther Ernest VOL I the essential oils ingram short title (2007) 		
Part D-Assessmentand Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks:100		
Continuous Comprehensive Evaluation (CCE): 25marks University Exam (UE) 75 marks		
Internal Assessment:	Class Test	15
Continuous Comprehensive Evaluation(CCE):25	Assignment/Presentation	10
		TOTAL MARKS 25
External Assessment:	Section (A): Three Very Short Questions(50Words Each)	03 x 03=09
University Exam Section: 75 Time:02.00 Hours	Section(B): Fore Short Questions(200Words each)	04 x 09=36

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	Section(C): Two Long Questions(500Words Each)	02 x 15=30 Total 75
Any remarks suggestions:		

Part A Introduction

Program U.G, Level	Class: UG I Year	Year 2021	Session :2021-2022
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Subject : CHEMISTRY			
1	Course Code	SI-CHEMIG	
2	Course Title	CHEMISTRY IN EVERY DAY LIFE	
3	Course Type(Core Course/Elective/Generic Elective Vocational)	Elective	
4	Pre- requisite (if any)	This course can be opted as an elective by the students of all faculty/ open for all To study this course a student must have had the subject	

PART A : Introduction

Program : Certificate (CLO)	Class: UG	Year: I	Session: 2021-2022
Subject : Computer Application			
1.	Course Code	SI-COAPIG	
2.	Course Title	Computer Fundamentals	
3.	Course Type (Core Course/Elective/Generic Elective/Vocational)	Elective	
4.	Pre-Requisite (if any)		
6	Credit Value	04 credits	
7	Total Marks	Max marks 25 +75	Minimum Passing Marks: 33

5. Course Learning Outcomes(CLO) On the completion of this course students will be able:

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

I	Topics	No. of Lectures
	<p>Ancient chemistry- Chemistry in ancient India</p> <ul style="list-style-type: none"> Alchemy- construction material in ancient times like pottery, Bricks, cements Minerals. Discovery and uses of glass, cosmetics and perfumes paper & ink. <p>Metal extraction in ancient time, fiber cloth and dyeing chemistry in ancient times.</p> <p>Basic introduction of chemistry- Elements up to (atomic no.36) atoms, molecules, compounds.</p> <p>Keywords/ tags: ancient chemistry, alchemy, glass, metal extraction ,atoms molecules.</p>	12

II **Acids, bases and salts in Daily Life** 12

6.	Credit value: Definition of acids, bases, and neutral substance, Ph. scale	Theory-4 Credits
7	Sources and use of Total Marks Max. Marks : 25+75	Min. Passing Marks :33
	<ul style="list-style-type: none"> Acids – hydrochloric acid, acetic acid (vinegar)ascorbic acids, carbonic acid, sulfuric acid, tartaric acid, citric acid. Bases- sodium hydroxide, magnesium hydroxide calcium hydroxide, ammonia 	

Part B:Content Of the Course
Computer Fundamentals

Keywords/ tags: acids, bases, salts neutral substances, Ph. **Total No. of Lectures :60 (2hrs/lecture per week):2-0-0.**

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Module	Topics	No. of Lectures
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I	<p>Knowing computer :what is computer ,basic applications of computer ,components of computer system, Modern central Processing unit (CPU), video display unit, keyboard and mouse ,optical storage devices ,basic of hard drive, concept of hardware and software ,concept of computing ,data and information ,application of information ,Electronics and communication Technology, connecting keyboard ,mouse, monitor and printer to CPU and checking power supply.</p> <p>Computer software & Its types : System software ,application software ,types of Operating System, role of operating system, Utility programs ,packages, Communication software ,commonly used software.</p>	12
II	<p>Operating computer using GUI based Operating System :what is an Operating System ,basics of Popular Operating System ,the user interface ,basics of O.S. setup, common utilities .</p> <p>MS Windows Operating System: Definition and functions ,basic components of windows ,Icons, Desktop ,Taskbar, Notification area ,Files and folders ,Start menu, operation ,my computer ,network neighborhood , recycle bin ,windows explorer creating copying ,moving and deleting files ,setting wall papers ,changing the mouse ,pointer, paint notepad ,setting date time ,screen saver ,and appearance .Using Mouse ;using right button of the mouse and moving Icons on the screen, use of common icons ,status bar ,using Menu and Menu selection ,Running an application viewing of file ,folder and directories ,Creating remaining of files and folder, opening and closing of different windows using help ,creating short cuts using windows accessories .</p>	12
III	<p>MS Word :Introduction ,windows 2007 Interface ,customizing the word Application ,Document views ,Creating & editing documents .</p> <p>Selecting ,deleting ,replacing text ,copying text to another file .Insert ,formatting using Bullet and Numbering in paragraph ,checking spelling ,Line spacing ,Margins ,space before and after paragraph. Basic formatting in MS Word 2007 , Advanced Formatting , Navigating through a word document, performing a mail Merge ,A quick Look at Macros , printing documents ,print preview.</p> <p>Excel 2007 : Introduction , Workbook ,Worksheet ,Formatting in excel .</p>	12

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	MS Power Point : Introduction ,creating a presentation .	
IV	Introduction to Internet ,WWW and Web browser :Basics of computer networks ,LAN,WAN ,concept of Internet ;Application of Internet ,connecting to internet ,What is ISP ,knowing the Internet ,basics of internet connectivity related troubleshooting ,Web Browsing software ,speech Engines , Understanding URL, Domain Name ; IP address ,using e governance website . Basic of electronic mail ,getting an email account , sending and receiving emails ,accessing sent emails ,using emails documents collaboration .Instant messaging,Netiquettes (Internet etiquette).	12
V	Useful Google tools such as drive ,sheet ,doc, meet, etc Firewall ,computer Virus and Antivirus Software ,Internet Security & privacy Basic of Electronics data Interchange (EDI) and Electronics payment system (EPS) ,types of Payment system , Digital cash ,Electronic Cheque , Smart Card ,Introduction to Digital Signature and Digital Certificate s.	12
Keywords /Tags : Programming, C++,Data Structure, Expressions, Control ,File Handling, Arrays, Stack, Queue, Linked List, Tree, Graphs, Structure, Union, Search, Algorithm.		

PART C: Learning Recourses

Textbooks, References Books, Other Recourses

Suggested Readings :

- Introduction to Computer: C. Xavier , New age International .
- Computer Fundamentals: Concept, System & Applications :PreetiSinha ,Pradeep K Sinha BPB Publications .
- Fundamenta of Information Technology :Alexis Leon & Mathews Leon ,Vikas Publishing House ,New Delhi.
- Microsoft Office 2019 for Dummies :Wallace Wang Wiley .

Suggested Digital Platforms ,Web links :

1. <https://edu.gcfglobal.org/en/computerbasics/>
2. <https://edu.gcfglobal.org/en/subjects/office/>
3. <https://vikaspedia.in/education/digital-literacy/it-literacy-course-in-associating-with-msup/computer-fundamentals>
4. https://onlinecourse.swayam2.ac.in/nou20_cs03/
5. https://www.tutorialspoint.com/computer_fundamentals/index.htm
6. <https://ecomputernotes.com/e-coerce/electronic-commerce/define-electronic-payment-system-itsrequirements-and-payment-methods>
7. <https://edu.gcfglobal.org/en/topics/googleapps/>
8. https://onlinecourse.swayam2.ac.in/cec19_cs06/preview
9. <https://nptel.ac.in/course/106/106/106106092/>
10. <https://nptel.ac.in/course/106/103/106103068/>

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Part D : Assessment and Evaluation (Theory)		
Maximum Marks:100		Part A Introduction
Continuous Comprehensive Evaluation (CCE):25		
University Exam (UE) :75		
Time : 02.00 Hours		
Internal Assessment :Continuous Comprehensive Evaluation (CCE):	Class test	15
	Assignment/Presentation	10
	Total	25
External Assessment :University Exam	Section (A) : Three very 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	Total	75 Marks

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Program:Certificate Course		Class: B.SC. I Year	Year : Ist Year	Session :2021-2022 onwards
Subject : Mathematics				
1	Course Code		S1-MATH2G	
2	Course Title		Mathematical Logic and Sets	
3	Course Type		Elective	
4	Pre- requisite (if any)		Open For All.	
5	Course Learning outcomes (CLO)		<p>At the end of the course the students will be able to:</p> <ol style="list-style-type: none"> 1. Using the principles of logic to distinguish between sound and unsound reasoning in discourse of everybody. 2. Construct truth tables for logical expression:test statement for logical equivalence and represent mathematical statement in the language of predicate language. 3. Using the appropriate set theoretic concepts. thinking process. Tool and techniques in the solution to various conceptual or real-word problems 	
6	Credit Value		4	
7	Total Marks	Maximum Marks:25+75		Minimum Passing Marks: 33
Part B- Content of the Course				
Total no of Lectures (in hours per week):2 hours per week				
Total Lectures : 60 hours				
Unit	Topics			No. of Lectures
I	Mathematical Logic -I; 1.1 Propositions and Truth table 1.2 Negation,Conjunction and Disjunction 1.3 Implications and Double implication 1.4 Bi –conditional propositions 1.5 Contrapositive implication and converse 1.6 Contrapositive andand inverse propositions			15
II	Mathematical Logic -II; 2.1 Precedence of logical operators 2.2 Tautology and contradiction 2.3 Propositional equivalence :Logical equivalences 2.4 Predicates and quantifiers. 2.4.1 Introduction 2.4.2 Quantifiers 2.4.3Binding variables and Negations			15

