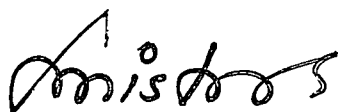


PART A - INTRODUCTION			
Program: Diploma		Class : B.Com -Second year	Session 2022-23
Subject		Commerce	
1	Course code	C2 - COMA 1G	
2	Course Title	FUNDAMENTAL'S OF MANAGEMENT	
3	Course Type:	Elective for Other Faculty	
4	Prerequisite	This course can be selected as Elective subject by other faculty students. (except commerce student)	
5	Course Learning Outcomes (CLO)	At the end of the course, students should be able to: i. Understand the nature of management and describe the functions of management. ii. Develop understanding of different approaches to designing organizational structures. iii. Understand the role of personality, learning and emotions at work. iv. Discover and understand the concept of motivation, leadership, power and conflict. v. Understand the foundations of group behavior and the framework for organizational change and development	
6	credit value	06	
7	total marks	Maximum Marks : 30+70	Minimum Passing Marks: 33
PART-B :COURSE CONTENTS			
Total Number of Lectures-90			
Unit	Topic		No. of lectures
UNIT 1	Management:- Concept and Need, Managerial Functions – An overview; Leading Indian Management Thinker's. Evolution and Development of Management Thought, Classical Approach – Taylor, Fayol, Neoclassical and Human Relations Approaches –,Systems Approach/		15
UNIT 2	Planning : Types of Plan, Strategic planning – Concept, process, Importance and limitations; Environmental Analysis and diagnosis . Decision-making: Process and Techniques.		15
UNIT 3	Organizing: Concept and process of organizing – An overview, Span of management, Different types of Organisation (line, staff and functional), Decentralization, Delegation of authority; Formal and Informal Structure; Principles of Organizing; Network Organization Structure.		15
UNIT 4	Staffing and Leading : Concept of staffing - Recruitment and Selection; Orientation; Training and Development; Career Development; Performance Appraisal, Motivation & Leadership: Concept, Importance, Maslow's Need-Hierarchy Theory; Herzberg's Two-factor Theory, Leadership Styles; Communication: Concept, purpose, process;		15
UNIT 5	Control : Concept, Process, Limitations, Principles of Effective Control, Major Techniques of control – Classical and Modern .		15
UNIT 6	Functional Area's of Management- Basic concept of Production Management, Financial Management, Personnel/Human Resource Management, Marketing Management .		15
Keyword / Tags:	Management, Approaches, Planning, Organizing, Staffing and Leading, Control. Functional Area's of Management.		

PART : C- RECOMMENDED STUDY RESOURCES			
S.N.	Author	Book title	Publishers
1.	Koontz Harold & Weihrich Heinz	Essentials of management	Tata McGraw-Hill Education
2.	Ramasamy, T.	Principles of Management	Himalaya Publishing House
3.	Durai, P	Principles of Management, Text and Cases	Pearson's
4.	Prasad,L.M	Principles and Practice of Management	Sultan Chand & Sons
5.	R.L.Naulakha	Principles of Management	Ramesh Book Depot
6.	Neeru Vasishth	Principles of Management	Kitab Mahal
7.	Dr. S. C. Saxena	Principles of Management	Sahitya Bhawan
Suggestive digital platforms, web links:			
	1. https://ncert.nic.in/textbook/pdf/lhbs102.pdf 2. https://www.tutorialspoint.com/management_principles/management_principles_tutorial.pdf 3. https://d3bxy9euw4e147.cloudfront.net/media/documents/PrinciplesofManagement-OP.pdf 4. https://www.lsraheja.org/wp-content/uploads/2019/09/FYBMS-Principles-of-magt-.pdf 5. https://faculty.mercer.edu/jackson_r/Ownership/chap02.pdf 6. https://www.freebookcentre.net/business-books-download/Introduction-to-Principles-of-Management.html 7. https://margtheicas.blogspot.com/2018/07/class-12-business-study-chapter-2.html		
PART : D- RECOMMENDED EVALUATION			
Maximum marks -			100
Continuous Comprehensive Assessment (CCE)		Total Marks-	30
university exam		Total Marks -	70



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Department of Higher Education Govt. of M.P.

भाग अ - परिचय		
कार्यक्रम: डिप्लोमा	कक्षा:- बी. कॉम. द्वितीयवर्ष	सत्र 2022-23
विषय:	वाणिज्य	
1	पाठ्यक्रम का कोड	C2-COMA1G
2	पाठ्यक्रम का शीर्षक	प्रबंध के मूल तत्व
3	पाठ्यक्रम का प्रकार	इस पाठ्यक्रम को अन्य संकाय के छात्रों द्वारा वैकल्पिक विषय के रूप में चुना जा सकता है।
4	पूर्वापेक्षा	नहीं
5	पाठ्यक्रम अध्ययन की परिलब्धियां (CLO)	पाठ्यक्रम के अंत में, छात्रों को सक्षम होना चाहिए: i. प्रबंधन की प्रकृति को समझें और प्रबंधन के कार्यों का वर्णन करें। ii. द्वितीय संगठनात्मक संरचनाओं को डिजाइन करने के लिए विभिन्न दृष्टिकोणों की समझ विकसित करना। iii. काम पर व्यक्तित्व, सीखने और भावनाओं की भूमिका को समझें। iv. प्रेरणा, नेतृत्व, शक्ति और संघर्ष की अवधारणा को खोजें और समझें। v. समूह व्यवहार की नींव और संगठनात्मक परिवर्तन और विकास के लिए रूपरेखा को समझें
6	क्रेडिट मान	6
7	कुल अंक	अधिकतम अंक: 30+70 न्यूनतम उत्तीर्ण अंक: 33
भाग ब- पाठ्यक्रम की विषयवस्तु		
इकाई	विषय	व्याख्या की संख्या
1.	प्रबंधन: - अवधारणा और आवश्यकता, प्रबंधकीय कार्य - एक सिंहावलोकन; अग्रणी भारतीय प्रबंधन विचारक। प्रबंधन विचार का मूल्यांकन और विकास, परंपरागत दृष्टिकोण - टेलर, फेयोल, नव परंपरागत और मानव संबंध दृष्टिकोण - प्रक्रिया दृष्टिकोण	15
2.	नियोजन : नियोजन के प्रकार, सामरिक योजना - अवधारणा, प्रक्रिया, महत्व और सीमाएं, वातावरण विश्लेषण और निदान। निर्णयन : प्रक्रिया और तकनीक।	15
3.	संगठन : संगठन की अवधारणा और प्रक्रिया - एक सिंहावलोकन, प्रबंधन का विस्तार , संगठन के विभिन्न प्रकार (रेखा, कर्मचारी और कार्यात्मक), विकेंद्रीकरण, अधिकारों का भारार्पण , औपचारिक और अनौपचारिक संगठन संरचना, संगठन के सिद्धांत; नेटवर्क संगठन संरचना।	15
4.	स्टाफिंग और नेतृत्व : स्टाफिंग की अवधारणा - भर्ती और चयन; अभिविन्यास; प्रशिक्षण और विकास; कैरियर विकास; निष्पादन मूल्यांकन। अभिप्रेरणा और नेतृत्व: अवधारणा, महत्व, मास्लो की आवश्यकता-पदानुक्रम सिद्धांत; हर्ट्ज़बर्ग का टू-फैक्टर सिद्धांत , नेतृत्व शैलियाँ, संचार: अवधारणा, उद्देश्य, प्रक्रिया,	15
5.	नियंत्रण: अवधारणा, प्रक्रिया, सीमाएं, प्रभावी नियंत्रण के सिद्धांत, नियंत्रण की प्रमुख तकनीकें - परंपरागत और आधुनिक।	15
6.	प्रबंधन के कार्यात्मक क्षेत्र: उत्पादन प्रबंधन, वित्तीय प्रबंधन, कार्मिक / मानव संसाधन प्रबंधन, विपणन प्रबंधन ।	15

भाग स- अनुशंसित अध्ययन संसाधन

अनुशंसित सहायक पुस्तकें /ग्रन्थ/अन्य पाठ्य संसाधन/पाठ्य सामग्री:

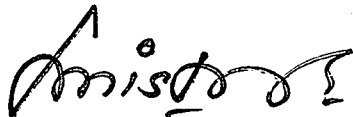
स.क्र.				
1.	आर.एल. नौलखा	प्रबंध के सिद्धांत	रमेश बुक डिपो	जयपुर
2.	राजीव जैन	व्यावसायिक प्रबन्ध	Himalaya Publishing House Pvt.Ltd.	Nagpur
3.	डॉ. एस. सी. सक्सेना	प्रबन्ध के सिद्धान्त	Sahitya Bhawan Publications	Agra
4.	डा.आर. सी. अग्रवाल	प्रबंध के सिद्धांत	साहित्य भवन	आगरा
5.	डॉ.राजेंद्र शर्मा	प्रबंध के सिद्धांत	यशराज पब्लिकेशन	नई दिल्ली
6.	डॉ.जी. एस. सुधा	प्रबंध के सिद्धांत	रमेश बुक डिपो	जयपुर
7.	डॉ. एन.के.शाहिनी,जैन	प्रबंध के सामान्य विचार एवं सांगठनिक व्यवहार	कल्याणी पब्लिशर्स	नई दिल्ली

2. अनुशंसित डिजिटल प्लेटफॉर्म वेब लिंक

1. http://ncert.nic.in/textbook/pdf/lhbs101.pdf
2. https://www.mpgkpdf.com/2018/04/Key-element-of-managemt.html
3. https://hi.wikipedia.org/wiki/प्रबन्ध के सिद्धान्त
4. https://www.businessmanagementideas.com/hi/management/principles-of-management-lecture-notes/7447
5. http://www.mgahv.in/pdf/Dist/gen/Principles_101_11_04_16.pdf
6. http://www.uprtou.ac.in/other_pdf/B.COM_D01.pdf
8. https://www.nios.ac.in/media/documents/SrSec319NEW/319_Bus_Studies_Hindi/319_Bus_Studies_Hindi_Lesson.10pdf
8. https://www.scotbuzz.org/2017/11/manav-sansadhan-prabandhan.html
9. https://www.kailasheducation.com//08/2020vipanan-prabandhan-arth-paribhasha-visheshta.html
10. https://hi.wikipedia.org/wiki/ वित्%80%8Dतीय प्रबंधन
11. https://www.businessmanagementideas.com/hi/management/5-main-functional-areas-of-management-business-management/512

भाग द - अनुशंसित मूल्यांकन

	अधिकतमअंक-	100
सतत व्यापक मूल्यांकन (सीसीई)	कुलअंक	30
विश्वविद्यालयीन परीक्षा	कुलअंक	70



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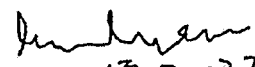
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BA II Year: Generic Elective II

Part A Introduction			
Program: Diploma Course		Class: BA	Year: II
		Session: 2022-23	
Subject: English Literature (Theory)			
1	Course Code	A2-ELIT2G	
2	Course Title	Mass Media and Communication Skills (Paper 1, Theory)	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Generic Elective	
4	Pre-requisite (if any)	This course can be opted as an elective by the students of following subjects:/ Open for all	
5	Course Learning outcomes (CLO)	The course is based on the needs and merits required in mass media. The study of this paper will enable the students to: <ul style="list-style-type: none">• Develop practical and creative skills of mass communication and media,• Stimulate critical thinking,• Identify avenues for a career in print and electronic media,• Keep themselves abreast to the outer world,• Identify ways to give voice to the voiceless,• Spread their art and culture among different sections of society,• Attain managerial efficiency; and• Develop leadership qualities.	
6	Credit Value	4	
7	Total Marks	Max. Marks: 30+70	Min. Pass Marks:33
Part B- Content of the Course			
Total No. of Lectures- (in hours per week): 02			
Total Lectures: 60 hours			
Unit	Topics	No. of Lectures	
I	1. Introduction to Mass Communication 1.1 Media and communication skills 1.2 Mass communication and globalization 1.3 Forms of mass communication Keywords/Tags: Media, Types of media, Types of communication, Communication cycle	15	
II	2. Advertisement and Digital Media 2.1 Types of advertisements 2.2 Advertising ethics	15	


