Detailed Course Scheme

Bachelor of Commerce
B.Com/B.Com (Hons) with Research

Semester-I
(2026-2030)

DOC202606030006

RNB GLOBAL UNIVERSITY
RNB Global City, Ganganagar Road,
Bikaner, Rajasthan 334601

OVERVIEW

RNB Global University follows Semester System along with Choice Based Credit System as per latest guidelines of University Grants Commission (UGC). Accordingly, each academic year is divided into two semesters, **Odd (July-December) and Even (January-June).** Also, the university follows a system of continuous evaluation along with regular updating in course curricula and teaching pedagogy.

The curriculum for B. Com (Hons)/B. Com (Hons) with research Program for (July-December 2026) Odd Semester 2026, along with Examination pattern is as follows:

Semester-I

S No.	Course Code	Category	Course Name	L	T	P	Credits
1.	BCHC21100	DSC-1	Micro Economics	3	1	0	4
2.	BCHC21101	DSC-2	Principles of Financial Accounting	3	1	0	4
3.	BCHC22102	DSC-3	Management Principles and Applications	3	1	0	4
4.		GE-1	One from the pool of GE- Group A	3	1	0	4
5.	AECH55002	AEC-1	Hindi –I	2	0	0	2
6.	SEC077001	SEC-1	Ability & Skill Enhancement –I	2	0	0	2
7.		VAC-1	One from the pool of VAC- Group A	2	0	0	2
8.	WHNN99000		Workshops/Seminars/Human Values/Social Service/ NCC/NSS	-	-	-	1
				18	**4**	**0**	**23**

EVALUATION SCHEME

The evaluation of the B. Com/B. Com (Hons.) with research Program would be based on Internal and External Assessments. Internal Assessment would consist of 50% of the marks (50 marks) and external assessment (in form of End Term Exam) would consist of remaining 50% marks (50 marks). Detailed scheme of Internal and External Assessments as follows:

Internal Assessment

The distribution of Internal Assessment Marks is as follows:

Type	Details	Marks
Mid Term	One Mid-term Sessional	25
Quiz	Quiz based on MCQs	5
Marks obtained in various Tests, Assignments, Presentations, Quiz, Tutorials, etc.	Average of marks obtained	15
Academic Performance including Attendance	Eligibility >75% Attendance	5
TOTAL		**50**

External Assessment

Type	Marks
Theory	50

For subjects having practical components:

Type	Marks
Theory	40
Practical	10

EVALUATION SCHEME- WORKSHOPS & SEMINARS AND HUMAN VALUES & SOCIAL SERVICE/NCC/NSS

1. The evaluation of Workshops & Seminar and Human Values & Social Service/NCC/NSS will be completed from Semester I – Semester VI. It will be evaluated internally by the various Forums & Schools Concerned. The credit for this will be given at the end of each Semester.

2. The students must join club/clubs/Forums with the active participation in different activities of club. The students would be continuously assessed from Semester-I to Semester-IV and credits and marks would be given after the end of each Semester.

1. Vision

To create a transformative learning environment that develops ethical global leaders, entrepreneurial thinkers, and strategic decision-makers, empowering students to excel in diverse and dynamic business landscapes.

2. Mission

Ethical Leadership and Integrity- Nurture ethically responsible leaders with integrity and accountability, equipping them with the skills to excel in global business environments.

Innovation and Entrepreneurship- Inculcate creativity, innovation, and entrepreneurial thinking, enabling students to identify opportunities, develop sustainable solutions, and drive positive societal impact.

Transformative Learning Experience- Provide a transformative learning experience by integrating academic excellence, industry exposure, and technological proficiency, ensuring students are prepared for the digital and global economy.

Adaptability and Continuous Learning- Cultivate adaptability, resilience, and lifelong learning, empowering students to navigate dynamic business landscapes and contribute meaningfully to society.

Strategic Thinking and Growth- Equip students with analytical, problem-solving, and strategic decision-making skills, enabling them to drive sustainable business growth and innovation in a competitive global market place.

3. Program Educational Objectives (PEO's)

PEO1: To develop students to handle issues related to business and solve problems.

PEO2: To develop leadership qualities in students to lead a team as well as work as member of team.

PEO3: To bridge the gap between theoretical and practical knowledge of the students by adopting innovative teaching pedagogy.

4. Programme Outcomes (PO's):

After the completion of this program students will be able to:

PO1: Exhibit memory of previously learned financial accounting knowledge by correlating facts and terminologies.

PO2: Conceptualize and solve Business problems, evaluate a wide range of potential solutions for those problems and arrive at feasible, optimal solutions after considering public health and safety, cultural, societal, and environmental factors in the core areas of expertise at the national and international levels.

PO3: Understand the concepts of commerce and computer application operations

PO4: Demonstrate ability to understand commerce in multifunctional areas like Banking and Finance, Auditing and taxation, Marketing & Entrepreneurship.

PO5: Develop knowledge of the business policies, auditing, finance, and other related areas both at the macro and micro level.

PO6: **Apply** relevant managerial accounting skills with emphasis on application of both quantitative and qualitative knowledge to their future careers.

PO7: Utilize domain knowledge of computer programming and implementing the same in E-Commerce sector.

PO8: **Display knowledge and understanding** of group dynamics, recognize opportunities and contribute positively to collaborative-multidisciplinary management research.

PO9: Communicate with society at large, regarding complex managerial activities confidently and effectively, such as, environment and sustainability, ethics, and governance.

PO10: Build wider societal concerns through extension of professional knowledge to community service and engagement in life-long learning process.

5. Program Specific Outcomes (PSO's):

PSO1: Understand the concept of financial markets and its different products

PSO2: Appraise the manpower needs of companies in Accounting, Financial analysis, and Management.