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III	<p>Set Theory</p> <p>3.1 Introduction to sets 3.2 Finite and infinite sets. 3.3 Counting principle 3.4 Standard set operations 3.4.1 Classes of set 3.4.2 Power set of a set 3.4.3 Difference and Symmetric difference of two sets 3.4.4 Set identities 3.4.5 Generalized union and intersections 3.4.6 Principle of inclusion and Exclusion 3.5 Cardinality 3.6 Fuzzy set and its basic operations</p>	15
IV	<p>Relations:</p> <p>4.1 Cartesian product of set 4.2 Composition of relations 4.3 Types of relations 4.4 Partitions 4.5 Equivalence relations 4.6 Partial ordering relations 4.7 Congruence modulo relation</p>	15
	<p>Keywords: Mathematical Logic, Set Theory, Fuzzy Sets, Relation on set</p>	
Part C-Learning Resources		
Text books, Reference Books, Other resources		
	<p>Suggested Reading:</p> <p>Text Books:</p> <ol style="list-style-type: none"> 1. R.M.Somasundaram: Discrete Mathematical structures, PHI Learning pvt.Ltd.2003. 2. Samar BallavBhor: A text book of Logic and set. Education Publishing 2018. 3. Ganesh : Introduction to Fuzzy Set and Fuzzy Logic. Prentice Hall India Learning private Limited.2006 4. मध्य प्रदेश हिन्दी ग्रन्थ अकादमी <p>Reference Books:</p> <ol style="list-style-type: none"> 1. Ajit Kumar .S.Kumaresan.Bhaba Kumar Sharma: A Foundation Course in Mathematics, Alpha Science International Ltd.2018. 2. R.P.Grimaldi .Discrete Mathematics and Combinatorial Mathematics. Pearson Education.1998. 3. Jean –Paul Tremblay, RManohar : Discrete Mathematics Structures with Applications to computer science. McGraw Hill Education. 1st edition.2017 4. G.J.Klir and B. Yuan , Fuzzy Logic .pearson.2015 	
	Part-D Assessment and evaluation	
	<p>Suggested Continuous Evaluation Methods:</p> <p>Maximum Marks: 100</p> <p>Continuous Comprehensive Evaluation (CCE): 25</p>	

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	University Exam (UE):	75	
Internal Assessment Continuous Comprehensive Evaluation(CCE)	Class Test		15
	Assignment / Presentation		10
	Total Marks		25
External Assessment University Exam Section:25 Time: 02.00Hours	Section (A): Three Very Short Questions (50 Words Each)		3x3=30
	Section (B): Four Short Questions (200 Words Each)		4x9=36
	Section (C): Two Long Questions (500 Words Each)		2x15=30
	Total Marks		75

Part A Introduction			
Program U.G, Level Certificate	Class: UG I Year	Year;FIRST Year	Session :2021-2022 onwards
Subject ZOOLOGY			
1	Course Code	S1-ZOOLIG	
2	Course Title	Human Disease	
3	Course Type(Core Course/Elective/Generic Elective Vocational)	Elective	
4	Pre- requisite (if any)	The course can be opted as generic elective by the students of all streams after passing class 12th	
5	Course Learning outcomes (CLO)	Upon completion of the course students will be able 1. To gain the knowledge of various human diseases. 2. To understand the causes of human diseases. 3. To explain the structures of diseases causing virus, bacteria, pathogens.	
6	Credit Value	3 Credit	
7	Total Marks	Max. Marks; 25-75	Minimum Passing Marks: 33
Part B- Content of the Course			
B.COM 1ST YEAR w.e.f. 2021-22			
Total no of Lectures –tutorials-practical (in hours per week) 02 hours per weekL-T-P			
	Topics	No. of Lectures	

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I	<p>Human diseases; Historical background, diseases and causes</p> <ul style="list-style-type: none"> • The historical background of human diseases with reference to India • A brief description regarding active Indian scientists in the field of human diseases. • Diseases, definitions and types • The causes of diseases a brief study of viruses, bacteria, protozoans, round worms and flat worms. • A brief study of diseases caused by different pollutants. <p>Keywords/ tags: Human diseases, virus, bacteria, worms, pollutants.</p>	12
II	<p>Viral Diseases: Pathogenicity and therapy</p> <ol style="list-style-type: none"> 1. small pox 2. hydrophobia (Rabies) 3. AIDS 4. Influenza 5. SARS <p>KEYWORDS/TAGS: Pathogenicity, smallpox, hydrophobia, rabies, Influenza, SARS</p>	
III	<p>Bacterial diseases pathogenicity and therapy</p> <ul style="list-style-type: none"> • Diphtheria • Tuberculosis • Leprosy • Pneumonia <p>Keywords: Diphtheria, tuberculosis, typhoid, leprosy, pneumonia.</p>	12
VI	<p>Protozoan diseases pathogenicity and therapy</p> <ul style="list-style-type: none"> • Malaria • Amoebiasis • Pyorrhea • Trypanosomiasis • Trichomoniasis <p>Keywords /tags: malaria, pyorrhea, amoebiasis,</p>	12
Part C-Learning Resources		
Text books, Reference Books, Other resources		
<p>Suggested Readings:</p> <ol style="list-style-type: none"> 11. Crowley, 'An introduction to Human Diseases Jones and Bartlett. 12. Wright, K 'The big book of Infectious diseases Trivia,' Ulysses press. 		

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13. Tampers, "Diseases of Human Body", F.A. Davis.
 14. Neighbors, "Human Diseases", CEng age learning Inc.
 15. <https://www.hindinotes.org> (Manavrog Free E- BOOK)

Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks:100

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

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

Part A Introduction
SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES,

Program Certificate	Class: B.SC. SEHORE	Year : FIRST Year	Session :2021-2022 onwards
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Subject : ZOOLOGY

1	Course Code	S1-ZOOL1R
2	Course Title	Laboratory work on Human Diseases
3	Course Type	Generic elective
4	Pre- requisite (if any)	To Study this course a student must have had the subject
5	Course Learning outcomes (CLO)	On completion of this course, learners will be able to understand To gain the knowledge of various human diseases. To understand the pathological tests of various diseases, To explain the structure and lifecycles of various parasites..
6	Credit Value	1
Total marks	Max marks; 25+75	Min. passing marks-33

Part B – Content of the Course

Total No. of Lectures:30

Lectures – Tutorial – Practical (In hours per week): L-T-P: 0-0-2

S. No.	Name of the Exercise	No. of L
1.	Study of museum specimens and slides relevant to theory paper Human Diseases'	4
2.	Study of life cycle of various ectoparasites and endoparasites, viz. Mosquito, round worm, Schist soma etc.	6
3	Study of simple instruments: Microscope, centrifuge, stethoscope, sphygmomanometer etc.	2
4.	Virtual demonstration of various diagnostic tests, viz, T.B. skin test VIDAL test malaria antigen test etc.	2
	Keywords /tags Human diseases, Ectoparasites, Endoparasites, mosquito, round worm, diagnostic test.	

Part- C Learning Resources

Text Books, References, and other Resources Books

Suggested Reading;

1. Mohan, text book of Diagnostic Microbiology
2. Sunil K. Sen. essential of clinical diagnosis
3. Lakhani&khan, manual of experiments of bio-technology

Part-D Assessment and evaluation

Suggested continues Evaluation Methods

Internal assessment	Marks	External assessment	Marks
Class interaction Quiz	10	Viva voce on practical	15
Attendance	05	Practical Record File	10
Assignment(Charts /Model	10	Table work/ Experiment	50
Seminar /Rural service		a. Museum Specimen (5)	10
Technology (Dissemination/R		b. Life cycle (2)	20
eport of Excursion/ lab		c. Diagnostics test	10
visit/Survey/Industrial visit)		d. Instruments	10
	TOTAL 25		

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Any suggestion, remark/Nil

75

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Part A Introduction			
Program U.G, Level Certificate	Class: UG I Year	Year 2021	Session :2021-2022 onwards
1	Course Code	S1-PHYS2G	
2	Course Title	Non –conventional energy sources	
3	Course Type(Core Course/Elective/Generic Elective Vocational)	elective	
4	Pre- requisite (if any)	Open for all	
5	Course Learning outcomes (CLO)	At the end of the course student will be able to achieve: <ul style="list-style-type: none"> • A good understanding of various non- conventional energy resources. • Knowledge about non-conventional energy harvesting technology • The knowledge about the availability of non-conventional energy resources in India. • A good understanding of the solar energy and the appliances based on solar energy. • A Non-conventional energy harvesting technical skill will be helpful for employment. 	
6	Credit Value	04 credits	
7	Total Marks	Max marks 25 +75	Minimum Passing Marks: 33
Part B- Content of the Course			
Total no of Lectures –15Hrs.(01 hours per week)			
Total No. of Lectures:60			
	Topics	No. of Lectures	
I	Introduction to non –conventional energy sources- <ul style="list-style-type: none"> • Classification of energy resources consumption trend of primary energy resources, importance of non – conventional energy resources. • Energy chain, common form of energy, limitation of non- conventional energy resources. • Salient features of non conventional energy resources environmental aspects of energy. • World energy status energy scenario in India. Keywords/ tags: Energy resources, energy chain, non – conventional energy.	12	
II	Solar Energy: <ul style="list-style-type: none"> • the sun as a source of energy, solar radiation at the earth’s surface. • Photo thermal applications solar collectors, solar drying solar cooker (box type) solar distillation solar water heating systems solar thermo- mechanical system. 	12	
	<ul style="list-style-type: none"> • Photo voltaic system, photo voltaic principle, basic 		

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	<p>photovoltaic system for power generation, solar cells, types of solar cells, concentrator cells, Sun tracking systems, limitations and environmental aspect of solar cells.</p> <ul style="list-style-type: none"> Photovoltaic applications solar cell panels, solar light solar pump, solar power plants, solar cell in transportation, solar refrigeration and air conditioning. <p>Keywords/ tags: solar radiation, photo thermal, photovoltaic, solar cells.</p>	
III	<p>Bio mass Energy:</p> <ul style="list-style-type: none"> Biomass resources, biomass conversion technology biogas generation. List of factors affecting bio- digestion, working of biogas plant (with block diagram)biogas from plant waste. Methods of obtaining energy from biomass thermal gasification of biomass. Biomass energy program in India, biodiesel production from non- edible oil seeds. <p>Keywords/tags biogas biomass, thermal gasification, bio-digestion.</p>	12
VI	<p>Wind Energy:</p> <ul style="list-style-type: none"> concept of wind, origin of winds, wind climate, wind profile, limitations of extracted power from a wind turbine. Wind resource map and the site identification land requirement Wind turbine setting wind turbine aerodynamics wind turbine type upwind and down wind turbines blade count constant and variable speed wind turbines onshore and offshore wind turbines. Wind turbine rotor working of wind turbine Drag principle, Lift principle. <p>Keywords/tags: wind climate, wind energy, wind turbine</p>	12
V	<p>Geothermal and Ocean energy:</p> <ul style="list-style-type: none"> Geothermal energy, origin and distribution of geothermal energy. Types of geothermal resources analysis of geothermal resources. Exploration and development of geothermal energy. 	12