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	<p>2.3 How to create advertisements and storyboards</p> <p>2.4 Principles of digital media marketing</p> <p>Keywords/Tags: <i>Development of idea, Commercial, Promotion, Blurb, Types of advertising, Short film</i></p>	
III	<p>3. Media Writing</p> <p>3.1 Scriptwriting for TV and radio</p> <p>3.2 Writing news reports and editorials</p> <p>3.3 Editing for print and online media</p> <p>Keywords/Tags: <i>Bulletin, Journalism tactics, Multimedia, News stories, Syntax of online writing, SEO based online media writing</i></p>	15
IV	<p>4. Problems of Mass Media and Communication</p> <p>4.1 Authoritative rule, Media rights under pressure, Sponsored news</p> <p>4.2 Copyrights, Piracy, Patents, Licensing issues</p> <p>4.3 Barriers in Communication: Semantic, Cultural, Psychological, Physical, Attitudinal, Organizational</p> <p>Keywords/Tags: <i>Corruption in media, Fact-checking, Brainwashing, Financial crunch of media, Lack of transparency</i></p>	15

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

1. Bel, B. et al. *Media and Mediation*. New Delhi: Sage, 2005.
2. Bernet, John R, *Mass Communication, an Introduction*. New Jersey: Prantice Hall, 1989.
3. Stanley J. Baran and Davis, *Mass Communication Theory: Foundations, Ferment and Future*. Boston: Wadsworth Cengage Learning, 2012.
4. Katherine Miller, *Communication theories: Perspectives, Processes and Contexts*. New York: McGraw Hill, 2004.
5. Michael Ruffner and Michael Burgoon, *Interpersonal Communication*. New York & London: Holt, Rinehart and Winston 1981.
6. Kevin Williams, *Understanding Media Theory*. London & New York: Bloomsbury, 2015.
7. V.S. Gupta, *Communication and Development*. New Delhi: Concept Publication, 2000.

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Suggestive digital platform web links

1. Theories used in mass communication <https://www.masscommunicationtalk.com/different-theories-used-mass-communication.html>
2. Mass Media https://en.wikipedia.org/wiki/Mass_media
3. Digital Advertising <https://rockcontent.com/blog/what-is-digital-advertising/>
4. Types of Digital Advertising <https://idgadvertising.com/types-of-digital-advertising/>
5. Media Writing <https://www.sjsu.edu/ajcep/docs/MediaWriting.pdf>
6. Types of Media Writing <https://blog.copify.com/post/different-types-of-media-writing>

Suggested equivalent online courses:

1. <https://www.coursera.org/learn/communication-strategies-virtual-age> Communication Strategies for Virtual Age, by Ivan Wanis Ruiz, University of Toronto
2. https://www.coursera.org/learn/media?index=prod_all_launched_products_term_optimization by Lauren Fiori
3. <https://alison.com/course/diploma-in-communication-skills-revised> by NPTEL

Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks : 100

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

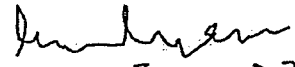
Internal Assessment : Continuous Comprehensive Evaluation (CCE): 30	There shall be 4 class tests of 10 marks each, out of which the 3 best scores are to be taken into account.	10+10+10 =30
External Assessment : University Exam Section: 70 Time : 03.00 Hours	Section(A) : Section (B) : Short Questions Section (C) : Long Questions	03 x 02 = 06 04 x 09 = 36 02 x 14= 28 Total 70

Any remarks/ suggestions:

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Format for Syllabus of Practical Paper

Part A Introduction			
Program: Diploma Course		Class: BA	Year: II
Session: 2022-23			
Subject: English Literature (Practical)			
1	Course Code	A2-ELIT2R	
2	Course Title	Experiments with Mass Media and Communication Skills (Paper 2, Practical)	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Generic Elective	
4	Pre-requisite (if any)	This course can be opted as an elective by the students of following subjects:/ Open for all	
5	Course Learning outcomes (CLO)	<p>The course is based on the needs and merits required in mass media. The study of this paper will enable the students to:</p> <ul style="list-style-type: none"> Learn the skills required in creating advertisements and visualizations for advertising agencies of both the public and private sector, Develop the aptitude of vigilance towards language as well as current events in order to work for news agencies, Understand the technicalities of social media presence, Spread their art and culture among different sections of society, Attain managerial efficiency, and Develop leadership qualities. 	
6	Credit Value	2	
7	Total Marks	Max. Marks: 30+70	Min. Pass Marks:33
Part B- Content of the Course			
Total No. of Lectures-Practical (in hours per week): 01			
Total Lectures: 30 hours			
Unit	Topics	No. of Lectures	
I	1. Experiments with Media Writing 1.1 Creating an advertisement/visualization 1.2 Script writing for TV and radio 1.3 Writing news reports /film reviews/TV program reviews 1.4 Creating social media presence for an	15	


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 Dr. G. S. Gantam

	institution	
	Keywords/Tags: <i>Graphic design, Target ad, Simulast, Communiqué, Citizen journalism, Social media marketing</i>	
II	2. Experiments with Mass Communication 2.1 Creating news and information about current affairs, celebrity culture, employment, government policies etc. 2.2 Creating editorials and think pieces 2.3 Drafting official letters: To editors, officers, organizations Keywords/Tags: <i>Letter format, Enclosures, Different drafting formats, Parts of a letter: Introduction, Body and Conclusion, Attractive headlines</i>	15

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

1. Bel, B. et al. *Media and Mediation*. New Delhi: Sage, 2005.
2. Bernet, John R, *Mass Communication, an Introduction*. New Jersey: Prantice Hall, 1989.
3. Stanley J. Baran and Davis, *Mass Communication Theory: Foundations, Ferment and Future*. Boston: Wadsworth Cengage Learning, 2012.
4. Katherine Miller, *Communication theories: Perspectives, Processes and Contexts*. New York: McGraw Hill, 2004.
5. Michael Ruffner and Michael Burgoon, *Interpersonal Communication*. New York & London: Holt, Rinehart and Winston 1981.
6. Kevin Williams, *Understanding Media Theory*. London & New York: Bloomsbury, 2015.
7. V.S. Gupta, *Communication and Development*. New Delhi: Concept Publication, 2000.

Suggestive digital platform web links

1. Creating Advertisement <https://www.masterclass.com/articles/how-to-create-an-unforgettable-advertisement>
2. Script writing for TV/Radio <https://carta.fiu.edu/gsc-creative/2020/06/09/5-script-writing-tips-and-techniques-for-radio/>
3. News Writing Fundamentals <https://writingcenter.gmu.edu/guides/news-writing-fundamentals>

Suggested equivalent online courses:

1. <https://www.coursera.org/learn/communication-strategies-virtual-age> Communication

Dr G S Gantam
13.2.22

Strategies for Virtual Age, by Ivan Wanis Ruiz, University of Toronto

2. https://www.coursera.org/learn/media?index=prod_all_launched_products_term_optimization by Lauren Fiori
3. <https://alison.com/course/diploma-in-communication-skills-revised> by NPTEL

Suggested Academic Activities for Experiments:

1. Testing the learners' pronunciation abilities through reading out any authentic text.
2. To test the learners' knowledge about the meaning, synonyms, antonyms of difficult words used in any standard text and their usage in new sentences.
3. To test the learners' knowledge about the different possible forms of root words from any standard text/daily newspapers and their usage in new sentences.
4. Identifying different tenses and prepositions used in any authentic text/daily newspaper and recreating sentences from them.
5. Identifying types of sentences used in any standard text and reusing them to form new sentences.
6. To conduct quiz activities for the learners based on different parts of speech (noun, pronoun, verb, adverb, adjective, preposition, conjunctions, exclamation).
7. Identifying connectors (for example: but, moreover, furthermore, hence, therefore, so, in the light of the above etc) from any standard text and reusing them in situational English.
8. Identifying literary devices and figures of speech from any authentic text/daily newspapers/magazines.
9. Identifying verbal phrases, idioms, and proverbs found in any authentic text/daily newspapers/magazines and using them in real-life/situational English. (Lexical Approach).
10. Voice and language modulation activities.
11. Enactment through body language and expression.
12. Testing the fluency of the learners through real-life/situational (informal) English.
13. Recreating sentences from Formal into Informal English.

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13.2.22

14. Learners should be asked to continuously practice language skills (LRW) based on resources available in the classroom.

For example: Speech available on the mobile internet platforms like YouTube, EDX etc can be used for *listening* skill; using newspapers and standard textbooks for *reading* and *writing* skills; based on these three activities (LRW), learners should be inspired to practice the *speaking* skill.

Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Internal Assessment	Marks	External Assessment	Marks
Class Interaction /Quiz/Any Two Experiments prescribed in the syllabus or Any Two Suggested Academic Activities	10	Each student will prepare a practical file containing three experiments prescribed in the syllabus OR five suggested academic activities for experiments assigned by the concerned classroom teacher one month before the Viva Voce.	10 (handwriting and shape of presentation to be evaluated by the external examiner)
Attendance	05	The above practical file containing three experiments prescribed in the syllabus OR five suggested academic experiment activities made by the students will be evaluated by the external examiner assessing the students' creative knowledge of the following (if applicable): <ul style="list-style-type: none"> ● Control over linguistic and stylistic competence. ● Analysing, interpreting, arguing, and creative capacity. ● Various elements of mass media and mass communication. 	50
Assignments/Any Three Experiments prescribed in the syllabus or Any Three Suggested Academic Activities	15	Viva Voce (based on the practical file containing three Experiments prescribed in the syllabus or five Suggested Academic	10

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		Activities for Experiments as mentioned above)	
TOTAL	30		70
Any remarks/ suggestions:			

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Part - A Introduction			
Diploma Courses		Class II year	Session: 2022-2023
Subject: National Service Scheme			
1.	Subject Code,	NSS 02 - NSSA1A.	
2.	Subject Title	Concept of National Service Scheme	
3.	Subject Type	General Electives	
4.	Pre-expectation (If Someone)	To study this course, a student must have passed Certificate Course and This Course can be opted as an elective and it is open for all.	
5.	Curriculum Learning Outcomes (CLO)	<p>Objective of the course:-</p> <ul style="list-style-type: none"> • The objective of the course is to develop the personality and character of the youth through voluntary social service. This development will help the student to understand the rich cultural diversity of India and make himself proud through better knowledge of the country. • Understanding of the society and establishing a reciprocal relationship with the society. • Recognizing the needs and problems of the society and taking appropriate problem-solving measures. • To develop the ability of the student to deal with emergencies and natural calamities. • To develop national integration and social harmony. • To take appropriate measures to find practical solutions to individual and community problems. <p>learning outcome:- The study of the curriculum will not only develop the skills of the student but will also lead to all round development of the student.</p> <ul style="list-style-type: none"> • Through the course, students will understand the importance of community problems and their solutions, then they will be helpful for employment in government approved NGOs and other youth and social activities undertakings. • By going through the course, the student will get basic knowledge about the community which will be very helpful in disaster management areas. <p>Students can get involved in social community courses and get opportunities in various departments related to social organizations.</p>	
6.	Credit Value	Theoretical -4	
7.	Total Marks	Maximum Marks 30 +70	Minimum Marks : 33

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Part B Practical Course Contents		
Total number of lectures (in hours per week) 2 hours per week Credits-4 (Total Lecture No. 60 Hours)		
Unit	Subject	Number of Explanations
Unit 1	Youth Development Program in India and Role of Youth Leaders National Youth Policy Youth Development Program at National Level, State Level, Volunteer Level Youth centric and youth led organizations Role and importance of youth leadership, Leadership capability and its development,	15 Hours
Unit 2	Meaning type of leader, Qualities, Traits, Role, Importance of a Good Leader Social, psychological factors affecting the youth Life Skills – Self-awareness, Empathy, Effective Communication, Decision Making Role of Music and Art in Youth Development	15 Hours
Unit 3	Basic Features of the Indian Constitution consumer protection act right to Information Child Protection Act, Problems of Aging: Problems and Protection of Interests	15 Hours
Unit 4	Side effects of modern lifestyle and their countermeasures Diet, exercise, sleep in Indian lifestyle Collection, Utilization and Camp Management of Raseo Camps Biography of Swami Vivekananda (Ideal character of Rasayo)	15 Hours