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	<ul style="list-style-type: none"> Advantages and disadvantages of geothermal energy, limitations. Ocean energy: Tidal energy- origin and nature of tidal energy, environmental impact, energy and power in waves, advantages and disadvantages of wave energy. Ocean thermal energy , ocean thermal conservation technology (OTEC), ENVIRONMENTAL IMPACT. <p>Keywords/tags: geothermal energy, ocean energy, tidal energy, OTEC.</p>	
PART C-Learning Resources		
Text books, Reference Books,Other resources		
<p>Suggested reading:</p> <ul style="list-style-type: none"> Rai G.D., Non conventional energy sources.” KHANNA PUBLISHERS, 4TH edition Sukhumi S.P. and Nyack J.K. SOLAR ENERGY principles of thermal collection and storage”, Tata MC GRAW hill Ltd. Second edition. Rai G.D., “SOLAR ENERGY UTILIZATION,”KHANNA PUBLISHERS. 5TH EDITION KHAN B.H. ; ‘non- conventional energy resources” MC Grew HILL PUBLICATIONS. <p>SUGGESTIVE DIGITAL PLATFORM WEB LINKS:</p> <ul style="list-style-type: none"> HTTPS://mnre.gov.in/ministryofnewandrenewableenergy <p>Suggested equivalent online courses: https://nptel.ac.in/courses/121/106/121106014/Byprof.prathapharidoss,IITMadras</p>		
Part D-Assessment and Evaluation		
<p>Suggested Continuous Evaluation Methods: Maximum Marks:100 Continuous Comprehensive Evaluation (CCE): 25marks University Exam (UE) 75 marks</p>		
Internal Assessment: Continuous Comprehensive Evaluation(CCE):25	Class Test Assignment/Presentation	15 10 TOTAL MARKS 25
External Assessment: University Exam Section: 75 Time:02.00 Hours	Section (A): Three Very Short Questions(50Words Each) Section(B): Fore Short Questions(200Words each) Section(C): Two Long Questions(500Words Each)	03 x 03=09 04 x 09=36 02 x 15=30 Total 75
Any remarks suggestions:		

SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES,
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Part A Introduction			
Program U.G, Level Certificate	Class: UG I Year	Year;FIRST Year	Session :2021-2022 onwards
Subject ZOOLOGY			
1	Course Code	S1-ZOOL2G	
2	Course Title	APICULTURE	
3	Course Type(Core Course/Elective/Generic Elective Vocational)	Elective	
4	Pre- requisite (if any)	The course can be opted as generic elective by the students of all streams after passing class 12th	
5	Course Learning outcomes (CLO)	Upon completion of the course students will be able <ol style="list-style-type: none"> 1. Understand the various species of Bees in India, their social organization and importance. 2. Understand the techniques involved in Bee keeping and honey production. 3. Know about various product obtain from bee keeping sector and their importance. 4. Be aware about the opportunities and employment in apiculture in private public and government sector. 5. Develop entrepreneurial skills for self- employment in bee keeping sector. 	
6	Credit Value	2 Credit	
7	Total Marks	Max. Marks; 25-75	Minimum Passing Marks: 33
Part B- Content of the Course			
Total no of Lectures –tutorials-practical (in hours per week) 02 hours per weekL-T-P			
	Topics	No. of Lectures	
I	Historical Background: <ul style="list-style-type: none"> • History and importance of Bee keeping in India. • Indian species of Honey Bees. Biology of Bees: <ul style="list-style-type: none"> • Classification and biology of honey bees. • Social organization of Bee colony. • Behavioral patterns Bee dance, swarming. Keywords/ tags: apiculture in India, honey bee, classification, social organization behavioral pattern.	07	
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II	<p>Rearing of Bee</p> <ul style="list-style-type: none"> • Artificial Bee Rearing (Apiary) • Bee hives- Newton and Langstrothbox; Bee pasturage • Selection of bee species keeping equipment • Modern bee keeping equipment • Methods of extraction oh honey (indigenous and modern methods) • Apiary management – honey flow period <p>KEYWORDS/TAGS: apiary, Newton and bee keeping equipment.</p>	
III	<p>Diseases and Enemies :</p> <ul style="list-style-type: none"> • Diseases and enemies of honey bees. • Control and preventive measures <p>Keywords / tags Bee disease, enemies, prevention</p>	04
VI	<p>Economic importance and entrepreneurship in apiculture:</p> <p>Economic importance of apiculture</p> <ul style="list-style-type: none"> • Products of apiculture industries and its uses – Honey, bee wax, propel pollen. <p>Entrepreneurship in apiculture:</p> <ul style="list-style-type: none"> • Bee keeping industry recent efforts. • Modern methods for employing artificial beehives for cross pollination in horticulture gardens. • Economics in small scale and large scale bee keeping. <p>Keywords /tags: apiculture products, recent efforts in bee keeping, cross pollination, horticultural gardens.</p>	12
Part C-Learning Resources		
Text books, Reference Books,Other resources		

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Suggested Readings:

1. Bisht, DS, "APICULTURE" ICAR publication, 1980
2. Conrad, R, Natural bee keeping, second edition 2013.
3. Cramp, D "The complete step by step book of Bee keeping," Annes publishing 2012.
4. Flotsam, K "The backyard bee keeper", Fourth edition Quarry book publisher 2018.
5. Gupta, JK, "Apiculture", Indian council of agricultural research, New Delhi, 2016
6. Mishra, RC, "Honey Bees and their management in India, Indian council of agricultural New Delhi, 1995.
7. Philips, T "beginning of bee keeping", alpha publisher 2017.
8. Prost PJ "Apiculture", oxford and IBH, New Delhi, 1962
9. Brahman, A "BOOK KEEPING IN India", New Delhi 2017.
10. Shukla upadhyay, "Economic Zoology" restage publication 2017

Suggested equivalent online courses:

1. Swayam (MHRD) Portal vocational Bee keeping.
2. E- PG Pataskala (MHRD) Portal, (<http://epgp.inflibnet.ac.in>)
3. Science direct open access content
(<https://www.sciencedirect.com/book/9781843342038/open-access>)

Part- D

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(50Words Each) Section(B): Four Short Questions(200Words each) Section(C): Two Long Questions(500Words Each)	03 x 03=09 04 x 09=36 02 x 15=30 Total 75
Any remarks / suggestions		

PRACTICAL SYLLABUS

Part A Introduction
SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES,

Program Certificate	Class: B.SC. SEHORE	Year : FIRST Year	Session :2021-2022 onwards
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Subject : ZOOLOGY

1	Course Code	S1-ZOOL2R
2	Course Title	Bee keeping
3	Course Type	Elective
4	Pre- requisite (if any)	To Study this course a student must have had the subject
5	Course Learning outcomes (CLO)	On completion of this course, learners will be able to understand <ol style="list-style-type: none"> 1. The life cycle of bees. 2. Analysis of honey purity. 3. Enhance collaborative learning, communication and entrepreneur skills through practical sessions, team group discussions, assignments and projects
6	Credit Value	2

Part B – Content of the Course

Total No. of Lectures:30

Lectures – Tutorial – Practical (In hours per week): L-T-P: 0-0-2

S. No.	Name of the Exercise	No. Of lectu
1.	Study of history of honey bee	8
2.	Spotting (study of morphological structures through permanent slides/ photographs) Mouth parts, antenna, wings, leg, pollen basket, string apparatus.	10
3	Study of artificial hive Lang troth hive/ newton hive	8
4.	Study of bee keeping equipment's	8
5.	Analysis of honey purity	6
6.	Study of bee pasturage Visit to fields/ gardens/ orchards for studying the bee activity (role in pollination and nectar pollination)	10
7.	Making of herbarium of nectar and pollen yielding flowering plants	10
	Keywords/tags: honey bee, bee keeping	

Part- C Learning Resources

Text Books, References, and other Resources Books

Suggested Reading;

4. Patterson R Bee keeping A practical guide little brown book group publisher 2012
5. ‘practical Beekeeping Book- start Beekeeping
6. ‘Beekeeping ; a practical manual of bee keeping , free download
[http://archive.org/details/A-PRACTICAL-MANUAL OF BEE KEEPING](http://archive.org/details/A-PRACTICAL-MANUAL_OF_BEE_KEEPING)

Part-D Assessment and evaluation

Suggested continues Evaluation Methods

Internal assessment	Marks	External assessment	Marks
Class interaction Quiz	10	Viva voce on practical	15
Attendance	05	Practical Record File	10
Assignments (charts/ models)seminar/rural service technology dissemination /excursion/lab/ visits/ survey/industrial visits	10	Table work/ Experiments	Page 55
TOTAL	25	<ul style="list-style-type: none"> • Life history of honey bee • Spotting (any four) • Artificial hive/bee keeping • Bee pasturage study 	75

Part A Introduction

Program: Certificate	Class B.A. (Plain) I Year	Year:2021	Session:2020-2021
Course Code	A1-ECON-2G		
CourseType (Core Course/ Elective Course	Elective Course		
Course Title	Indian Economy- An Introduction (Economics)		
Credit Value	04		
Total marks	Max. Marks :75+25	Min. Passing in Marks:33	
Course Objectives:	<p>CO-1. The main objective of this paper is to introduce the student to basic understanding of the Indian economy and measurement of various macro-economic variables.</p> <p>CO-2. Students will be able to evaluate the consequences of economic activities on institution, individual and social welfare.</p> <p>CO-3. To make awareness among the students about various economic issues in India.</p> <p>CO-4...Organizing social and economic activities such as business club, exhibitions, effective salesmanship, and business fair for development of commercial attitude among the students</p>		

Course learning out comes:-CLO	<p>After completing this, students will be able to under the basic concepts of the Indian economy .they will be familiar with the issues related to Agriculture, Industry, Foreign Trade, economic Planning and various economic problems of India .They Will also be able to able to understand the various issues ofMadhya PradeshEconomy</p>	
Part B- Course Contents:		
Total No ofLectures-Tutorials – Practical (in hours per week): 3 hours		
UNIT	Topics	NoofLectur es
I Introduction	<ol style="list-style-type: none"> 1. Characteristics of Indian economy 2. Trends and Sectorial Composition of National Income 3. SectorialDistribution of work force 4. Nature Resources Endowments :- land ,waterLivestock forest and mineral Resources 5. Demographic Features:Population. Compositionsiz and Growth Rates 6. Problems and causes of over Population and Population policy 	12 Lectures
II Agriculture	<ol style="list-style-type: none"> 1. Nature and Importance Characteristics of Indian Agriculture 2. Trends in Agriculture Production and Productivity 3. Green Revolution – Objectives achievements and failures 4. Agriculture: Finance and Insurance 5. Agriculture Marketing 	12 Lectures