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Part C: Learning Resources		
Text Books, Reference Books, Other Resources		
Suggested course material:-		
Suggested equivalent online course material:-		
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) :		30
University Examination (UE)		70
Timings : 03.00 Hours		
Internal Assessment: Continuous Comprehensive Evaluation (CCE)	Class Test	
	Assignment/Submission	
	Total	30
External Assessment: university exam	Section (A) : Objective Type Questions (
	Section (B) : Short Answer Type Questions	
	Section (C) : Long Answer Type Questions	
	Total	70

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(R.V.ELRAY)
(SND, NTD)


भाग अ-परिचय			
डिप्लोमा पाठ्यक्रम	कक्षा-द्वितीय वर्ष		सत्र: 2022-2023
विषय: राष्ट्रीय सेवा योजना			
1.	विषय कोड	रा.से.यो. : O2 NSSA1G.	
2.	विषय शीर्षक	राष्ट्रीय सेवा योजना की संकल्पना	
3.	विषय का प्रकार	सामान्य ऐच्छिक	
4.	पूर्व-अपेक्षा (यदि कोई)	इस पाठ्यक्रम के लिये विद्यार्थियों का सर्टिफिकेट कोर्स उत्तीर्ण होना चाहिए। इस पाठ्यक्रम को वैकल्पिक रूप से लिया जा सकता है और यह सभी के लिये खुला है।	
5.	पाठ्यक्रम सीखने के परिणाम(सीएलओ)	<p>पाठ्यक्रम का उद्देश्य:-</p> <ul style="list-style-type: none"> पाठ्यक्रम का उद्देश्य स्वैच्छिक समाज सेवा के माध्यम से युवाओं के व्यक्तिव और चरित्र का विकास करना है। यह विकास विद्यार्थी को भारत की समृद्ध सांस्कृतिक विविधता को समझने और देश के बेहतर ज्ञान के माध्यम से स्वयं को गौरवान्वित करने में मदद करेगा। समाज का समझना और समाज से पारस्परिक संबंध स्थापित करना। समाज की जरूरतों और समस्याओं को पहचान कर समस्या-समाधान का समुचित उपाय करना। विद्यार्थी में आपात स्थितियों और प्राकृतिक आपदाओं से निपटने की क्षमता विकसित करना। राष्ट्रीय एकता और सामाजिक सद्भाव का विकास करना। व्यक्तिगत और सामुदायिक समस्याओं के व्यावहारिक समाधान खोजने के समुचित उपाय करना। <p>अध्ययन के परिणाम:- पाठ्यक्रम के अध्ययन से न केवल विद्यार्थी के कौशल में विकास होगा बल्कि विद्यार्थी का सर्वांगीण विकास होगा।</p> <ul style="list-style-type: none"> पाठ्यक्रम के माध्यम से विद्यार्थी सामुदायिक समस्याओं और उनके समाधान के महत्व को समझेंगे तत्पश्चात सरकार द्वारा अनुमोदित गैर सरकारी संगठनों तथा अन्य युवा एवं सामाजिक गतिविधियों के उपक्रमों में रोजगार हेतु मददगार होंगे। पाठ्यक्रम के अध्ययन से विद्यार्थी को समुदाय के बारे में बुनियादी जानकारी प्राप्त होगी जो आपदा प्रबंधन क्षेत्रों में बहुत मददगार होंगे। विद्यार्थी सोशल कम्युनिटी कार्स में भर्ज जा सकते हैं एवं विभिन्न सामाजिक संगठनों से संबंधित विभागों में अवसर प्राप्त कर सकते हैं। 	
6.	क्रेडिटमूल्य	सैद्धांतिक -4	
7.	कुल अंक	अधिकतम अंक 30 +70	न्यूनतम अंक : 33

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भाग ब-व्यावहारिक पाठ्यक्रम की सामग्री		
व्याख्यानो की कुल संख्या (प्रति सप्ताह घंटो में) प्रति सप्ताह 2 घंटे क्रेडिट-4 (कुल व्याख्यान 60 घंटे)		
इकाई	विषय	व्याख्यानो की संख्या
इकाई-1	भारत में युवा विकास कार्यक्रम तथा युवा नेतृत्व की भूमिका राष्ट्रीय युवा नीति राष्ट्रीय स्तर, राज्य स्तर, स्वयंसेवक स्तर पर युवा विकास कार्यक्रम युवा केन्द्रित और युवा नेतृत्व वाले संगठन युवा नेतृत्व की भूमिका एवं महत्व, नेतृत्व क्षमता एवं इसका विकास,	15 घंटे
इकाई-2	नेतृत्व का अर्थ प्रकार, अच्छे नेता के गुण , लक्षण, भूमिका, महत्व युवा व्यक्तित्व को प्रभावित करने वाले सामाजिक, मनोवैज्ञानिक कारण जीवन कौशल-स्वजागरूकता, समानुभूति, प्रभावी संप्रेषण, निर्णय लेने की क्षमता युवा विकास में संगीत एवं कला की भूमिका	15 घंटे
इकाई-3	भारतीय संविधान की आधार विशेषताएं उपभोक्ता संरक्षण अधिनियम सूचना का अधिकार बाल संरक्षण कानून, वृद्धों की समस्यायें तथा हित संरक्षण	15 घंटे
इकाई-4	आधुनिक जीवन शैली के दुष्प्रभाव तथा उनका प्रतिकार भारतीय जीवन शैली में आहार, व्यायाम, निद्रा रासेयो शिविरो का संकलन, उपयोगिता तथा शिविर प्रबंधन स्वामी विवेकानंद(रासेयो के आदर्श चरित्र) का जीवन परिचय	15 घंटे

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भाग स : सीखने के संसाधन		
पाठ्य पुस्तके, सन्दर्भ पुस्तके, अन्य संसाधन		
सुझाई गई पाठ्य सामग्री:-		
सुझाई गई समकक्ष आनलाईन पाठ्यक्रम सामग्री:-		
http://www.thebetterindia.com/140/national-service-scheme-nss		
http://en.wikipedia.org/wiki/national-service-scheme		
http://nss.nic.in		
भाग द : आकलन और मूल्यांकन (सिद्धांत)		
अधिकतम अंक :		100
सतत व्यापक मूल्यांकन (सीसीई) :		30
विश्वविद्यालय परीक्षा (यू.ई.)		70
समय : 03:00 घंटे		
आंतरिक मूल्यांकन : सतत व्यापक मूल्यांकन (सीसीई)	कक्षा परीक्षण	
	असाइनमेंट/प्रस्तुति	
	कुल	30
बाहरी मूल्यांकन : विश्वविद्यालय परीक्षा	खंड (अ) : वस्तुनिष्ठ प्रश्न	
	खंड (ब) : लघु उत्तरीय प्रश्न	
	खंड (स) : दीर्घ उत्तरीय प्रश्न	
	कुल	70



 (CRK. VIJAY)
 SNO, NSS

Part A : Introduction			
Diploma Course		Class: - II Year	Year : Session : 2022-2023
Subject : National Service Scheme			
1	Course Code	NSS 02-NSSA1R	
2	Course Title	Project Work	
3	Course Type	Core Course - Project Work	
4	Pre-requisite (If any)	To study this course, a student must have passed Certificate Course and 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"> 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>Learning Outcome :- To impart hands - on skills in preparation The end of the paper, a student should be able to :</p> <ol style="list-style-type: none"> Project work of NSS will aim to enhance the employment potential of the NSS volunteers or, alternately to help them to community. 	
6	Credit Value	Theory – 2	
7	Total Marks	Max. Marks: 30+70	Min. Passing Marks : 33

Part B : Content of the Project Work	
Total numbers of Lectures (in hours per week) : 2 hours per week	
Credits – 2 (Total Lectures : 30 hours)	
Scheme of Project work Examination: -	Max. Marks (30+70= 100)
(A) Internal Assessment. :- <ol style="list-style-type: none"> Class Interaction. Quiz. Seminar. Assignments. 	Max. Marks-30
(B) List of Project Work:- <ol style="list-style-type: none"> A case study done on regional environment problem.. Work to motivate health and blood donation in Slums/ institutions. Plantation, plant conservation and study to Report on Camping Activity. Report on Communication Skills. Viva – Voce Practical Record 	Max. Marks-70

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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. National Service Scheme Manual, Government of India. 2. Training Programme on National Programme scheme, TISS. 3. Orientation Courses for N.S.S. 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. <p>Suggested equivalent online courses :</p> <p>http://www.thebetterindia.com/140/national-service-scheme-nss</p> <p>http://en.wikipedia.org/wiki/national-service-scheme</p> <p>http://nss.nic.in</p>


 (R.K. JIJA)
 SNO, NIS

भाग ए परिचय			
डिप्लोमा कोर्स		कक्षा: - द्वितीय वर्ष	वर्ष: 2022-2023
विषय : राष्ट्रीय सेवा योजना			
1	विषय क्रमांक	एनएसएस 02-NSSA1R	
2	पाठ्यक्रम का विषय	परियोजना कार्य	
3	कोर्स का प्रकार	कोर कोर्स - प्रोजेक्ट वर्क	
4	पूर्व-अपेक्षा (यदि कोई)	इस पाठ्यक्रम के लिये विद्यार्थियों का सर्टिफिकेट कोर्स उत्तीर्ण होना चाहिए। इस पाठ्यक्रम को वैकल्पिक रूप से लिया जा सकता है और यह सभी के लिये खुला है।	
5	पाठ्यक्रम सीखने के परिणाम (सीएलओ)	<p>पाठ्यक्रम का उद्देश्य :-</p> <ol style="list-style-type: none"> प्रत्येक छात्र के पास स्थानीय परिस्थितियों और अवसरों के आधार पर सूची में से दो कौशल-क्षेत्रों का चयन करने का विकल्प होगा, और क्षेत्र की स्थिति के आधार पर एक रिपोर्ट तैयार करेगा। <p>शिक्षण के परिणाम:- तैयारी में व्यावहारिक कौशल प्रदान करने के लिए, एक छात्र को पेपर के अंत में सक्षम होना चाहिए:</p> <ol style="list-style-type: none"> एनएसएस के परियोजना कार्य का उद्देश्य एनएसएस स्वयंसेवकों की रोजगार क्षमता को बढ़ाना होगा या वैकल्पिक रूप से उन्हें समुदाय की मदद करना होगा। 	
6	क्रेडिट मूल्य	सिद्धांत - 2	
7	कुल मार्क	मैक्स। अंक: 30+70	न्यूनतम उत्तीर्ण अंक : 33

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भाग बी: परियोजना कार्य की सामग्री	
व्याख्यानों की कुल संख्या (प्रति सप्ताह घंटों में): प्रति सप्ताह 2 घंटे क्रेडिट - 2 (कुल व्याख्यान : 30 घंटे)	
परियोजना कार्य परीक्षा की योजना :-	मैक्स। अंक (30+ 70= 100)
(ए) आंतरिक मूल्यांकन :-	मैक्स। अंक-30
1. क्लास इंटरैक्शन।	
2. प्रश्नोत्तरी।	
3. संगोष्ठी।	
4. असाइनमेंट।	
(बी) परियोजना कार्य की सूची: -	मैक्स। अंक-70
1. क्षेत्रीय पर्यावरण समस्या पर किया गया एक केस स्टडी।	
2. मलिन बस्तियों/संस्थाओं में स्वास्थ्य एवं रक्तदान के लिए प्रेरित करने का कार्य।	
3. वृक्षारोपण, पौध संरक्षण और अध्ययन करने के लिए	
4. कैम्पिंग गतिविधि पर रिपोर्ट।	
5. संचार कौशल पर रिपोर्ट।	
6. चिरायु - आवाज	
7. व्यावहारिक रिकॉर्ड	
भाग सी: सीखने के संसाधन	
पाठ्य पुस्तकें, संदर्भ पुस्तकें, अन्य संसाधन	
सुझाए गए रीडिंग:	
1. राष्ट्रीय सेवा योजना नियमावली, भारत सरकार।	
2. राष्ट्रीय कार्यक्रम योजना, टीआईएसएस पर प्रशिक्षण कार्यक्रम।	
3. एन.एस.एस. के लिए उन्मुखीकरण पाठ्यक्रम कार्यक्रम अधिकारी, टीआईएसएस।	
4. फील्ड वर्क्स के लिए प्रशिक्षण सहायता के रूप में केस सामग्री, गुरमीत हंसा।	
5. अस्पतालों में समाज सेवा के अवसर, कपिल के. कृष्ण, टीआईएसएस।	
6. भारत में सामाजिक समस्याएं, राम आहूजा।	
सुझाए गए समकक्ष ऑनलाइन पाठ्यक्रम:	
http://www.thebetterindia.com/140/national-service-scheme-nss	
http://en.wikipedia.org/wiki/national-service-scheme	
http://nss.nic.in	

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(R.K. V. J. J. J.)
S.N.P. N.S.S.

Syllabus of Theory Paper

Part A Introduction			
Program: Diploma/		Class: II Year Diploma Program	Session: 2022-23
Subject : NCC			
1	Course Code	02 NCCA1G	
2	Course Title	NCC Part II	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Elective	
4	Pre-requisite (if any)	To study this course, a student must have passed Certificate Course 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 understand the role of NCC in different walks of life. They will come to know the importance of time management, national integration, social services and community development. Give awareness to the youth about environment and importance of tree plantation in developing a clean and pollution free environment. Learn the road safety rules	
6	Credit Value	04	
7	Total Marks	Max. Marks: 30+70	Min. Passing Marks: 33
Part B - Content of the Course			
Total numbers of Lectures (in hours per week) : 2 hours per week			
Total Lectures : 60 hours L-T-P (02-00-00)			
Unit	Topics	No. of Lectures	
I	NCC GENERAL <ul style="list-style-type: none"> Incentives of NCC. Duties of NCC Cadet. NCC Camps: Types & Conduct. Importance of time management in daily life. Various entry in defense services through NCC. Role of NCC cadets in various natural calamities and war. 	15	
II	<u>National Integration & Awareness .</u> <ul style="list-style-type: none"> National Integration: Importance & Necessity. Factors Affecting National Integration. Unity in Diversity. Role of NCC in Nation Building. Threats to National Security. Case study of Sardar Vallabh Bhai Patel in National integration and nation building. 	15	
III	<u>Social Service and Community Development.</u> <ul style="list-style-type: none"> Basics of social service and its need. Types of social service activities, blood donation, organ donation pledges, adult education, services in old age homes etc, Cancer and AIDS : its prevention and cure. Objectives of rural development programs and its importance. Role of NCC and its contribution in social welfare activities. Traffic awareness. 	15	

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IV	<u>Environmental awareness and water conservation</u> <ul style="list-style-type: none"> • Role of NCC in environmental awareness program like Swachh Bharat Abhiyan, Polythene Mukt Abhiyan, tree plantation etc • Conservation and management of water resources • Air pollution, water pollution : causes , remedies and its environmental effects 	15
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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	Chauhan , Lt.(Dr.) Rajeev Kumar	NCC National Cadet Corps	Aakriti Publication	2021
2	Gupta , R.K.	NCC National Cadet Corps (Hindi & English)	Ramesh publication	2021
3	NCC Directorate	Hand Book of NCC	Kanti Publication, Itawa	2017
4	NCC Directorate	Hand book of NCC an unique book for NCC Cadets	Naveen Publication	2019
5	Ranjan , Shashi and Kumar, Aashish	Handbook of NCC	Goodwin Publication	2021
6	NCC Directorate M.P. & C.G	Cadets Hand book	NCC Directorate M.P. & C.G.	
7	Our Water Resources	Rama	National book Trust	2020
8	Story about Water	Ravi Paranjape	National book Trust	2019
9	Hawa aur Pani me Zahar (Hindi)	N. Manivaskam	National book Trust	2019
10	Jal Jeevan Ka Aadhar (Hindi)	Krisna Kumar Mishra	National book Trust	2019
11	We breathe and drink poison	N. Manivaskam	National book Trust	2019
12	Environmental Pollution	N. Manivaskam	National book Trust	2021
13	Environmental Awareness	S.K.Agarwal	Bansi Prakashan, Jodhpur	2000
14	Jal Prabandhan (Hindi)	K.G.Vyas	Gaurav Memorial Foundation, Bhopal	2015
15	Paryavaran evam Pradooshan	A.H.Hashmi	Pustak Mahal, New Delhi	1992

2. Suggestive digital platforms web links: 1. <https://www.en.m.wikipedia.org>
2. <https://www.firstaidforfree.com>

Suggested equivalent online courses:

PZ

Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks : 100

Continuous Comprehensive Evaluation (CCE) : 30 marks University Exam (UE) 70 marks

Internal Assessment : Continuous Comprehensive Evaluation (CCE) : 30		
External Assessment : 70 University Exam Section: Time :		

Any remarks/ suggestions: NIL

Ry
(R.K. VERMA)
SNO NISS

Syllabus of Theory Paper

भाग अ-परिचय

डिप्लोमा पाठ्यक्रम	कक्षा- द्वितीय वर्ष	सत्र: 2022-2023
विषय: राष्ट्रीय कैडेट कौर (NCC)		
1.	विषय कोड	NCC 02 NCCA 4B.
2.	विषय शीर्षक	NCC Part II
3.	विषय का प्रकार	इलेक्टिव
4.	पूर्व-अपेक्षा (यदि कोई)	इस पाठ्यक्रम के लिये विद्यार्थियों का सर्टिफिकेट कोर्स उत्तीर्ण होना एवं चिकित्सकीय रूप से योग्य होना चाहिये। इस पाठ्यक्रम को वैकल्पिक रूप से लिया जा सकता है और यह सभी के लिये खुला है।
5.	NCC (CLO)	जीवन के विभिन्न क्षेत्रों में विद्यार्थी एनसीसी की भूमिका को जान पायेंगे। वे समय प्रबंधन, राष्ट्रीय एकीकरण, समाजसेवा, सामुदायिक विकास को समझ पायेंगे। पर्यावरण एवं वृक्षारोपण के महत्व को जिससे कि स्वच्छ एवं प्रदूषण रहित वातावरण निर्मित हो- के संबंध में जागरूक करना। सड़क सुरक्षा संबंधी नियमों को सिखाना।
6.	क्रेडिटमूल्य	सैद्धांतिक -4
7.	कुल अंक	अधिकतम अंक 30 +70 न्यूनतम अंक : 33

Ry

भाग ब-व्यावहारिक पाठ्यक्रम की सामग्री

व्याख्यानों की कुल संख्या (प्रति सप्ताह घंटों में) प्रति सप्ताह 2 घंटे
क्रेडिट-4 (कुल व्याख्यान 60 घंटे)

इकाई	विषय	व्याख्यानों की संख्या
इकाई-1	<p>NCC के संबंध में सामान्य (सामान्य NCC) :</p> <ul style="list-style-type: none"> • NCC के फायदे (प्रोत्साहन) • NCC कैडेट्स के कर्तव्य । • NCC कैम्प प्रकार एवं संचालन • जीवन में समय प्रबंधन का महत्व • रक्षा सेवाओं में NCC के द्वारा विभिन्न भर्तियाँ • विभिन्न प्राकृतिक आपदाओं एवं युद्ध में NCC कैडेट्स की भूमिका 	15
इकाई-2	<p>राष्ट्रीय एकीकरण एवं जागरूकता</p> <ul style="list-style-type: none"> • राष्ट्रीय एकीकरण: महत्व एवं आवश्यकता • राष्ट्रीय एकीकरण को प्रभावित करने वाले कारक • अनेकता में एकता • राष्ट्र निर्माण में NCC की भूमिका • राष्ट्रीय सुरक्षा के लिये खतरे • राष्ट्रीय एकीकरण एवं राष्ट्र निर्माण के संबंध में सरदार वल्लभ भाई पटेल की केस स्टडी (मामले में अध्ययन) 	15
इकाई-3	<p>समाज सेवा और सामुदायिक विकास</p> <ul style="list-style-type: none"> • समाज सेवा के आधार एवं हमारी आवश्यकता • समाजसेवा के प्रकार- रक्तदान, अंगदान प्रतिज्ञा, वयस्क शिक्षा, वृद्धाश्रम में सेवाकार्य इत्यादि, कैंसर एवं एड्स उनके निवारण एवं इलाज • ग्रामीण विकास कार्यक्रमों के उद्देश्य एवं उनका महत्व • समाज कल्याण कार्यक्रमों में NCC के भूमिका एवं योगदान • यातायात जागरूकता 	15
इकाई-4	<p>पर्यावरण जागरूकता एवं जल संरक्षण</p> <ul style="list-style-type: none"> • पर्यावरण जागरूकता कार्यक्रमों जैसे स्वच्छ भारत अभियान, पॉलिथिन मुक्त अभियान, वृक्षारोपण इत्यादि में NCC की भूमिका • जल संसाधनों का प्रबंधन एवं संरक्षण • वायु प्रदूषण, जल प्रदूषण : कारण, उपचार एवं इनके पर्यावरणीय प्रभाव 	15

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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	Chauhan , Lt.(Dr.) Rajeev Kumar	NCC National Cadet Corps	Aakriti Publication	2021
2	Gupta , R.K.	NCC National Cadet Corps (Hindi & English)	Ramesh publication	2021
3	NCC Directorate	Hand Book of NCC	Kanti Publication, Itawa	2017
4	NCC Directorate	Hand book of NCC an unique book for NCC Cadets	Naveen Publication	2019
5	Ranjan , Shashi and Kumar, Aashish	Handbook of NCC	Goodwin Publication	2021
6	NCC Directorate M.P. & C.G	Cadets Hand book	NCC Directorate M.P. & C.G.	
7	Our Water Resources	Rama	National book Trust	2020
8	Story about Water	Ravi Paranjape	National book Trust	2019
9	Hawa aur Pani me Zahar (Hindi)	N. Manivaskam	National book Trust	2019
10	Jal Jeevan Ka Aadhar (Hindi)	Krisna Kumar Mishra	National book Trust	2019
11	We breathe and drink poison	N. Manivaskam	National book Trust	2019
12	Environmental Pollution	N. Manivaskam	National book Trust	2021
13	Environmental Awareness	S.K.Agarwal	Bansi Prakashan, Jodhpur	2000
14	Jal Prabandhan (Hindi)	K.G.Vyas	Gaurav Memrial Foundation, Bhopal	2015
15	Paryavaran evam Pradooshan	A.H.Hashmi	Pustak Mahal, New Delhi	1992

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

Continuous Comprehensive Evaluation (CCE) : 30 marks University Exam (UE) 70 marks

Internal Assessment : Continuous Comprehensive Evaluation (CCE) : 30		
External Assessment : 70 University Exam Section: Time :		

Rg
(R.E.VISION)
SNONB

Syllabus of Practical Paper

Part A Introduction			
Program: /Diploma		Class: II Year Diploma Course	Session: 2022-23
Subject: NCC			
1	Course Code	02NCCA1R	
2	Course Title	NCC Training Part II	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Elective	
4	Pre-requisite (if any)	To study this course, a student must have passed Certificate course 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)	Students will understand that drill as the foundation for discipline and to command a group for common goal. Appreciate grace and dignity in the performance of foot drill. Aim of the course is to inculcate a sense of discipline, create self confidence and to create a human resource of organized, trained youth . Give awareness to the youth about environment and importance of tree plantation in developing a clean and pollution free environment.	
6	Credit Value	02	
7	Total Marks	Max. Marks: 30 + 70	Min. Passing Marks: 33
Part B- Content of the Course			
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 00-00-01			
S.No.	Topics	No. of Lectures	No of Tutorial
Unit-I	Drill : Foot Drill Dahine, Baen, Aage aur Piche Kadam Lena, Tej Chal se Murdna, Tej Chal se Salute Karna, Tej Kadam Taal aur Tham, Tej Kadam Taal se Kadam Badalna. Teeno Teen se Ek File aur ek file se Teeno Teen Banana	15	
Unit-II	Group Discussion on current topics and issues. (National & internationals)	15	
	Public Speaking/Extempore		
	Tree plantation by each student and its preserving throughout the year		
	TOTAL	30	
Keywords/Tags:			

R7

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

S.No	Writer	Name of Book	Name of Publication	Year of Publication
1	Chauhan , Lt.(Dr.) Rajeev Kumar	NCC National Cadet Corps	Aakriti Publication	2021
2	Gupta , R.K.	NCC National Cadet Corps (Hindi & English)	Ramesh publication	2021
3	NCC Directorate	Hand Book of NCC	Kanti Publication, Itawa	2017
4	NCC Directorate	Hand book of NCC an unique book for NCC Cadets	Naveen Publication	2019
5	Ranjan , Shashi and Kumar, Aashish	Handbook of NCC	Goodwin Publication	2021
6	NCC Directorate M.P. & C.G	Cadets Hand book	NCC Directorate M.P. & C.G.	