<p>III Industry and foreign trade</p>	<p>1. Industrial Development of India after Independence 2. New Industrial Policy of 1991 3. Role of Public sector in Industrialization 4. MSME-Definition, Characteristics and its Role Problems and Remedies of small – scale 5. and cottage industries 6. Start up India and Make in India Aatm Nirbhar Bharat</p>	
<p>IV Planning and Development</p>	<p>1. Planning in India:- Objectives, Strategy, achievements and failures 2. NITI Aayog 3. Problems of Indian Economy- Poverty, Unemployment and Regional Inequality 4. Infrastructure Composition- Power, Transport and Communication.</p>	<p>12 Lectures</p>
<p>V Economy of Madhya Pradesh</p>	<p>1. Salient features of Madhya Pradesh Economy 2. Nature Resources of Madhya Pradesh:- land, water, forest and mineral 3. Trends and Regional Disparities in Agriculture Sector of Madhya Pradesh 4. Industrial Development in Madhya Pradesh 6. Infrastructure Developments in Madhya Pradesh- Power, Transport</p>	<p>12 Lectures</p>

	And Communication 7. Employment oriented schemes in Madhya Pradesh	
Key words: Sectorial Composition, Human Resources of India, Indian Agriculture , Industrialization, Infrastructure, Five year Plan in India , Regional Disparities , Industrial Development		
Part c- Learning resources		
Reference Books ,Other resources		
1. Suggested readings: 1. Pannagariya, Arvind (2020) –India Unlimited :Reclaiming the lost Glory , harper collins publishers India 2. Mishra and Puri (2020) – IndianEconomy Himalaya publishing House New Delhi. 3. Rudra Dutt and Sundaram - – IndianEconomy, S.Chand and Company House New Delhi. 4. Hariharan, N.P (2008)–Lights and Shades of IndianEconomy Vishal publishing, Jalandhar 5. Uma Kapila (20thEdition) (2009) IndianEconomy since Independence, Academic Foundation, New Delhi. 6. Reserve Bank of India- Annual Reports		
Suggested Equivalent online course: https://online course.nptel.ac.in/noc21hs/preview		
Suggested Digital platform:		
.1. https://www.indiabudget.gov.in/economicsurvey/ebookes2021/index.html 2. https://des.mp.gov.in/Ports/o/Economic surely/ebookes2021%2020-21.pdf 3. www.indiabudget.gov.in/economic survey/ 4. https://www.rbi.org.in/scripts/AnnualReportMainDisplay.aspx .		
Part D-Assessment and Evaluation		

Suggested continuous Evaluation Methods:

Max. Marks :100

Continuous Comprehensive Evaluation (CCE):25 Marks

University Exam 75 Marks

Internal Assessment:

Class Test

15

Continuous Comprehensive
Evaluation(CCE):25 Marks

Assessment/Presentation

10

External Assessment:

University Exam Section: 75

Time:2.00 hours

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SEHORE**

PART A INTRODUCTION			
Program: Certificate		Class: BA I	Year: 2021
Session: 2021-22			
Subject: History			
1	Course Code	A1-HIST-2G	
2	Course Title	Constitutional History of India	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/....)	Elective	
4	Pre-requisite (if any)	This course can be opted by any student who has passed 12th class.	
5	Course Learning outcomes (CLO)	Students will analyze the salient features of the constitutional development during Company's Rule in India from 1773 - 1857 and to assess their impact on the freedom struggle of India. They will know about the influence of the British Crown on India. They will be able to write a detailed essay on the various acts passed during the Crown's period in India from 1858- 1947 and their impact on the socio political life of India. Students will be able to critically examine the major reforms by the British Government in India and highlight their salient features. They will gain the knowledge of Indian Constitution.	
6	Credit Value	04	
7	Total Marks	Max. Marks: 25+75 1	Min. Passing Marks: 33
PART B- CONTENT OF THE COURSE			
Total No. of Lectures-Tutorials-Practical.(in hours per week) : L-T-P : 2 H/W			
Unit	Topics		No. of Lectures
I	Constitutional Development During Company's Rule (1773. 1793) Regulating Act of 1773 : causes for the passing of the Regulating Act, main provisions of the Act. Bengal Judicature Act 1781,' Iiiditati Bill of Dundas 1783, Fox India Bill 1783, Pitt's India Act of 1784, ClaitekAdt 1793.		12
II	Constitutional, Development During Company's Rule.(1833-1854) Charter Act of 1813: main provisions of the Act; Charter Act of 1833-background, main provisions, Charter Act of 1853 - background, main provisions of the Act, significance of the Act, Government of India Act 1854.		12
III	Constitutional Development during the Rule of the Crown Government of India Act, 1858 - Background, main provisions of the Act, evaluation of the Act, Queen Victoria's Proclamation Letter', significance of the proclamation.		12

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	<p>Indian Council Act 1861- causes for the passing of the Act, provisions of the Act, provisions related to Provincial Legislative Assemblies defects of the Act, significance of the Act,</p> <p>Indian Council Act 1892 - causes for passing of the Act, main provisions of the Act, defects of the Act, significance of the Act.</p>	
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Unit	Topics	No. of Lectures
IV	<p>Morley-Minto Reforms and Mont-Ford Reforms</p> <p>Government of India Act 1909 - Causes for passing of the Act, Government's outlook towards the reforms, main provisions of the Act, defects of the Act, significance of the Act</p> <p>Government of India Act 1919 - Causes for passing of the Act, significance of the Montague declaration, Montague-Chelmsford Report, passing of the Act, preamble of the Act, main features of the Act.</p>	12
V	<p>Provincial Autonomy, Indian Independence and Indian Constitution The Government of India Act of 1935 - Features of the Act, 'Home Government, Advisors of the Indian Secretary, High Commissioner, proposed Federal Plan—organization, criticism, conclusion. Meaning of Provincial autonomy.</p> <p>Government of India Act, 1947-The Mountbatten Plan, Factors responsible for the Independence of India, provisions and significance of the Act. Main Features of Indian Constitution.</p>	12

Keywords/Tags: Act, Constitution, Corn an Crown, Reforma and Autonomy

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings

- 1- Sumit Sarkar: Modern India 1885 n 1947. Macmillan, 1983
- 2- R. Jeffery, J Masseloss: From Rebellion to the Republic
- 3- Paul Brass: The Politics of India since Independence
- 4- Agarwal, R.C.: Indian National Movement and Constitutional Development, New Delhi
- 5- Desai A.R.: India's Path of Development
- 6- Tara Chand: History of Freedom Movement in India Vott1,2,3,4
- 7- Bipan Chandra and Others: Freedom Struggle.
- 8- Majumdar, R.C.: History & Culture of Indian People, Vol. 8, 9, 10 &11, Bombay, 1954
- 9- Grover and Yashpal : Indian National Movement and Constitutional Development, Delhi
- 10- अग्रवाल आर.सी.: भारतीय संविधान का विकास राष्ट्रीय आन्दोलन, नई दिल्ली,1996
11. ताराचंद: भारतीय स्वतंत्रता आन्दोलन का इतिहास, खंड 1,2,3,4 नई दिल्ली 1996
- 12- पांडे, श्रीनेत्र: आधुनिक भारत का इतिहास, भाग 1 एवं 2 इलाहबाद 1988
- 13- ग्रोवर एवं यशपाल: भारतीय स्वतंत्रता संग्राम तथा संवैधानिक विकास, नई दिल्ली 1995
- 14- सिंह, वीरकेश्वर प्रताप: भारतीय राष्ट्रीय आन्दोलन एवं संवैधानिक विकास, नई दिल्ली 1995
- 15- नागपाल, ओम: भारत का राष्ट्रीय आंदोलन एवं संवैधानिक विकास, इन्दौर 1995
- 16- फड़िया, बी.एल. : भारतीय राष्ट्रीय आंदोलन एवं संवैधानिक विकास, भोपाल 1990
- 17- जैन, पुखराज : भारतीय राष्ट्रीय आंदोलन एवं संवैधानिक विकास, आगरा 1987

Suggestive Digital Platform Web links:

- 1- <https://byjus.com/free-ias-prep/constitutional-development-of-india/>
- 2- <http://www.igntu.ac.in/eContent/BA-PoliticalScience-02Sem-DrudaySingh>
- 3- [Indian%20Government%20and%20Politics.pdf](#)
- 4- <https://www.jstor.org/stable/1226621?seq=1>
- 5- https://en.wikipedia.org/wiki/Constitution_of_India
- 6- <https://constitutionnet.org/country/constitutional-history-india>
- 7- <https://blog.ipleaders.in/history-and-development-of-the-constitution-of-india/>

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		
Internal Assessment:	Class Test	
Continuous Comprehensive Evaluation (CCE): 25	Assignment/Presentation	15
		10
External Assessment:	Section (A) : Three Very Short	03 x 03 = 09
University Exam Section:	Question (50 Words Each)	
75	Section (B) : Four Short	
Time: 02:00 Hours	Questions (200 Words Each)	04 x 09 = 36
	Section (C) : Two Long	02 x 15 = 30 Total 75
	Questions (500 Words Each)	
Any Remarks/ Suggestions:		

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SEHORE

Part A- Introduction			
Program: Certificate	Class: B.A IYear	Year: 2021-22	Session: 2021-2022
Subject: Generic English			
Course Code	A1-ELIT-1G		
. Course Title	Communication English (Paper, Theory + Tutorial)		
Course Type (Core/Elective/ Generic Elective/Vocational/...)	Elective		
Pre-requisite (if any)	This course can opted as an elective by the students of following subjects: Class 12 passed in any discipline /Open for all		
Course Learning Outcomes (CLO)	<p>1.The study of the course will enable the students to acquire the knowledge ofPhonology and morphologysyntax and structureVocabulary and discourse.</p> <p>2.The students will be able to converse in real life situations effective language skills the cost will also help them Acquire literacy sense.</p> <p>Use atomic and lexical language effectively across the globe</p>		
Credit Value	4(3+1)+0=4		
Total Marks	Max. Marks: 25+75	Minimum passingMarks:33	