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

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	10	Practical Record File	15
Assignments	10	Drill, Group Discussion, Public Speaking	50
TOTAL	30	TOTAL	70

Any remarks/ suggestions:

R₁
(R.K. VERMA)
SNO, N58

Syllabus of Practical Paper			
भाग अ-परिचय			
डिप्लोमा पाठ्यक्रम	कक्षा- द्वितीय वर्ष		सत्र: 2022-2023
विषय: राष्ट्रीय कैडेट कौर (NCC)			
1.	विषय कोड	NCC	02NCCA1R
2.	विषय शीर्षक	एनसीसी प्रशिक्षण Part II	
3.	विषय का प्रकार	इलेक्टिव	
4.	पूर्व- अपेक्षा (यदि कोई)	इस पाठ्यक्रम के लिये विद्यार्थियों का सर्टिफिकेट कोर्स उत्तीर्ण होना एवं चिकित्सकीय रूप से योग्य होना चाहिये। इस पाठ्यक्रम को वैकल्पिक रूप से लिया जा सकता है और यह सभी के लिये खुला है।	
5.	एनसीसी प्रशिक्षण (सी.एल.ओ.)	विद्यार्थी यह समझ पायेंगे कि ड्रिल अनुशासन का आधार हैं जिससे एक (सामान्य) उद्देश्य के लिये समूह का नेतृत्व कर पायेंगे। फुट ड्रील के संचालन में सुंदरता एवं गौरव का समावेश कर पायेंगे। पाठ्यक्रम का उद्देश्य अनुशासन की समझ को मन में बैठाना, आत्मविश्वास उत्पन्न करना साथ ही संगठित एवं प्रशिक्षित युवाओं का मानव संसाधन बनाना है। पर्यावरण एवं वृक्षारोपण के महत्व को समझना जिससे कि स्वच्छ एवं प्रदूषण रहित वातावरण निर्मित हो सके।	
6.	क्रेडिटमूल्य	02 प्रेक्टिकल	
7.	कुल अंक	अधिकतम अंक 30+70	न्यूनतम अंक : 33

भाग-ब पाठ्यक्रम की विषयवस्तु		
व्याख्यानो की कुल संख्या व्यूटोरियल- प्रायोगिक(प्रति सप्ताह घंटो में) प्रति सप्ताह 2 घंटे		
L-T-P		
इकाई	विषय	व्याख्यानो की संख्या
इकाई-1	- फुट ड्रील दाहिने, बाये आगे और पीछे कदम लेना। तेज चाल में मुड़ना, तेज चाल में सैल्यूट करना, तेज कदम ताल और थमना, तेज कदम ताल का कदम बदलना, तीन और तीन से फाइल और फाइल से तीन और तीन बनाना।	15
इकाई-2	<ul style="list-style-type: none"> समसामयिक शीर्षको (बिन्दुओं) एवं मुद्दो पर समूह चर्चा (राष्ट्रीय एवं अंतराष्ट्रीय) सार्वजनिक भाषण / तात्कालिन भाषण प्रत्येक विद्यार्थी के द्वारा वृक्षारोपण एवं वर्ष भर उनका संरक्षण 	15
	कुल	30

87

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	Chauhan , Lt.(Dr.) Rajeev Kumar	NCC National Cadet Corps	Aakriti Publication	2021
2	Gupta , R.K.	NCC National Cadet Corps (Hindi & English)	Ramesh publication	2021
3	NCC Directorate	Hand Book of NCC	Kanti Publication, Itawa	2017
4	NCC Directorate	Hand book of NCC an unique book for NCC Cadets	Naveen Publication	2019
5	Ranjan , Shashi and Kumar, Aashish	Handbook of NCC	Goodwin Publication	2021
6	NCC Directorate M.P. & C.G	Cadets Hand book	NCC Directorate M.P. & C.G.	

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

Continuous Comprehensive Evaluation (CCE) : 30 marks University Exam (UE) 70 marks

Internal Assessment : Continuous Comprehensive Evaluation (CCE) : 30		
External Assessment : 70 University Exam Section: Time :		

R
(R.K. VIJAY)
SNO, N55

Part A Introduction

Program: Tour and Travels Management		Class: Bachelor of Tour and Travels Management	Year: II	Session: 2022-23
Subject: Tour and Travels Management				
1	Course Code	M2-TNTA1G		
2	Course Title	Communication Skill Development(Paper-I)		
3	Course Type (Core Course/ Elective/Generic Elective / Vocational/.....)	Skill Enhancement Course (Generic Elective)		
4	Pre-requisite (if any)	Applicant should have passed First Year in the same subject.		
5	Course Learning Outcome (CLO)	➤ Student will understand the formal communication procedures. ➤ Students will know how to make formal written and verbal communication.		
6	Credit Value	6		
7	Total Marks	Max Marks: 30+70	Min Passing Marks: 33	

Dr. S.K. Mishra

Part B – Content of the Course

Total No. of Lectures – Tutorials - Practical (in hours per week):

L-T-P:

Unit	Topics	No. of Lectures
I	Unit Name: Managerial communication Nature and scope of communication, functions of communication; roles of manager, communication process; communication network; Information Communication. Effective Listening, Poor listening habits, types of listening; barriers to effective listening, Persuasive communication and Role of Mentoring.	15
II	Unit Name: Oral & Written Communication Skill Practical business communication- business letters, meeting notices, agenda, report making and its structure, literature review, C V preparations& advertisements, presentations- seminars, electronic communication etiquettes - importance of public relations in tourism.	15
III	Unit Name: Business Communication Effective leadership- learning to lead, how to lead others, improve your excellence and inspiring excellence- Dealing with customers- types of customers, finding customers, researching customers customer service, satisfying customers- Business Etiquette- Team management –how does a team work, setting up a team, how to improve team efficiency, working for the future.	20
IV	Unit Name: Personality and communication Personality- general definitions- behaviour- character and personality- Barriers to goal achievement (four types)- Anxiety- anxiety management- personality disorders: a very general outline	22
V	Unit Name: Customer Care Handling Customer care and mannerism, handling complaints, handling queries, resolving conflict. Communication and customer revisit, legal aspects of business communication	18

S. K. Divyashree

Part C- Learning Resources

MOOC	Course Name: English for Developing a Business English for Developing a Business (Coursera) MOOC List (mooc-list.com)
Suggested Reading	
Reference Books	<ul style="list-style-type: none"> ➤ Kumar Raj (2010), basic business communication, Excel books ➤ Sinha K.K (2000), business communication ➤ P.D. Chaturvedi - Business Communication (Pearson Education, 3st Edition 2006). ➤ Rajendra Pal - Business Communication (Sultanchand& Sons Publication).
Online resources	<ul style="list-style-type: none"> ➤ Business Communication - Notes on Business Communication Simplynotes ➤ Goals Of Business Communication - eNotes.com ➤ Report Writing, Characteristics, Structure and Types Simplynotes

Part D-Assessment and Evaluation			
Suggested Continuous Evaluation Methods: Maximum Marks: 100 Continuous Comprehensive Evaluation (CCE): 30 marks University Exam (UE) 70 marks			
Internal Assessment: Continuous Comprehensive Evaluation (CCE):30	Class Test Assignment/Presentation	=30	
External Assessment: University Exam Section: 70 Time: 03.00 Hours	Section(A): Objective type Questions Section (B): Short Questions Section (C): Long Questions	Total 70	

S.K. Diviyah

भाग अ- परिचय				
क्र.सं.	कक्षा : बैचलर ऑफ टूर एंड ट्रेवल्स मैनेजमेंट (BTM)	वर्ष.: द्वितीय	सत्र: 2022-23	
विषय: पर्यटन एवं यात्रा प्रबंधन (Tour and Travels Management)				
1	पाठ्यक्रम का कोड	M2-TNTA1G		
2	पाठ्यक्रम का शीर्षक	संवाद कौशल विकास (प्रथम -I)		
3	पाठ्यक्रम का प्रकार : (कोर कोर्स/इलेक्टिव/वोकेशनल/.....)	कौशल संवर्धन पाठ्यक्रम (इलेक्टिव)		
4	पूर्वापेक्षा (Prerequisite)	आवेदक को किसी भी मान्यता प्राप्त विश्वविद्यालय से समान विषय में स्नातक प्रथमवर्ष/स्नातक सर्टिफिकेट उत्तीर्ण होना चाहिए।		
5	पाठ्यक्रम अध्येतन की परिलक्षितियां (कोर्स लर्निंग आउटकम) (CLO)	<ul style="list-style-type: none"> विद्यार्थी औपचारिक संचार प्रक्रियाओं को समझेगा। छात्र को जाने कि औपचारिक लिखित और मौखिक संचार कैसे किया जाता है। 		
6	क्रेडिट मान	6		
7	कुल अंक	अधिकतम अंक: 30+70	न्यूनतम उत्तीर्ण अंक: 33	

भाग व- पाठ्यक्रम की विषयवस्तु		आख्यान की कुल संख्या-ट्यूटोरियल-प्रायोगिक (प्रति सप्ताह घंटे में): L-T-P:	
इकाई	विषय	15	आख्यान की संख्या
I	इकाई का नाम: प्रबंधकीय संचार संचार की प्रकृति और क्षेत्र, संचार के कार्य, प्रबंधक की भूमिका, संचार प्रक्रिया, संचार तंत्र, सूचना संचार। प्रभावी श्रवण, खराब श्रवण आदयें, सुनने के प्रकार; प्रभावी श्रवणमें बाधाएं, प्रेरक संचार और सलाह की भूमिका।	15	
II	इकाई का नाम: मौखिक और लिखित संचार कौशल आवहारीक आवस्ययिक संचार - आवस्ययिक पत्र, बैठक नोटिस, एजेंडा, रिपोर्ट बनाना और इसकी संरचना, साहित्य समीक्षा, सीवी तैयारी और विज्ञापन, प्रस्तुतियाँ- सेमिनार, इलेक्ट्रॉनिक संचार शिष्टाचार - पर्यटन में जनसंपर्क का महत्व।	15	
III	इकाई का नाम: व्यापार संचार प्रभावी नेटवर्क- नेटवर्क करना सीखना, दूसरों का नेटवर्क कैसे करना, अपनी उत्कृष्टता और प्रेरक उत्कृष्टता में सुधार करना- गाइडों के प्रकार के साथ व्यवहार करना, गाइडों की खोजना, गाइडों की आहक सेवा पर शोध करना, गाइडों को संतुष्ट करना- व्यवसाय शिष्टाचार- टीम प्रबंधन- एक टीम कैसे काम करती है, एक टीम की स्थापना, टीम की दक्षता में सुधार कैसे करें, भविष्य के लिए काम करें।	20	
IV	इकाई का नाम: व्यक्तिव और संचार व्यक्तिव- सामान्य परिभाषाएँ- व्यवहार- चरित्र और व्यक्तिव- लक्ष्य प्राप्ति में बाधाएं (चार प्रकार)- चिंता- चिंता प्रबंधन-अपेक्षित विकार: एक बहुत ही सामान्य रूपरेखा	22	
V	इकाई का नाम: आहक सेवा व्यवहार आहक सेवा और व्यवहार, शिकायतों का संयोजन, प्रश्नों का	18	