Part B- Content of the Course		
Total No. of Lectures- Tutorials-Practical (in hours per week):1.5+0.5+00=02 L-T-P:45+15+00=60		
Unit	Topics	No. of Lectures +No of Tutorials
1	<p>Communication</p> <p>1.1 What is communication? Its meaning types and its purpose in the age of Globalization.</p> <p>1.2 Communicative needs and problems.</p> <p>1.3 Expansion of an idea</p> <p>1.4 Rules of use of language use of appropriate words</p> <p>Keywords/ Tags:</p> <p>Linguistic and communicative competence .Communication effective and</p>	10+03

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	cognitive strategies ESL. EFL. acquisition of L1 L2 and Collocational language	
II	<p>Practicing listening skills reading and understanding skills</p> <p>2.1 Listening to Radio and TV news, discussions and comprehension rules of grammar, speech of speech, pronunciation and intonation melodic parts of and Utterance variation of speech.</p> <p>2.2 Reading newspapers, analysis and interpretation</p> <p>2.3 IPA and phonetic symbol</p> <p>2.4 Précis writing and paraphrasing</p> <p>2.5 Vocabulary enrichment</p> <p>Keywords/Tags: LRWS. Receptive skills. Attentive listening. Word stress. Syllable. Received pronunciation(RP). Summarizing pragmatic competence.</p>	10+04
III	<p>Practicing writing speaking skills</p> <p>3.1 Formal and informal writing of letter and invitation, meeting minutes, official orders and appointment creative writing listening to talks and presentation, note making tips.</p> <p>3.2 Communicative approach lexical approach task based learning.</p> <p>3.3 Report writing story writing daily routine in English</p> <p>3.4 Situational conversation between two friends on different topics .</p> <p>Keyword/Tags Productive skills code mixing. Situational conversation. Structural English. Frequent use of proverbs, phrases and idioms.</p>	15+04
IV	<p>Application of communicate in English</p> <p>4.1 Translation (from Hindi to English and vice versa)</p> <p>4.2 Group and Peer discussion ,role play</p> <p>4.3 Contrastive analysis between 1.1 and 1.2 at structural. Phonological and lexical levels with example</p> <p>Keywords/ Tags: Literary translation. translation theories L1 interference. Bilingualism types</p>	10+04

	of Role –play conversational English	
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Part C-Learning Resources
Text Books, Reference Books, Other resources
<p>Suggested Readings:</p> <ol style="list-style-type: none"> 1. "A communicative grammar of English" Leech Geoffrey, and Jan Svartvik Routledge, 2003 Third edition. 2. "CLT for ESL Teachers and Learners" Gautam .GS. Classical Publishing Company, New Delhi India 2012 First ed. 3. "Communicative English for Globalization" Gautam GS .Classical Publishing Company, New Delhi India 2030 First edition. 4. "Communicative English language skills Sumi Sumague Juheta Arjuna Society Publishing 2020. 5. "Communicative Methodology in Language Teaching Brumfit C Cambridge University Press 1984. 6. "Language Teaching a Scientific Approach" Lado Robert, McGraw -Hill New York 1964. 7. "Motivation -The Teacher's Responsibility" Allwright. Dick ELTS Journal 31st 4 1977.. 8. "Problems and Principles in Language Teaching Brumfit C Pergamon Institute of English 1980. 9. "The Learner -Centred Curriculum" Nunan D Cambridge University Press 1988. <p>Suggested digital platform weblinks :</p> <ol style="list-style-type: none"> 1. www. skillsyouneed.com/ips/what- is -communication html 2. www. slideshare.net/mwakidimi/communication- notes -6910 3614
<p>Suggested equivalent online courses:</p> <ul style="list-style-type: none"> • https://www.coursera.org/specializations/improve-english Improve your English Communication Skills Specialization by Gerry Landers, Amalia B. Stephens, Karen Peterson, Georgia Tech Language Institute.
Part D-Assessment and Evaluation
<p>Suggested Continuous Evaluation Methods: Maximum Marks: 100</p>

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Internal Assessment: Continuous Comprehensive Evaluation (CCE):25	Class Test Assignment/Presentation	15 10 Total Marks 25
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
Continuous Comprehensive Evaluation (CCE): 25marks University Exam (UE) 75 marks		
Any remarks/ suggestions: Tutorial activities (based on syllabus) in the class by students and teacher are desirable. These will strengthen the student's knowledge of communicative English.		

BA I Year: Generic English (Theory + Tutorial)

Internal Assessment: Continuous Comprehensive Evaluation (CCE):25	Class Test Assignment/Presentation	15 10 Total Marks 25
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 02 x 15 = 30

GE TH-1

भाग - अ - परिचय			
कार्यक्रम : प्रमाण-पत्र	कक्षा : प्रथम वर्ष	वर्ष : 2021	सत्र 21-22
विषय : प्रयोजनमूलक हिंदी (Functional Hindi), प्रश्न पत्र प्रथम (वैकल्पिक)			
1	पाठ्यक्रम का कोड	A1-FHIN-1G	
2	पाठ्यक्रम का शीर्षक	हिन्दी और विज्ञापन व्यवसाय	
3	पाठ्यक्रम का प्रकार	जेनेरिक (Generic Elective)	
4	पूर्वापेक्षा (Prerequisite)	इस कोर्स का अध्ययन करने के लिए, छात्र ने किसी भी संकाय/विषय में कक्षा 12वीं अथवा समकक्ष परीक्षा उत्तीर्ण की हो। (Open for all)	
5	पाठ्यक्रम अध्ययन की परिलब्धियां (कोर्स लर्निंग आउटकम) (CLO)	<p>आज के वैश्वीकरण एवं बाजारवाद के दौर में विज्ञापन एक सशक्त माध्यम के रूप में उभरकर सामने आया है। विज्ञापन का क्षेत्र अत्याधिक व्यापक एवं बहुआयामी है। न केवल उत्पादन कंपनियों द्वारा वस्तु का प्रचार-प्रसार किया जा रहा है बल्कि जनकल्याण, शैक्षणिक संस्थाओं एवं सूचनाओं के प्रचार-प्रसार में भी विज्ञापनों की महती भूमिका है। हिन्दी आज बाजार की जरूरत बन गयी है। हिन्दी बोलने-समझने वालों की संख्या में आशंखीत वृद्धि होने के कारण विपणन-कंपनियों को अपने उत्पाद बेचने के लिए हिंदी में तैयार विज्ञापन की अत्यंत आवश्यकता है। हिंदी भाषा के माध्यम से विभिन्न जनसंचार माध्यमों में विज्ञापन व्यवसाय द्वारा रोजगार की अपार संभावनाएं हैं। विज्ञापन की अवधारणा, आवश्यकता, निर्देश व सिद्धान्त, विज्ञापन-लेखन की रचना-प्रक्रिया से विद्यार्थी को परिचित कराना ही इस पाठ्यक्रम के अध्ययन-अध्यापन का प्रयोजन है।</p> <p>पाठ्यक्रम के अध्ययन से -</p> <p>1. इस पाठ्यक्रम के अध्ययनोपरांत विद्यार्थी को प्रिंट मीडिया, इलेक्ट्रॉनिक मीडिया, विज्ञापन एजेंसियों व अन्य संस्थाओं में विज्ञापन-लेखन के माध्यम से रोजगार के अवसर उपलब्ध हो</p>	

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		<p>सकेंगे।</p> <p>2. विभिन्न प्रकार के विज्ञापनों से संबंधित स्लोगन, गीत, जिंगल-लेखन, तुकांत कविता, रेखाचित्र, बैनर, पोस्टर, रंग-संयोजन, कैलेंडर निर्माण आदि के कौशल का विकास विद्यार्थी में हो सकेगा।</p> <p>3. अपने देश समाज एवं क्षेत्र विशेष के उपभोक्ता की रुचि, कय-शक्ति एवं वस्तु की मांग से विद्यार्थी विज्ञापन-लेखन के दौरान परिचित होगा, जिससे उसमें विश्लेषण क्षमता का विकास हो सकेगा।</p> <p>4. विज्ञापन की तथ्यात्मक बनाने के लिए विद्यार्थी विभिन्न उत्पाद कंपनियों के उत्पादों की जानकारी प्राप्त करने का प्रयास करेगा जिससे उसमें तुलनात्मक एवं तार्किक विवेचन की क्षमता का विकास होगा, जिससे वह स्वयं का व्यवसाय आरंभ करने के लिए भी प्रेरित हो सकेगा।</p> <p>5. विज्ञापन-लेखन के अभ्यास से विद्यार्थी में कल्पनाशीलता, रचनात्मक एवं भाषा के विविधता भरे कौशल की अभिवृद्धि होगी।</p>
6	क्रेडिट मान	सैद्धान्तिक - 4
7	कुल अंक	अधिकतम अंक 25+75 न्यूनतम उत्तीर्ण अंक : 33

भाग - ब - पाठ्यक्रम की विषयवस्तु		
<p>व्याख्यात की कुल संख्या - ट्यूटोरियल - प्रायोगिक (प्रति सप्ताह घंटे में) : 3 घण्टे प्रति सप्ताह (L-T-P : 3-0-0)</p> <p>कुल व्याख्यान : 60</p>		
इकाई	विषय (Topics)	व्याख्यान की संख्या
I	विज्ञापन : अर्थ, परिभाषा एवं विशेषताएँ।	

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	विज्ञापन का उद्देश्य, आवश्यकता एवं महत्व। विज्ञापन और व्यापार का संबंध। विज्ञापन का इतिहास और विकास। विज्ञापन : कानून और आचार संहिता।	15
II	विज्ञापनों का वर्गीकरण, विज्ञापन के प्रमुख अंग और आधारभूत सिद्धान्त। विज्ञापन - निर्माण की प्रविधि : प्रारूप-निष्पादन, अभिकल्पना (डिजाइन) और अभिविन्यास (ले-आउट)। विज्ञापन-भाषा की विशिष्टताएँ एवं भाषा-संरचना।	15
III	विज्ञापन के विविध माध्यम - मुद्रण माध्यम - समाचार पत्र, पत्रिकाएँ। श्रव्य माध्यम - रेडियो, एफ.एम. रेडियो, मुनादी। दृश्य श्रव्य माध्यम - टी.वी., इंटरनेट, मोबाईल, सोशल मीडिया, ई-विज्ञापन। अन्य माध्यम - होर्डिंग, पोस्टर, बैनर, पर्चे, स्टीकर, प्रदर्शनी आदि।	15
IV	विज्ञापन के नए संदर्भ : प्रायोजित कार्यक्रम। विज्ञापन का उपभोक्ता बाजार एवं अर्थव्यवस्था पर प्रभाव। हिन्दी विज्ञापनों से जुड़ी प्रमुख एजेन्सियों का परिचय। हिंदी भाषा के विकास में विज्ञापनों की भूमिका।	15
सार बिन्दु (की वर्ड)/टैग : विज्ञापन, विज्ञापन-भाषा, मुद्रित माध्यम, दृश्य-श्रव्य माध्यम, सोशल मीडिया, ई-विज्ञापन, विज्ञापन एजेंसी, ले-आउट, अभिकल्पना, डिजाइन		
भाग-स - अनुशंसित अध्ययन संसाधन		
पाठ्य पुस्तकें, संदर्भ पुस्तकें, अन्य संसाधन		
अनुशंसित सहायक पुस्तकें / ग्रंथ / अन्य पाठ्य संसाधन / पाठ्य सामग्री :		
1. अग्रवाल, मधु - “भारतीय विज्ञापन में नैतिकता” - प्रकाशन विभाग, नई दिल्ली, सं.-1995		
2. कुलश्रेष्ठ, डॉ. विजय - “जनसंपर्क, प्रचार एवं विज्ञापन” - राजस्थान प्रकाशन, जयपुर, सं.-2017		

3. कुलश्रेष्ठ, डॉ. विजय - “विज्ञापन : सिद्धांत और प्रयोग” - माया प्रकाशन मंदिर, जयपुर, सं.
-2018
4. जेठवानी, जयश्री एवं अन्य - “विज्ञापन और जनसंपर्क” - सागर पब्लिकेशन, नई दिल्ली।
5. तिवारी, डॉ. रामचन्द्र - “विज्ञापन व्यवसाय एवं कला” - आलेख प्रकाशन, दिल्ली, सं.-2008
6. पाण्डेय, कैलाश नाथ - “विज्ञापन बाजार और हिंदी” - वाणी प्रकाशन, दिल्लीसं.-2018
7. पाण्डेय, आशा - “हिंदी विज्ञापनों की भाषा” - ब्लेकी एण्ड पब्लिशर्स प्रा.लि., दिल्ली, सं.-1986
8. परीकर, आशुतोष - “हिंदी विज्ञापनों का पहला दौर” - अनन्य प्रकाशन, दिल्ली, सं.-2017
9. महाजन, अशोक - “विज्ञापन” - हरियाणा साहित्य अकादमी, पंचकुला, सं.-2010
10. मोहन, महेन्द्र - “एडवर्टाइजिंग मैनेजमेंट” - मैग्रोनिल एजुकेशन इंडिया, सं.-2017
11. शर्मा, कुमुद - “विज्ञापन की दुनिया” - प्रभात प्रकाशन, दिल्ली, सं.-2010
12. यादव, नरेन्द्र सिंह - “विज्ञापन तकनीक एवं सिद्धान्त” - हिन्दी एवं अकादमी, जयपुर, सं.
-2017
13. हटवाल, एकेश्वर प्रसाद - “विज्ञापन कला” - राजस्थान हिंदी ग्रंथ अकादमी, जयपुर, सं.
-1989

अनुशंसित वेबसाइट एवं डिजिटल संपर्क-सूत्र :

1. www.ndl.iitkgp.ac.in. (National Digital Library of India)
2. <http://www.csttpublication.mhrd.gov.in/>
3. <http://ugcmoocs.inflibnet.ac.in/>
4. <http://ignou.ac.in/eGyankosh>
5. <http://ugcmoocs.inflibnet.ac.in/>
6. <http://www.swayamprabha.gov.in/>
7. www.mghv.in

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Part A Introduction			
Program : Certificate	Class: B.A.1 st Year	Year: 2021	Session :2021-2022
Subject : Psychology			
1	Course Code	A1-BECO-1G	
2	Course Title	Organizational Behaviour	
3	Course Title (Core Course/Elective /Generic Elective /Vocational/.....)	Elective	
4	Pre- requisite (if any)	-	
5	Course Learning outcomes (CLO)	The course will enable the students to develop an understanding of the principles of human behavior in organizations with relevance of the Indian business context.	
6	Credit Value	Theory -6	
7	Total Marks	Max. Marks: 25+75=100	Min. Passing Marks: 33
Part B			
Content of the Course-GE Subject-I (Organizational Behavior)			
Total No. of Lectures –Tutorials –Practical (in hours per week):			
Total No. of Lectures=90			
Unit	Topics	No. of Lectures	
Unit I	INTRODUCTION: Concept of Organizational behaviour(OB); Management roles, skills and activities; Disciplines that contribute to OB; Opportunities for OB(Globalization, Indian workforce diversity, customer service, innovation and change, networked organizations, work-life balance, people skills, positive work environment, ethics	12	
Keywords /Tags : Organizational Behavior(OB); Globalization; Innovation; change; Networked organizations; Work-Life balance; people skills; Environment; ethics			
Unit II	INDIVIDUAL BEHAVIOUR: 1. Learning, attitude and job satisfaction: concept of learning, conditioning, shaping and reinforcement. Concept of attitude, components, behavior and attitude. Job satisfaction: causation; impact of satisfied employees on workplace. 2.Motivation: Concept, Theories(Hierarchy of needs, X and Y, Two factor, McClelland, Goal setting, Self-efficacy, Equity theory); Job characteristics model; Redesigning job and work arrangement; Employee involvement; Flexible benefits, Intrinsic rewards 3.Personality and Values: Concept of personality; Myers-Briggs Type Indicator(MBTI); Big Five model. Relevance of values; Indian values; Linking personality and values to the workplace(person-job fit, Person-organization fit)	13	

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	<p>4. Perception, Decision Making and Emotions: Perception and Judgments; Factors; linking perception to individual decision making; Decision making in organizations, Ethics in decision making, Emotional labour; Emotional Intelligence</p>	
<p>Keywords /Tags : Learning; Attitude; Job satisfaction ; Motivation; personality; values; perception; decision making emotions</p>		
III	<p>GROUP BEHAVIOUR: 1.Group and Work Teams: Concept; five stage model of group development; Group think and shift; Indian perspective on group norms. Groups and teams; Types of teams; Creating team players from individuals; Team building and team based work(TBW) 2. Leadership:Concept; Trait Theories; Behavioral Theories(Ohio and Michigan studies); Contingency theories(Fiedler, Hersey and Blanchard, Path-goal); Authentic leadership; Mentoring, Self leadership, online leadership; Inspirational Approaches(transformational, Charismatic); Comparison of Indian Leadership styles with other countries. Exercises, games and role plays may be conducted to develop team and leadership skills</p>	11
<p>Keywords /Tags :Groups, Work teams; Leadership</p>		
VI	<p>ORGANISATIONAL CULTURE AND STRUCTURE: Concept of culture; impact(functions and liability);creating and sustaining culture; Employees and culture; Creating positive and ethical cultures. Concept of structure, Prevalent organizational designs, New Design options.</p>	12
<p>Keywords /Tags :Culture ; structure</p>		
V	<p>ORGANISATIONAL CHANGE, CONFLICT AND POWER: Forces of change; planned changes; Resistances; Approaches(Lewin’s model, Organizational Development); Learning organization; Organisational change in Indian businesses. Concept of conflict; Traditional view and interactions view of conflict; Conflict process; Functional/Dysfunctional. Introduction to power and politics.</p>	12

Keywords /Tags : Change; Resistance; Conflict; Power; Politics		
Part C-Learning Resources Text Book, Reference books, other resources		
Suggested Reading: <ol style="list-style-type: none"> 1. Luthans Fred, “Organizational Behaviour”, McGraw Hills 2. Hellriegel, Slocum and Woodman , OB, South-western, Thomson learning, 9th ed. 2001 3. Behavior in organization, Jerald Greenberg, 8th ed, pearson edu 4. Arnold, John, Robertson, Ivan t. and cooper, cary, I, “Work psychology: understanding human behavior in the workspace” Macmillan India Ltd. Delhi. 5. Dwivedi, R.S;”Human relations and organizational behavior: A global perspective”, Macmillan India Ltd. Delhi. 		
Suggestive equivalent online courses: <ol style="list-style-type: none"> 1. https://www.coursera.org/courses?query=economics 2. https://www.mooc-list.com/tags/economics 3. https://www.coursera.org/learn 4. https://ocw.mit.edu/courses 5. https://nptel.ac.in/courses/macroeconomics 6. https://nptel.ac.in/courses/economics 7. https://nptel.ac.in/courses/managerial economics 		
Part D-Assessment and Evaluation		
Suggested Continuous Evaluation Methods: Maximum Marks: 100 Continuous Comprehensive Evaluation (CCE): 25 University Exam (UE) 75 marks Time: 02:00 Hours		
Internal Assessment:	Class Test	15
Continuous Comprehensive Evaluation(CCE):	Assignment/Presentation	10
	Total	25
External Assessment:	Section (A): Three Very Short Questions(50Words Each)	03*03=09
University Exam :	Section(B): Four Very Short Questions(200Words each)	04*09=36
	Section(C): Two Long	02*15=30

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	Questions(500Words Each)	
	Part A Introduction	Total 75

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Program: Certificate/Diploma/ Degree	Class: B.A.1 st Year	Year: 2021	Session : 2021-2022
Subject : Political science			
1	Course Code	A1-POSC-1G	
2	Course Title	Indian political system	
3	Course Title (Core Course/Elective /Generic Elective /Vocational/.....	Elective	
4	Pre- requisite (if any)	To study this course, a student must have passed 12 th Student of any subject can study this course.	
5	Course Learning outcomes (CLO)	<ol style="list-style-type: none"> 1. Students will be able to understand nature of Indian political System and its determinates. 2. They will be able to answer questions related to the functions and role of the president, prime Minister, parliament and Supreme Court, party system in the institutional settings of Indian political system. 3. They will be a able to understand basic problems of Indian political system. 4. They will be able to identity the challenges of Indian political system. 	
6	Credit Value	Theory-6	
7	Total Marks	Max. Marks; 25+75	Min. Passing Marks: 33
Part B- Content of the Course			
Total no of Lectures –Tutorials –Practical (in hours per week): 4 hours per week			
Total Lectures - 60 hours			
Unit	Topics	No. of Lectures	
I	Fundamentals of India Indian political system <ol style="list-style-type: none"> 1. Nature of Indian political system. 2. Determinants of Indian political system. <ol style="list-style-type: none"> 2.1 Salient Features of Indian Constitution 2.2 preamble 2.3 fundamental rights 2.4 Directive principles of state policy 3. Federal system 4. Parliamentary system 	23	