संयोजन , विवाद निराकरण, संवाद और ग्राहक पुनरागमन , व्यावसायिक संचार के कार्मनी पदार्थ		
भाग स- अनुशासित अध्ययन संसाधन		
MOOC	Course Name: English for Developing a Business English for Developing a Business (Coursera) MOOC List (mooc-list.com)	
पाठ्य पुस्तकें, संदर्भ पुस्तकें, अन्य संसाधन		
<p>1। अनुशासित सहायक पुस्तकें / ग्रन्थ/अन्य पाठ्य संसाधन/पाठ्य सामग्री:</p> <p>1 संदर्भ पुस्तकें Reference Books</p> <ul style="list-style-type: none"> ➤ Kumar Raj (2010), basic business communication, Excel books ➤ Sinha K.K (2000), business communication ➤ P.D. Chaturvedi - Business Communication (Pearson Education, 3rd Edition 2006). ➤ Rajendra Pal - Business Communication (SultanChand & Sons Publication). <p>2. अनुशासित डिजिटल प्लेटफॉर्म वेब लिंक Online resources</p> <ul style="list-style-type: none"> ➤ Business Communication - Notes on Business Communication SimplyNotes ➤ Goals Of Business Communication - eNotes.com ➤ Report Writing, Characteristics, Structure and Types SimplyNotes 		
भाग द - अनुशासित मूल्यांकन विधियाँ:		
<p>अनुशासितसतत मूल्यांकन विधियाँ:</p> <p>अधिकतम अंक: 100</p> <p>सतत व्यापक मूल्यांकन (CCE) अंक : 30 विश्वविद्यालयपरीक्षा (UE) अंक: 70</p>		
आंतरिक मूल्यांकन:	सतत व्यापक मूल्यांकन (CCE):	कलास टेस्ट असाइनमेंट/ प्रत्युत्तीकरण (प्रोजेक्शन)
आकलन :	अनुभाग (अ): <u>बल्गारियन</u> अनुभाग (ब): <u>लघु प्रश्न</u> अनुभाग (स): <u>दीर्घ उत्तरीय प्रश्न</u>	कुल अंक : 70

समय- 03 घंटे

विश्वविद्यालयीन परीक्षा:

अनुभाग (अ): बल्गारियन

अनुभाग (ब): लघु प्रश्न

अनुभाग (स): दीर्घ उत्तरीय प्रश्न

कुल अंक : 30

कुल अंक 70

भाग द - अनुशासित मूल्यांकन विधियाँ:

अधिकतम अंक: 100

सतत व्यापक मूल्यांकन (CCE) अंक : 30 विश्वविद्यालयपरीक्षा (UE) अंक: 70

अनुशासितसतत मूल्यांकन विधियाँ:

समय- 03 घंटे

विश्वविद्यालयीन परीक्षा:

अनुभाग (अ): बल्गारियन

अनुभाग (ब): लघु प्रश्न

अनुभाग (स): दीर्घ उत्तरीय प्रश्न

कुल अंक : 30

कुल अंक 70

Part-A : Introduction

Program : Certificate		Class: B.A. II year	Year: 2022	Session: 2022-23
Subject: Business Economics				
1.	Course Code	A2-BECO2G		
2.	Course Title	Entrepreneurship & Family Business		
3.	Course Type (Core Course/Elective/ Generic Elective/Vocational)	Generic Elective-II		
4.	Pre-requisite (if any)	-----		
5.	Course Learning outcomes (CLO)	Provide understanding of entrepreneurship, i.e., initiating an innovative new business venture and developing it into a self-sustaining and profitable enterprise. Family businesses impact all our lives. The course shall explore the business, personal, and interpersonal issues associated with a family-owned and managed company. The objective of this stream is to provide comprehensive knowledge and develop competencies to start own independent business.		
6.	Credit Value	Theory-6		
7.	Total Marks	Max. Marks : 25+75=100	Min. Passing Marks : 33	

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Part-B

Content of the Course- GE Subject II (Entrepreneurship & Family Business)		
	Total No. of Lecture -Tutorials-Practical (if hours per week): L-T-P:	
Unit	Topics	No. of Lectures
Total No. of Lectures=90		
Unit	Topic	No. of Lectures
I	THE ENTREPRENEURIAL DEVELOPMENT PERSPECTIVE Concepts of Entrepreneurship Development, Evolution of the concept of Entrepreneur, Entrepreneur Vs. Entrepreneurship, Entrepreneur Vs. Manager, Attributes and Characteristics of a successful Entrepreneur.	20
	Key words/tags : Entrepreneurship Development; Entrepreneur Vs. Manager	
II	CREATIVITY ISSUES AND IDEA PROCESSING Managing Creativity Issues to be addressed in working the definition of creativity -Definition -Attributes of a creative person - Creative Thinking and Motivation –Managing Creativity - Organizational Actions that enhance and hinder Creativity –Organizational priorities and Creativity -Managerial responsibilities in a creative organization. Searchfor business idea, sources of ideas, idea processing , Input requirements: sources and criteria of financing, fixed and working capital assessment, technical and marketing assistance.	25
	Key words/Tags : Managing Creativity Issues; Creative Thinking and Motivation; Organizational Actions	
III	ENTREPRENEUR AND ECONOMIC DEVELOPMENT Role of Entrepreneur in Indian economy and developing economies with reference to Self-Employment Development. Entrepreneurial Culture. The Entrepreneurial mind-set in individuals, The Entrepreneurial mind-set in organizations and corporate entrepreneurship, Entrepreneurial Strategy: generating and exploiting new entries. Why do Entrepreneurs fail - The FOUR Entrepreneurial Pitfalls (Peter Drucker).	20
	Key words/Tags : Role of Entrepreneur in Indian economy; Entrepreneurial Strategy.	

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IV	MANAGEMENT OF FAMILY BUSINESS Overview of Family Business Domain, Family capital, Recognize conflict, Decision making and conflict management, Governance of the family enterprise, Enduring family enterprise.	15
	Key words/Tags : Family Business Domain; Recognize conflict.	
V	SUCCESSION PLANNING Innovation & Change , Nagging issues, Succession, Developing leadership abilities, Estate planning, Expectations of successors, Self-development and career plan, Preparing the next generation	10
	Key words/Tags : Innovation; Developing leadership abilities; Self-development.	

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Part-C Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings :

1. Vasanth Desai : Dynamics of Entrepreneurial Development & Management
2. Gupta & Srinivasan : Entrepreneurial Development
3. John Kao : Creativity & Entrepreneurship.
4. Carlock, R. S. & Ward, J. Strategic Planning for Family Business: Parallel Planning to Unite the Family and the Business.
5. Poza, E. J. Family Business. 2007.

Suggested Equivalent On line Courses :

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/macro economics](https://nptel.ac.in/courses/macro_economics)
6. <https://nptel.ac.in/courses/economics>
7. [https:// nptel.ac.in/courses/Managerial Economics](https://nptel.ac.in/courses/Managerial_Economics)

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Part-D : Assessment and Evaluation (Theory)		
Maximum Marks : 100 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)	$03 \times 03 = 09$
	Section (B) : Four Very Short Questions (200 Words Each)	$04 \times 09 = 36$
	Section (C) : Two Long Questions (500 Words Each)	$02 \times 15 = 30$
	Total	75

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भाग-‘अ’ : परिचय

प्रोग्राम/कार्यक्रम : प्रमाण पत्र		कक्षा : बी.ए. द्वितीय वर्ष	वर्ष : 2022	सत्र : 2022-23
विषय : व्यावसायिक अर्थशास्त्र				
1.	पाठ्यक्रम संकेतांक	A2-BECO2G		
2.	पाठ्यक्रम शीर्षक	उद्यमिता और पारिवारिक व्यवसाय		
3.	पाठ्यक्रम प्रकार (मूलभूत या केन्द्रीय पाठ्यक्रम/चयनकारी या ऐच्छिक/सामान्य चयनकारी या सामान्य ऐच्छिक/रोजगार मूलक/वृत्तिमूलक)	सामान्य ऐच्छिक-II		
4.	पूर्व आकांक्षित (यदि कोई हो)	-----		
5.	पाठ्यक्रम सीखने का परिणाम (सी.एल.ओ.)	उद्यमिता की समझ प्रदान करना अर्थात् एक नवीन व्यावसायिक उद्यम की शुरुआत करना और इसे एक आत्म निर्भर एवं लाभदायक उद्यम के रूप में विकसित करना। पारिवारिक व्यवसाय हम सभी के जीवन को प्रभावित करते हैं। पाठ्यक्रम एक परिवार के स्वामित्व वाली और प्रबंधित कंपनी से जुड़े व्यवसाय, व्यक्तिगत और पारिवारिक मुद्दों का पता लगाएगा। इस स्कीम का उद्देश्य व्यापक रुझान प्रदान करना और स्वयं का सतत व्यवसाय शुरू करने के लिए विशेषताओं का विकास करना है।		
6.	क्रेडिट मान	सिद्धान्त- 6		
7.	कुल प्राप्तांक	अधिकतम अंक : 25+75=100	न्यूनतम उत्तीर्णांक : 33	

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भाग-ब

पाठ्यक्रम की विषयानुक्रमिका - सामान्य ऐच्छिक विषय- II (उद्यमिता और पारिवारिक व्यवसाय)		
	व्याख्यान की कुल संख्या-ट्यूटोरियल्स-प्रायोगिक (साप्ताहिक घंटे) : एल.टी.पी. :	
इकाई	शीर्षक	व्याख्यानों की संख्या
व्याख्यान की कुल संख्या =90		
इकाई	शीर्षक	व्याख्यानों की संख्या
I	<p>उद्यमिता विकास का परिप्रेक्ष्य :</p> <p>उद्यमिता विकास की अवधारणाएं, उद्यमी की अवधारणा का उद्भव, उद्यमी बनाम उद्यमिता, उद्यमी बनाम प्रबंधक, एक सफल उद्यमी की विशेषताएँ एवं गुण।</p> <p>मुख्य शब्द/टैग : उद्यमिता विकास, उद्यमी बनाम प्रबंधक</p>	20
II	<p>सृजनात्मकता के मुद्दे और विचार प्रसंस्करण :</p> <p>सृजनात्मकता को परिभाषित करते समय उठने वाले सृजनात्मक मुद्दों का प्रबंधन करना-परिभाषा- एक सृजनात्मक व्यक्ति के गुण-सृजनात्मक सोच एवं अभिप्रेरणा-सृजनात्मकता का प्रबंधन करना, सृजनात्मकता को बढ़ाने तथा रोकने वाले संगठनात्मक कार्य-संगठनात्मक प्राथमिकताएँ एवं सृजनशीलता, एक सृजनात्मक संगठन में प्रबंधकीय उत्तरदायित्व, व्यावसायिक विचार के लिए खोज, विचारों के स्रोत, विचार प्रसंस्करण, आदा आवश्यकताएँ : वित्तीयन के स्रोत एवं मानदण्ड, स्थायी एवं कार्यशील पूँजी का निर्धारण, तकनीकी एवं विपणन सहायता।</p> <p>मुख्य शब्द/टैग : सृजनात्मक मुद्दों का प्रबंधन करना, सृजनात्मक सोच और अभिप्रेरणा, संगठनात्मक कार्य।</p>	25