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II	Institutional setting of Indian political system <ol style="list-style-type: none"> 1. Role of functions of president , prime Minister and Council of Ministers 2. Parliament and its working 3. Supreme Court and judicial Review 4. Panchayati raj Institutes 	23
III	Problems of Indian political system : <ol style="list-style-type: none"> 1. Linguism. 2. Regionalism 3. Casteism 4. Communalism 	22
IV	Challenges of Indian political system : <ol style="list-style-type: none"> 1. Poverty 2. Social justice 3. Gender justice 4. Defection politics 5. Election Reforms 	22

Keywords/ Tags

Part C-Learning Resources

Text Books, Reference Book, Other resources

Suggested Readings:

- 1- Austin,G “The Indian Constitution: Cornerstone of a Nation”, Oxford University press, Delhi,1966.
- 2- Basu,D.D “ Introductionto the Constitution of Indian”,24 th edition,LexixNexi
- 3- Publication, Gurgaon, Haryana, 2020.
- 4- Jayal, Nirja Gopal and pratap Bhanu Mehta, Companion to politics in India student edition”, Oxford University press New delhi.2010.
- 4- Kashayap, Subhash, Our constitution: an Introduction to Indias Constitution and Constitutional law” National Book Trust, India, 2011.
- 5- Kashayap, subhash,” Constitution of India”, National Book Trust, India, 2004.
- 6- Kaviraj,”politics in india”, Oxford University press Delhi, 1970.
7. Kothary, R, Politics in India”, orientLongman, New Delhi, 1970.
8. M. Laxmikant, Indian polity “, McGraw Hill Education
- 9- Narang, A.S “Indian Govertment and politics”, Geetanjali publishing House, New Delhi,1996 (Latest edition)
- 10-Sharma, B.K” Introduction to the Constitution of india”, PHI Learning Delhi, 2019.
- 11- Pylee, M.P.,Saxena, R “Federalizing India in the age of Globalizations”, primus Book, New Delhi, 2013.
- 12- Roy, H& Singh, M.P. Indian POLITICAL System”, Pearson, Delhi 2018.

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Suggestive digital platforms web link		
Part A Introduction		
<ol style="list-style-type: none"> 1. https://WWW.Jstor.org/stable/2125628?seq=1 2. https://politicalscience.stanford.edu/research/ political- theory 3. https://link.springer.com/referenceworkentry/10.1007%2f978-1-4020-8265-8-1431 4. https://www.youtube.com/watch?v=fdTNIx52weg 		
Suggestive equivalent online courses:		
NPTL- Introduction to political Theory by Prof. Mithlesh kumar jha. IIT gwahati		
Part D-Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks:100		
Continuous Comprehensive Evaluation (CCE): 25marks University Exam (UE) 75 marks		
Internal Assessment:	Class Test	15
Continuous Comprehensive Evaluation(CCE):25	Assignment/Presentation	10
External Assessment:	Section (A): Three Very Short Questions(50Words Each)	03x03=09
University Exam Section: 75	Section(B): Fore Short Questions(200Words each)	04x09=36
Time:02.00 Hours	Section(C): Two Long Questions(500Words Each)	02x15=30Total 75
Any remarks suggestions:		

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Program :certificate Course		Class:B.A.1st Year	Year: 2021	Session :2021-2022
Subject :Sociology				
1	Course Code	A1-SOCI-1G		
2	Course Title	Introduction to Sociology		
3	Course Title (Core Course /Elective /Generic Elective /Vocational/.....	Elective		
4	Pre- requisite (if any)	This is an elective paper open for all B.A. 1 st Year Students, except those who have opted Sociology as core paper.		
5	Course Learning outcomes (CLO)	<ol style="list-style-type: none"> 1. This course will enhance the conceptual Learning and understanding of the basic concept used in Sociology. 2. The Paper will contribute in enriching the vocabulary and scientific temperament of the student about human society. 3. In this course student will get information about employment opportunities related to the discipline of Sociology. 4. The Course will provide Knowledge about social-cultural processes. 		
6	Credit Value	Theory-4		
7	Total Marks	Max. Marks; 25+75	Min. Passing Marks: 33	
Part B- Content of the Course				
Total no of Lectures –Tutorials –Practical (in hours per week): 6 hours per week				
Unit	Topics	No. of Lectures		
I	Emergence of Sociology 1.Tradition of Indian Thinking 2.Sociology 2.1 Meaning 2.2 Scope 2.3 Subject Matter 2.4 Nature 2.5 Importance 3.Development of Sociology 4. Job opportunities in Sociology	10		
Keywords /Tags :Emergence of Sociology ,Tradition of Indian Thinking,Development of Sociology , Importance of Sociology, Job opportunities in Sociology				
II	Basic Concepts : 1. Society 2. Relation between Individual and Society 3. Community 4. Institution 5. Association 6. Social Group 7. Status and Role	12		
Keywords /Tags :Relation between Individual and Society , Social Structure,Social Group, Social Status, Association in Sociology				

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III	Social Organization and Institutions: (Concept ,Emergence ,Development, Forms and Challenges) 1. Family 2. Kinship 3. Marriage 4. Caste, Class and Power 5. Race	12
Keywords /Tags : Social Organization, Social System, Social Institution, Class, Kinship , Race in Sociology		
VI	Social Cultural Processes : 1.Culture 1.1 Meaning 1.2 Characteristics 1.3 Types 1.4 Culture and Civilization 2. Socialization 2.1 Meaning 2.2 Characteristics 2.3 Stages 2.4 Agencies 3.Social processes 3.1 Cooperation 3.2 Accommodation 3.3 Competition 3.4 Conflict	14
Keywords /Tags : Culture, Social Process, Civilization, Socialization, Cooperation		
V	Social Control and Change: 1.Social Control 1.1 Concept 1.4 Means of Social Control 2. Social Stratification 2.1 Concept 2.2 Bases 3.Social Change 3.1 Meaning 3.2 Characteristics 3.3 Factors of social Change 3.4 Patterns of social change	12
Keywords /Tags : Social Control, Social Stratification, SocialChange, Factors of Social change, Patters of Social Change.		
Part C-Learning Resources		
Suggested Readings: 1-Maclver, Robert M& Charles Hunt Page (1949) Society: An Introductory Analysis, New York. 2- Beteille Andre (1965) Caste Class &Power, California University, Berkley. 3-Ghury GS (1961) Caste Class & Occupation, Popular Book Depot.,Bombay. 4-Ogburn &Nimkof (1947) Hand Book of Sociology, K.Paul, Trench, Prebner and Comp. LTD. London.		

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5- Giddens,A.(2006).Sociology (5 th ed.).Oxford University Press.London		
Part A Introduction		
6-Horton and Hunt .(1964)Sociology – TheDispline and its Dimensions: New Central Book Agency , Calcutta.		
7- Johson Harry M.(1988)Sociology- A Systematic Introduction. Allied Publisher Pvt Ltd, New Delhi.		
8-दुवे श्यामाचरण(1993) मानव और संस्कृति, राजकमल प्रकाशन, नई दिल्ली,		
9-आहुजा राम (2008) समाजशास्त्र विवेचना और परिप्रेक्ष्य, रावल पब्लिकेशन, जयपुर		
10- अग्रवाल जी के (2018) समाजशास्त्र की मूल अवधारणाएँ, साहित्य भवन पब्लिकेशन,आगरा		
11-सिंहं जे पी (2019) समाजशास्त्र अवधारणायें एवं सिद्धान्त , रावल पब्लिकेशन, जयपुर		
12- बघेल डी एस (2020) समाजशास्त्र, कैलाश पुस्तक सदन, भोपाल		
13- पाटिल अशोक डी एवं भदौरिया एस एस (2015) समाजशास्त्र परिचय, मध्यप्रदेश हिन्दी ग्रन्थ अकादमी, भोपाल		
Suggestive digital platforms web links		
https://nios.ac.in/online-course-material/sr-secondary-courses/Sociology-(331).aspx		
Suggestive equivalent online courses:		
IGNOU & Other centrally/stste operated Universities /MOOC platforms as “SWAYAM” in india and Abroad.		
Part D-Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks:100		
Continuous Comprehensive Evaluation (CCE): 25marks University Exam (UE) 75 marks		
Internal Assessment:	Class Test	15
Continuous Comprehensive Evaluation(CCE):25	Assignment/Presentation	10
External Assessment:	Section (A): Three Very Short Questions(50Words Each)	03 x 03=09
University Exam Section: 75	Section(B): Fore Short Questions(200Words each)	04 x 09=36
Time:02.00 Hours	Section(C): Two Long Questions(500Words Each)	02 x 15=30Total 75
Any remarks suggestions:		

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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 th 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	
Part B- Content of the Course				
Total numbers of Lectures(in hours per week) :2hours per week				
Total lectures:60Hours L-T-P (02-00-00)				
Unit	Topics	No of Lectures		
I	History of National Cadet Corps: <ul style="list-style-type: none"> • National Cadet corps of Independent india • National Cadet corps Act,1948 • Motto of National Cadet corps • Aims and Objectives. • Emblem,NCCflag.NCC song. • Organization of NCC-Army.Navy and Air Wing. • Training centres of NCC 	15		
II	Introduction to Defence Services <ul style="list-style-type: none"> • Army, Navy and Air Force. • Organizational Structure in Charts • Regimental Structure: command and control • Badges and Ranks:Army, Navy,Air Force • Honors and Awards. 	15		
III	Personality development: <ul style="list-style-type: none"> • Introduction to personality development • Factors influencing and shaping the personality 	15		

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	<ul style="list-style-type: none"> Team work and team building, social skills, Etiquettes and manners, Decision making and problem solving, Change your mind set 	
IV	<p>Leadership:</p> <ul style="list-style-type: none"> Introduction and type of Leadership Leadership traits How to develop leadership. Leadership case study(Field Marshal General Sam H.F.J.Manekshaw and General K.M Cariappa) <p>First Aid:</p> <ul style="list-style-type: none"> Scope and objectives First aid in common emergencies, Dressing of Wounds. 	15

Part C- Learning Resources				
Text Books, Reference Books, Other resources				
Suggested Readings:				
S No	Name of Writers	Name of Book	Name of Publishers	Year of publication
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,(Dr0. 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

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14	Bindra, Vivek	Everything about Leadership	Diamond Pocket Books	2018
15	Carnegie,Dala	The Leader in you	Amazing reeds	2018
16	Subramanian,Ramesh and Ramiah,Ramkrishan	Leadership by Values	Notion Press	2020
17	Manivannan,C.andManivannan,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. https://www.en.m.wikipedia.org 2. https://www.firstaidforfree.com				
Suggested equivalent online courses:				

Part D- Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum marks: 100

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Continuous Comprehensive Evaluation(CCE): 25 Marks University Exam (UE) 75 Marks		
Internal Assessment: Continuous Comprehensive Evaluation(CCE): 25 Marks	Class Test Assignment/Presentation	15 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		

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Part A Introduction			
Program: Certificate/Diploma/Degree	Class: 1 Year	Year:2021	Session:2021-22
Subject: NCC			
1	Course Code		
2	Course Title	NCC Training	
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 th 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)	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.	
6	Credit value	02	
7	TotalMarks	Max.Marks: 25+75	Min.PassingMarks:33
Part B- Content of the Course			
Total numbers of Lectures-Tutorials-Practical (in hours per week) :2hours per week			
L-T-P:00-00-01			
S.No	Topics	No of Lectures	No of Tutorial
UNIT-I	Drill: General and Words of command:Attention,Stand at ease, Stand easy. Turning; Right turn,Left Turn and About turn.Sizing, Forming up in three ranks. Numbering and dressing of Troupe. Salute in Army,Navy and Air Force, Its description and training. Falling out and Dismissing.	15	
UNIT-II	Group Discussion on current topics and issues(National & internationals) <ul style="list-style-type: none"> • Public Speaking/Extempour • First Aid: Bandages and CPR 	15	
TOTAL		30	
<div style="display: flex; justify-content: space-between;"> B.COM IST YEAR w.e.f. 2021-22 Page 88 </div>			
Keywords/ Tags: Drill, Troupe,Salute,First aid, CPR			
Part C-Learning Resources			

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Text Books, Reference Book, Other Resources

Suggested Readings:

S No	Writers	Name of Book	Name of Publishers	Year of publication
1	Ranjan, Shashi and kumar, Aashish	Hand book of NCC	Goodwin Publication	2021
2	Chauhan, Lt(Dr) Rajeev kumar	NCC National Cadet Corps	Aakriti Publication	2021
3		Cadets Hand book	NCC Directorate M.p. & C.G	
4	Goyal, Hariom	Personality Development	Kalpaz Publication, India	
5	Mitra, Barun K	Personality Development and Soft Skills	Oxford University Press India	
6	Manivannan, C. and Manivannan, T. Latha	Text Book of First Aid 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

2. Suggestive digital platforms web links: 1. <https://www.en.m.wikipedia.org>
2. DG NCC TRAINING APP.

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Part D- Assessment and Evaluation

Suggested Continuous Evaluation Methods:

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

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Any remarks/Suggestions

Part A : Introduction			
Program:- Certificate/Diploma/Degree/ Course	Class: 1 Year	Year:2021	Session:2021-22
Subject: National Service Scheme (NSS)			
1	Course Code	NSS:101	
2	Course Title	Concept of National Service Scheme	
3	Course Type	Elective	

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4	Pre-requisite (if any)	To study this course ,a student must have passed 12 th with any subject. This course can be opted as an elective and it is open for all	
5	Course Learning outcomes(CLO)	<p>Course Objective:-</p> <ol style="list-style-type: none"> 1. Main objective of syllabus is developing the personality and character of the students youth through voluntary community service.It will also help them understand the rich cultural service. It will also help them understand the rich cultural diversity of india and have pride through a better Knowledge of the Country. 2. Understand the community in which they work and their relation. 3. Identity the needs and problems of the community and involve them in problem-solving. 4. Develop capacity to meet emergencies and natural disasters. 5. Practice national integration and social harmony and. 6. Utilize their knowledge in finding practical solutions to individual and community problems. <p>Learning Outcome:- To impart hands- on skills in Preparation. Theend of the paper,a student should be able to:</p> <ol style="list-style-type: none"> 1. Understand the importance of having community problems and their solution. It might help in job opportunity in some Government approved NGOs, and Ministry of youth affairs and Sports. 2. The students can carry out basic information about Community, which in turn and be of great help in disaster management fields. 3. Students can also go for Social Community Courses, Opening opportunities in different social activity related department. 	
6	Credit Value	Theory -04	
7	Total Marks	Max.Marks: 25+75	Min.Passing Marks:33

Part B- Content of the Course		
Total numbers of Lectures(in hours per week) :2hours per week		
Total lectures: 60 Hours		
Unit	Topics	No of Lectures
I	Introduction and Basic Concepts of NSS: <ul style="list-style-type: none"> • History and Philosophy. • Aims and Objectives. • Emblem sign, NSS badge,NSS flag. • NSS song: Lakshya Geet, Sadbhawna Geet, Rastriye yuva Geet. 	15 Hours

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	Key Words:- Concept of NSS.	
II	Organization of NSS, Regular Activities and Programmes: <ul style="list-style-type: none"> • Organization structure of NSS. • Concept of regular activities. • Basis of adoption of village/ slums. • Methodology of conducting survey. • Calendar of NSS activities. • Maintenance of nss work diary. Key Words:- Regular Activities.	15 Hours
III	Day camp,Special camp and Personality development: <ul style="list-style-type: none"> • Various Demension of day camp. • Special camp at college/Unit level. • Other Camps: District level camp, University level camp,State level Leadership Training camp. • NIC camp, Sahshik activity camp, pre –RDC,RDCcamp. Key Words:- Youth Camping.	15 HOurs
IV	Youth and volunteerism: <ul style="list-style-type: none"> • Definition, Issues, challenges and opportunities for Youth. • Youth as an agent of social change. • Indian Tradition of volunteerism. • Needs and importance of volunteerism. • Motivation and constraints of volunteerism. Key Words:- Youth volunteerism.	15 Hours

Part C- Learning Resources		
Text Books, Reference Books, Other resources		
Suggested Reading Materials:		
<ol style="list-style-type: none"> 1. National Service Scheme Manual, Government of india. 2. Training Programme on national Programme scheme, TISS. 3. Orientation Courses for NSS programme officers, TISS. 4. Case material as Training Aid for field workers, Gurmeet Hans. 5. Social service opportunities in Hospitals, Kapil K. Krishan, TISS. 6. Social Problems in india, Ram Ahuja. 		
Suggested equivalent online Courses:		
http://www.thebetterindia.com/140/national-service-scheme-nss http://en.wikipedia.org/wiki/national-service-scheme http://nss.nic.in		
Part D- Assessment and Evaluation (Theory)		
Maximum Marks:		100
Continuous comprehensive Evaluation (CCE):		25
University Exam(UE):		75
Time: 02.00Hours		
Internal Assessment:	Class Test	15
Continuous Comprehensive Evaluation (CCE):	Assignment/Presentation	10
	Total	25

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External Assessment: University Exam	Section(A): Three Very 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

Part A : Introduction				
Program:- Certificate/Diploma/Degree/Course		Class: BBA.1 Year	Year:2021	Session:2021-22
Subject: National Service Scheme (NSS)				
1	Course Code	NSS:102		
2	Course Title	Project Tool of NSS		
3	Course Type	Practical/ Project Work		
4	Pre-requisite (if any)	To study this course ,a student must have passed 12 th with any subject. This course can be opted as an elective and it is open for all		
5	Course Learning outcomes(CLO)	<p>Course Objective:- Each student Will Have the option to select two skill-areas out of the list based on the local conditions and opportunities, and will Prepare a report based on field situation.</p> <p>Learning Outcome:- To impart hands- on skills in Preparation. The end of the paper,a student should be able to: Project work of NSS will aim to enhance the employment potential of the NSS volunteers or, alternately to help them to job opportunities in government approved NGOs,ministry of youth Affairs and Sports.</p>		
6	Credit Value	Practical -02		
7	Total Marks	Max.Marks: 25+75	Min.Passing Marks:33	

Part B- Content of the Practical Course	
Total numbers of Lectures (in hours per week) :2hours per week	

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Credits -02 (Total Lectures :30 Hours)	
<ul style="list-style-type: none"> • Internal Assessment:- Max. Marks-25 1. Class Interaction. (05) <ul style="list-style-type: none"> • Quiz. (05) • Seminar. (07) • Assignments. (08) • External Assessment:- Max. Marks-75 • Report of Regular Activities in the Society. (15) • Report of NSS Volunteerism. (10) • Report of Communication Skills. (10) • Report of Camping Activity . (15) • Report of Excursion/Training/Survey/Data Collection . (10) • Viva-Voce. (05) • Practical Record (10) 	Scheme of Practical Examination :- Max.Marks (25+75=100)
List of Practical/ Project Activity:- Communication Skill:- Personality development, communications Skill development, Problem-Solving. Key Words- Communication skill project activity.	05
Youth and Community :- Adoption of slum, Survey of slum, Service of Slum, Identification of problems of slum areas. Key Words- Youth community project activity.	07 Hours
Youth and Health:- AIDS, Drugs and substance abuse, Home nursing, First Aid, Yoga as a tool for healthy lifestyle etc. Key words- Regular activity, project activity.	05 Hours
Environmental Issues:- Natural disaster management, natural resource management, Rain water harvesting, Afforestation, Waste management etc. Key words- Natural resources/ disaster management project activity.	06 Hours
Awareness Programe :- Peer mentoring in preventing crimes, cyber crime and prevention ,juvenile justice,save girls child protection, Blood donation awareness,swacch Bharat abhiyan, Corona virus awareness etc.	07 Hours

Key Words- Volunteerism awareness project activity.	
Part C : learning Resources	
Text Books, Reference Books, Other resources	
Suggested Reading Materials: <ul style="list-style-type: none">• National Service Scheme Manual, Government of india.• Training Programme on national Programme scheme, TISS.• Orientation Courses for NSS programme officers, TISS.• Case material as Training Aid for field workers, Gurmeet Hans.• Social service opportunities in Hospitals, Kapil K. Krishan, TISS.• Social Problems in india, Ram Ahuja.	
Suggested equivalent online Courses: http://www.thebetterindia.com/140/national-service-scheme-nss http://en.wikipedia.org/wiki/national-service-scheme http://nss.nic.in	