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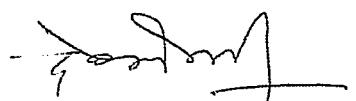
III	<p>उद्यमी और आर्थिक विकास :</p> <p>स्वरोजगार विकास के संदर्भ में भारतीय अर्थव्यवस्था एवं विकासशील अर्थव्यवस्थाओं के संदर्भ में उद्यमी की भूमिका, उद्यमिता संस्कृति। व्यक्तियों में उद्यमिता-मनःस्थिति, संगठन में उद्यमिता-मनःस्थिति और निगमीय उद्यमशीलता, उद्यमिता रणनीति : नवीन प्रविष्टियों का निर्माण एवं शोषण, उद्यमी क्यों विफल होते हैं-उद्यमिता के चार नुकसान (पीटर-ड्रकर)</p>	20
	मुख्य शब्द/टैग : भारतीय अर्थव्यवस्था में उद्यमी की भूमिका, उद्यमी रणनीति	
IV	<p>पारिवारिक व्यवसाय का प्रबंधन :</p> <p>पारिवारिक व्यवसाय डोमेन का सिंहावलोकन, पारिवारिक पूँजी, संघर्ष की पहचान, निर्णय निर्माण और संघर्ष प्रबंधन, पारिवारिक उद्यम का शासन, चिरकालीन पारिवारिक उद्यम</p>	15
	मुख्य शब्द/टैग : पारिवारिक व्यवसाय डोमेन, संघर्ष की पहचान	
V	<p>उत्तराधिकार नियोजन :</p> <p>नव प्रवर्तन और परिवर्तन, उलझे हुए मुद्दे, उत्तराधिकार, नेतृत्व क्षमता विकसित करना, संपदा नियोजन, उत्तराधिकारियों की अपेक्षाएं, आत्म विकास और कैरियर नियोजन, अगली पीढ़ी को तैयार करना</p>	10
	मुख्य शब्द/टैग : नवाचार, नेतृत्व क्षमता विकसित करना, सतत विकास करना	

Part-C Learning Resources
Text Books, Reference Books, Other Resources
Suggested Readings : 1. Vasanth Desai : Dynamics of Entrepreneurial Development & Management 2. Gupta & Srinivasan : Entrepreneurial Development 3. John Kao : Creativity & Entrepreneurship. 4. Carlock, R. S. & Ward, J. Strategic Planning for Family Business: Parallel Planning to Unite the Family and the Business. 5. Poza, E. J. Family Business. 2007.
Suggested Equivalent On line Courses : 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/macro economics 6. https://nptel.ac.in/courses/economics 7. https:// nptel.ac.in/courses/Managerial Economics

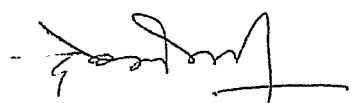
Part-D : Assessment and Evaluation (Theory)		
Maximum Marks : 100 Continuous Comprehensive Evaluation (CCE) : 25 University Exam (UE) : 75 Time : 02.00 Hours		
Internal Assessment : Continuous Comprehensive Evaluation (CCE)	Class Test	15
	Assignment/Presentation	10
	Total	25
External Assessment : University Exam	Section (A) : Three Very Short Questions (50 Words Each)	$03 \times 03 = 09$
	Section (B) : Four Very Short Questions (200 Words Each)	$04 \times 09 = 36$
	Section (C) : Two Long Questions (500 Words Each)	$02 \times 15 = 30$
	Total	75

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PART A: Introduction			
Program: Diploma	Class: BCA	Year: II Year	Session: 2022-23
Subject: Computer Application (BCA)			
1.	Course Code	S2-BCAC1G	
2.	Course Title	Internet of Things (IOTs)	
3.	Course Type (Core Course/ Elective/ Generic Elective/ Vocational)	Generic Elective	
4.	Pre-Requisite (if any)	Student must have basic Computer Knowledge	
5.	Course Learning Outcomes (CLO)	After completing this course student will be able to: 1.To understand the basics of Internet of Things 2. To get an idea of some of the application areas where Internet of Things can be applied 3. To understand the middleware for Internet of Things and the concepts of Web of Things 4. To understand the concepts of Cloud of Things with emphasis on Mobile cloud computing 5. To understand the IOT protocols	
6.	Credit Value	Theory – 4 Credits Practical – 2 Credits	
7.	Total Marks	Max. Marks: 30+70	Min. Passing Marks: 33


 Dr Goswami

PART B: Content of the Course		
No. of Lectures (in hours per week): 2 Hrs. per week		
Total No. of Lectures (in hours): 60 Hrs.		
Module	Topics	No. of Lectures
I	Introduction Introduction: Definition, Characteristics of IOT, IOT Conceptual framework, IOT Architectural view, Physical design of IOT, Logical design of IOT, Application of IOT.	8
II	Machine-to-machine (M2M), SDN (software defined networking) and NFV (network function virtualization) for IOT, data storage in IOT, IOT Cloud Based Services.	14
III	Design Principles for Web Connectivity: Web Communication Protocols for connected devices, Message Communication Protocols for connected devices, SOAP, REST, HTTP Restful and Web Sockets. Internet Connectivity Principles: Internet Connectivity, Internet based communication, IP addressing in IOT, Media Access control.	14
IV	Sensor Technology , Participatory Sensing, Industrial IOT and Automotive IOT , Actuator, Sensor data Communication Protocols ,Radio Frequency Identification Technology, Wireless Sensor Network Technology.	12
V	IOT Design methodology: Specification -Requirement, process, model, service, functional & operational view.IOT Privacy and security solutions, Raspberry Pi &arduino devices. IOT Case studies: smart city streetlights control & monitoring.	12


 Dr. Goswami

PART C: Learning Resources

Textbooks, Reference Books, Other Resources

Suggested Readings

Textbooks:

- Rajkamal, "Internet of Things", Tata McGraw Hill publication.
- HakimaChaouchi "The Internet of Things: Connecting Objects", Wiley publication.
- Francis dacosta "Rethinking the Internet of things: A scalable Approach to connecting everything", 1st edition, Apress publications2013.
- Donald Norris "The Internet of Things: Do-It-Yourself at Home Projects for Arduino, Raspberry Pi and BeagleBone Black", McGraw Hillpublication.

Reference books:

1. Philip Levis, "TinyOS Programming"
2. D. Norris, "The Internet of Things: Do-It-Yourself Projects with Arduino, Raspberry Pi, and Beagle Bone Black", McGraw-Hill Education, New Delhi.
3. Raj Kamal, "Internet of Things: Architecture and Design", Tata McGraw Hill publication.
4. A. Pajankar and A. Kakkar, "Raspberry Pi by Example", Packt Publishing Ltd, Birmingham,UK.
5. Books published by M.P. Hindi Granth Academy, Bhopal

Suggestive digital platform web links

- <https://www.iotforall.com/introduction-iot-applications-in-education>
- https://onlinecourses.swayam2.ac.in/arp19_ap52/preview
- <http://www.mphindigranthacademy.org/>

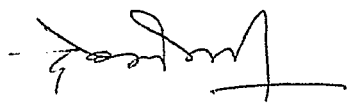
Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:

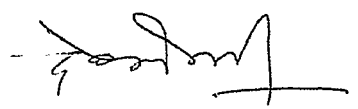
Maximum Marks : 100

Continuous Comprehensive Evaluation (CCE) : 30marks University Exam (UE) 70marks

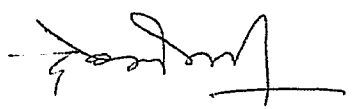
Internal Assessment : Continuous Comprehensive Evaluation (CCE):30	Class Test Assignment/Presentation	Total 30
External Assessment : University Exam Section: 70 Time : 03.00 Hours	Section(A) : Objective Questions Section (B) : Short Questions Section (C) : Long Questions	Total 70


Dr. G. S. Nair

PART A: Introduction			
Program: Diploma	Class: BCA	Year: II Year	Session: 2022-23
Subject: Internet of Things(IOTs)Practicals/Lab			
1.	Course Code	S2-BCAC1R	
2.	Course Title	Internet of Things (IOTs) Lab	
3.	Course Type (Core Course/ Elective/ Generic Elective/ Vocational)	Elective	
4.	Pre-Requisite (if any)	Open for all	
5.	Course Learning Outcomes (CLO)	After completing this lab course, students will be able to: <ol style="list-style-type: none"> 1. Arduino/Raspberry Concpet. 2. Knowledge of Digital Sensor. 3. Uses of DHT11 Sensors. 4. Knowledge of Bluetooth interface. 	
6.	Credit Value	Practical – 2 Credits	
7.	Total Marks	Max. Marks: 30+70	Min. Passing Marks: 33

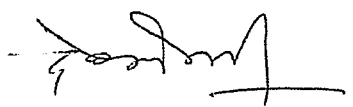

 Dr Goswami

PART B: Content of the Course		
No. of Lab. Practicals (in hours per week): 1 Hr. per week		
Total No. of Labs: 30 Hrs.		
	Suggestive List of Practicals	No. of Labs.
	<ol style="list-style-type: none"> 1. To interface LED/Buzzer with Arduino/Raspberry Pi and write a program to turn ON LED for 1 sec after every 2 seconds. 2. To interface Push button/Digital sensor (IR/LDR) with Arduino/Raspberry Pi and write a program to turn ON LED when push button is pressed or at sensor detection. 3. To interface DHT11 sensor with Arduino/Raspberry Pi and write a program to print temperature and humidity readings. 4. To interface motor using relay with Arduino/Raspberry Pi and write a program to turn ON motor when push button is pressed. 5. To interface OLED with Arduino/Raspberry Pi and write a program to print temperature and humidity readings on it. 6. To interface Bluetooth with Arduino/Raspberry Pi and write a program to send sensor data to smartphone using Bluetooth. 7. To interface Bluetooth with Arduino/Raspberry Pi and write a program to turn LED ON/OFF when '1'/'0' is received from smartphone using Bluetooth. 8. Write a program on Arduino/Raspberry Pi to upload temperature and humidity data to thingspeak cloud. 9. Write a program on Arduino/Raspberry Pi to retrieve temperature and humidity data from thingspeak cloud. 10. To install MySQL database on Raspberry Pi and perform basic SQL queries. 	30 Hrs.

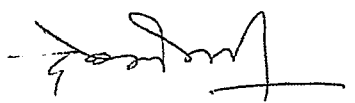

 Dr. G. S. Nani

PART C: Learning Resources	
Textbooks, Reference Books, Other Resources	
Suggested Readings	
<ul style="list-style-type: none"> Vijay Madisetti and ArshdeepBahga, "Internet of things(AHand-on-Approach)" 1st Edition ,UniversalPress . HakimaChaouchi "The Internet of Things: Connecting Objects", Wiley publication. Charless Bell "MySQL for the Internet of things", Apresspublications. Francis dacosta "Rethinking the Internet of things: A scalable Approach to connecting everything", 1st edition, Apress publications2013. Book published by M.P. Granth Academy , Bhopal 	
Reference books:	
<ul style="list-style-type: none"> https://www.lnmiit.ac.in/Department/ECE/uploaded_files/Internet of Things Lab manual.pdf 	
Suggestive digital platform web links	
https://www.corning.com/in-building-networks/worldwide/en/home/knowledge-center/practical-iot.html	
Suggested equivalent online courses	
https://onlinecourses.nptel.ac.in/noc21_cs17/preview	
http://www.mphindigranthacademy.org/	

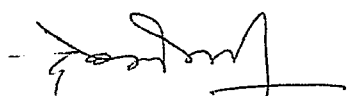
Part D-Assessment and Evaluation			
Suggested Continuous Evaluation Methods:			
Internal Assessment	Marks	External Assessment	Marks
Class Interaction /Quiz		Viva Voce on Practical	
Attendance		Practical Record File	
Assignments (Charts/ Model Seminar / Rural Service/ Technology Dissemination/ Report of Excursion/ Lab Visits/ Survey / Industrial visit)		Table work / Experiments	
TOTAL	30		70


 Dr. G. S. Gaur

Part A Introduction			
Program: Diploma		Class: BCA	Year: II Year
Session: 2022-2023			
Subject: Computer Applications			
1	Course Code	S2-BCAC2G	
2	Course Title	Optimization Techniques	
3	Course Type	Generic Elective	
4	Pre-requisite (if any)	To study this course, a student must have had Certificate Course.	
5	Course Learning Outcomes (CLO)	The course will enable the students to: <ol style="list-style-type: none"> 1. Formulate real life problems into linear programming problem. 2. Apply the simplex method to find an optimal vector for the standard linear programming problem and the corresponding dual problem. 3. Find optimal solution of transportation. 4. Formulate and solve linear programming model of two person zero sum game. 5. Solve nonlinear programming problems using Kuhn-Tucker conditions. 	
6	Credit Value	06Credits	
7	Total Marks	Max. Marks: 30 + 70 = 100	Min. Passing Marks: 33

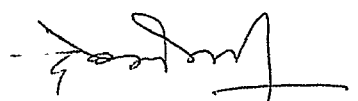

 Dr. Goswami

Part B - Content of the Course		
Total No. of Lectures (in hours per week):3 hours per week		
Total Lectures:90 hours		
Unit	Topics	No. of Lectures
I	Linear Programming Problem: 1.1 Basic concepts of linear programming problem 1.2 Simplex method and algorithm 1.3 Artificial variables technique 1.4 Two-phase method 1.5 Big-M method	15
II	Duality: 2.1 Definition and formulation of the dual problem 2.2 Primal-dual relationships 2.3 Economic interpretation of the dual 2.4 Dual simplex Method 2.5 Sensitivity analysis	15
III	Transportation Problems: 3.1 Mathematical model 3.2 Balanced and unbalanced problems 3.3 Degeneracy 3.4 Optimality conditions 3.5 Methods to find starting solution and optimal solution 3.6 Algorithm for solving transportation problem 3.7 Northwest-Corner method 3.8 Least cost method 3.9 Vogel approximation method for determination of starting basic solution	20
IV	Network Analysis: 4.1 Constraints in network 4.2 Construction of network 4.3 Critical Path Method (CPM) 4.4 PERT calculation 4.5 Resource leveling by network techniques 4.6 Advances of network (PERT/CPM)	20
V	Game Theory: 5.1 Formulation of two person zero sum games 5.2 Solving two person zero sum games 5.3 Games with mixed strategies 5.4 Graphical solution procedure 5.5 Linear programming solution of games 5.6 Non-Linear programming techniques 5.6.1 Kuhn-Tucker conditions 5.6.2 Non-negative constraints	20
Keywords/Tags: Linear Programming Problem, Duality, Transportation Problems, Network Analysis, Game Theory.		

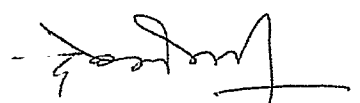

 Dr. G. S. Goswami

Part C - Learning Resources	
Text Books, Reference Books, Other Resources	
Suggested Readings:	
Text Books:	
1. KantiSwarup, P.K. Gupta and Manmohan: Opertions Research, Sultan Chand and Sons, New Delhi, 2014.	
2. Guillermo Owen: Game Theory, Emerald Publishing Limited, 4 th edition, 2013.	
3. S. D. Sharma: Operations Research, KedarNath Publication, 2012.	
4. Nita H. Shah, Ravi M. Gor and HardikSoni: Operations Research, PHI Learning Pvt. Ltd., 2007.	
5. Book published by M.P. Granth Academy , Bhopal	
Reference Books:	
1. Mokhtar S. Bazaraa, John J. Jarvis and Hanif D. Sherali:Linear Programming and Network Flows, 2 nd Ed., John Wiley and Sons, India, 2004.	
2. F.S. Hillier and G.J. Lieberman:Introduction to Operations Research, 9 th Ed., Tata McGraw Hill, Singapore, 2009.	
3. Hamdy A. Taha:Operations Research, An Introduction, 8 th Ed., Prentice-Hall India, 2006.	
4.Prem Kumar Gupta and D.S.Hira: Operations Research-An Introduction, S.Chand & SonsCompany Ltd.,New Delhi, 1995.	
Suggested Digital Platforms Web links:	
https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=25	
https://www.highereducation.mp.gov.in/?page=xhziQmpZwkylQo2b%2Fy5G7w%3D%3D	
Suggested Equivalent online courses:	
https://nptel.ac.in/courses/110106062/	
https://nptel.ac.in/courses/111107128/	
https://ugcmoocs.inflibnet.ac.in/index.php/courses/view_ug/275	
http://www.mphindigranthacademy.org/	

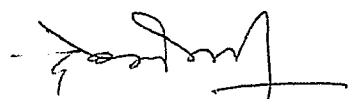
Part D-Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks : 100		
Continuous Comprehensive Evaluation (CCE) : 30marks University Exam (UE) 70marks		
Internal Assessment :	Class Test	Total 30
Continuous Comprehensive Evaluation (CCE):30	Assignment/Presentation	
External Assessment :	Section(A) : Objective Questions	Total 70
University Exam Section: 70	Section (B) : Short Questions	
Time : 03.00 Hours	Section (C) : Long Questions	


Dr. G. S. Gaur

Part-A :Introduction			
Program: Diploma		Class: BCA	Year:II Year
session: 2022-2023			
Subject : Computer Applications			
1.	Course Code	S2-BCAD1G	
2.	Course Title	E-Commerce	
3.	Course Type(Core Course/Elective/Generi c Elective/Vocational/...)	Generic Elective	
4.	Pre-requisite(If any)		
5.	Course Learning Outcomes (CLO)	<p>On the completion of this course student will be able -</p> <ul style="list-style-type: none"> • To learn the fundamentals of E – Commerce and its process. • To understand the role of E- commerce in the present scenario along with the concepts of security and its applications. • To gain knowledge of e-commerce business needs and resources and match to technology considering human factors and budget constraints. • To apply knowledge of changing technology on traditional business models and strategy. • To have skills to Communicate effectively and ethically using electronic communication. 	
6.	Credit Value	Theory : 6 Credits	
7.	Total Marks	Max.Marks: 30 + 70	Min. Passing Marks: 33

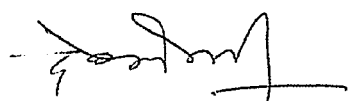

 Dor Goswami

Part-B :Contents		
No. Of Lectures (in hours per week) : 2 Lectures per week Total No. of Lectures = 90 Hrs.		
Module	Topics	No. of Lectures
I	<u>Introduction</u> Brief history of e-commerce ,Types , Advantages & Disadvantages of e-commerce , Elements of e-commerce , Principles of e-commerce , Messaging and Information distribution , Messaging and information distribution , Common service infrastructure , other key support layers	10
II	<u>EDI to e-commerce:</u> EDI - Origin , System approach and communication approach , Migration to open EDI-Approach , Benefits , Mechanics , E-com with WWW/Internet. E-Government-Concepts, Applications of G2C, G2B, G2G	10
III	<u>Electronic communication</u> PC and networking , Network topologies and communication media , E-mail , OSI and TCP/IP Models , LAN, WAN, MAN Internetworking – Bridges and gateways , Internet Vs Online services, Open vs. Closed Architecture , Controlled contained Vs Uncontrolled contained , Metered Pricing Vs Flat pricing , Innovation Vs Control.	25
IV	<u>WWW & Electronic Payment System:</u> Applications – what is web , Why is the Web such a hit , The Web and E-Com ,Concepts & Technology –Key concepts , Web Software development Tools. Electronic payment system – Overview , Electronic or digital cash , Electronic Checks , Online credit card based system , other Engineering financial instruments ,Consumer legal and Business issues	20
V	<u>Security and Application</u> Need of computer security, Specific intruder approaches, Security strategies, Cryptography, Public key encryption, Private key encryption, Digital signatures <u>Advertising on the internet:</u> Marketing, Creating a website. Electronic publishing issues, EP architecture, EP tools, Web page EP-Baseline issues, Application tools and publishing on the internet.	25



 Dr Goswami

	Part -C Learning Resources	
	<p>Suggested Digital Platforms, Web links</p> <ol style="list-style-type: none"> 1. https://onlinecourses.nptel.ac.in/noc19_mg54/preview 2. https://onlinecourses.swayam2.ac.in/cec19_cm01/preview 3. https://www.coursera.org/lecture/innovative-entrepreneur/e-commerce-the-internet-as-a-selling-platform-DYSNa 4. https://www.mooc-list.com/tags/e-commerce-market 5. https://onlinecourses.swayam2.ac.in/nou21_cm14/preview 6. http://www.mphindigranthacademy.org/ <p>Suggested Readings:</p> <ol style="list-style-type: none"> 1. <i>"Electronic Commerce"</i> By Ravi Kalakota and Andrew B. Whinston. 2. <i>"Web Commerce Technologies Handbok"</i> By Daniel Minoli & Emma Minoli 3. <i>"E-Commerce"</i> By Dr. Varinder Bhatia 4. <i>"Promise Of E-Governance"</i> By M P Gupta 5. Book published by M.P. Granth Academy , Bhopal 	

Part D-Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks : 100		
Continuous Comprehensive Evaluation (CCE) : 30marks University Exam (UE) 70marks		
Internal Assessment :	Class Test	Total 30
Continuous Comprehensive Evaluation (CCE):30	Assignment/Presentation	
External Assessment :	Section(A) : Objective Questions	Total 70
University Exam Section: 70	Section (B) : Short Questions	
Time : 03.00 Hours	Section (C) : Long Questions	


Dr. G. S. Goswami

PART A: Introduction			
Program: Diploma		Class: B.C.A.	Year: II Year
		Session: 2022-23	
Subject: Computer Application			
1.	Course Code	S2-BCAD2G	
2.	Course Title	Organization Behaviour	
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational	Generic Elective	
4.	Pre-Requisite (if any)	Not required	
5.	Course Learning Outcomes (CLO)	After the completion of this course, a student shall be able to do the following: 1. Understand the effect of interpersonal behavior in an organizational work-life 2. Understand perspective in diverse cultural environment. 3. Understand the principles of organizational human behavior with relevance to the Indian business context.	
6.	Credit Value	Theory - 6 Credits	
7.	Total Marks	Max. Marks: 30+70	Min. Passing Marks: 33
PART B: Content of the Course			
No. of Lectures (in hours per week): 3 Lectures per week			
Total No. of Lectures: 90 Hrs.			
Module	Topics		No. of Lectures
I	Concept of Organizational Behavior, Evolution of OB, Contributing Disciplines to Organizational Behavior; Framework of OB, Challenges and opportunities in the field of OB.		10
II	Individual Behavior, Personality, Perception, Social Perception and Impression Management, Attitude-characteristics, components, formation and measurement, Values, Learning and Re-enforcement.		15
III	Leadership- Concepts and Theories of Leadership, Qualities of a good Leader. Group Dynamics- group formation, Nature of groups, Types of Group, Group Member Resources, Reasons of joining groups, Functions of group within organization.		20
IV	Stress Management- Meaning, Causes, Effects and coping strategies for stress. Work Stress, Concepts and theories of motivation.		10
V	Organizational change, conflict and peer: Forces of change, planned change, resistance, approaches. Conflict management and negotiation techniques. Organization structure and personnel management.		25
VI	International Dimensions of Organizational Behavior, Equal Employment Opportunities, Organizational Culture, Managing Cultural Diversity, Learning Organization. Case Studies.		10
PART C: Learning Resources			
Textbooks, Reference Books, Other Resources			
Suggested Readings			
Textbooks:			
• Uday Pareek, Understanding Organization Behaviour, 3 rd Ed., Oxford University Press, 2011			


 (C. N. S. Swami)

- ### Reference Books:

- Luthans Fred., “Organizational Behaviour”, McGraw Hill.
- Hellriegel, Slocum and Woodman, Organizational Behavior, South-Western, Thomson Learning, 9th edition, 200 I.
- Behavior in Organizations, Jerald Greenberg, 8ih ed, Pearson Education.
- Arnold, John, Robertson, Ivan t. and Cooper, Cary, I., “Work psychology: understanding human behavior in the workplace”, Macmillan India Ltd., Delhi.
- Dwivedi, R. S., "Human relations and Organizational Behaviour: a global perspective”, Macmillan India Ltd., Delhi.

Suggestive digital platform web links

- <https://www.coursera.org/courses?query=economics>
- <https://www.mooc-list.com/tags/economics>
- <https://www.coursera.org/learn>
- <https://ocw.mit.edu/courses>
- <https://nptel.ac.in/courses/macroeconomics>
- <https://nptel.ac.in/courses/economics>
- [https://nptel.ac.in/courses/Managerial Economics](https://nptel.ac.in/courses/Managerial_Economics)
- <http://www.mphindigranthacademy.org/>

Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks : 100

Continuous Comprehensive Evaluation (CCE) : 30marks University Exam (UE) 70marks

Internal Assessment : Continuous Comprehensive Evaluation (CCE):30	Class Test Assignment/Presentation	Total 30
External Assessment : University Exam Section: 70 Time : 03.00 Hours	Section(A) : Objective Questions Section (B) : Short Questions Section (C) : Long Questions	Total 70

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