PSO3: Design the accounting system and processes for e-commerce and e-business.

6. COURSE OUTCOMES (CO's) Semester – I	
Course	**Course outcomes: - After completion of these courses' students should be able to**
BCHC21100-Micro Economics	**CO1:** Remember the concepts of microeconomics dealing with consumer behaviour and market. **CO2:** Understand the importance of Microeconomics in economic analysis. **CO3:** Apply the concepts of consumer behaviour and producer behaviour and determine the market equilibrium. **CO4:** Analyze how does a free market economy with its millions of consumers and producers work to decide about the allocation of productive resources among the thousands of goods and services & understand the analytics of supply and demand and its various uses. **CO5:** Interpret the effects of theories and tenets of microeconomics on business concern.
BCHC21101-Principles of Financial Accounting	**CO1:** Define the concepts of various business cycle and process, operations, Profit planning. **CO2:** Demonstrate the conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions. **CO3:** Apply the principles and concepts of accounting in preparing the financial statements. **CO4:** Analyse the execution of accounting process-Recording-Classifying and Summarizing. **CO5:** Interpret financial results and use in decision making.
BCHC22102-Management Principles and Applications	**CO1:** Define about basic management concepts, principles and practices understand Nature of Management. **CO2:** Understand "planning, organizing, coordinating, staffing, directing, budgeting, controlling, and evaluating functions of management; leadership roles and styles, and the human aspects of management" **CO3:** Apply the Planning and Decision Making & Organizing. **CO4:** Analyze the need of effective Directing, Leadership, Co-ordination and Controlling **CO5:** Analyze the concept of controlling with examples & implement.
GEC066001-Business Communication (From the Pool of GE- Group A)	**CO1:** Explain historical background and the development of communication; Importance and role of communication in everyday life. **CO2:** Understand Mechanics behind the communication process, difficulties experienced in communication. Different types of communication, impedance due to extraneous factors called "barriers" **CO3:** Apply different types of communication, impedance due to extraneous factors called "barriers."

	CO4: Analyse the Important non-verbal parameters in communication. So, to make communication effective and attractive. **CO5:** Apply the appropriate body language for making presentation more effective
AECH55002-Hindi- 1	**CO1:** हिंदी भाषा के मूल इतिहास और उसकी लिपि देवनागरी को समझाने में **CO2:** हिंदी शब्द की उत्पत्ति, अर्थ और प्रयोग समझाने में **CO3:** हिंदी लिपि के विकास को समझाने में सक्षम **CO4:** हिंदी भाषा की सभी प्रकार की बोलियों को सूची बद्ध करने में **CO5:** देवनागरी की विशेषताएँ एवं विशिष्टता समझाने में
SEC077001-Ability & Skill Enhancement –I (SEC-1)	**CO1:** Understand the relevance and method of writing impactful and structured resume. **CO2:** Explain the need for right etiquettes to be followed in the professional world. **CO3:** Develop confidence in public speaking and expressing their opinions and ideas clearly and effectively. **CO4:** Build employability skills like critical thinking, team work, conflict management and leadership skills. **CO5:** Communicate effectively in English
VAC088001**-** Electoral Literacy (From the pool of VAC-Group A)	**CO1:** Understand the process involves in delimitation of constituencies, preparation of electoral rolls recognition of political parties and allotment of symbols **CO2:** Identity the shortcomings of Indian electoral system and analyze the need for electoral reforms. **CO3:** Identify the roles and responsibilities of officers on election duty, such as returning officers, presiding officers and polling officers. **CO4:** Analyze the process of polling, counting and declaration of results including re-poll and countermanding of elections. **CO5:** Evaluate the advantages and disadvantages of EVMs and VVPATs compared to traditional voting methods.
WHNN99000-Workshops/ Seminars/ Human Values/ Social Service/ NCC/ NSS	**CO1:** Relate to the concept of cognitive development. **CO2:** Develop ability to practice new problem-solving skills in a group. **CO3:** Find about the working and mechanism of human nature. **CO4:** Organize & plan organizational change, stress management practices. **CO5:** Create leadership skills to be effective leader.

7.CO PO Mapping: Semester – I

BCHC21100	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	3	3	3	2	3	2	2	3	2	3
CO2	-	-	-	3	2	1	-	2	2	-
CO3	-	2	2	1	-	-	2	2	-	-
CO4	2	1	1	2	2	3	-	-	3	3
CO5	3	3	-	3	-	3	3	-	-	3

BCHC21101	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	-	2	2	2	2	3	2	2	2	3
CO2	2	1	2	-	-	-	-	2	2	3
CO3	2	-	1	2	2	-	2	-	2	3
CO4	1	2	2	-	-	3	-	-	2	-
CO5	3	-	-	2	2	3	2	2	3	3

BCHC22102	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	3	3	2	1	-	2	2	2	2	2
CO2	-	3	-	2	2	3	2	-	2	3
CO3	1	2	-	2	3	-	-	2	1	2
CO4	1	2	2	1	-	-	3	-	3	-
CO5	3	-	1	2	-	2	2	2	-	3

GEC066001	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	-	2	3	2	-	1	2	2	1	2
CO2	1	3	2	2	2	2	-	2	2	3
CO3	1	-	-	-	-	2	2	3	-	3
CO4	1	-	2	3	-	2	-	3	2	2
CO5	3	2	3	2	3	1	-	2	2	2

AECH55002	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	-	2	3	-	-	2	3	-	3	2
CO2	2	2	2	2	2	-	-	3	2	3
CO3	-	-	3	-	-	3	3	-	3	2
CO4	3	2		2	2	-	3	-	2	-
CO5	2	3	2	3	2	3	2	3	2	-

SEC077001	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	-	-	3	3	3	2	2	-	-	3
CO2	-	2	3	3	3	-	-	3	3	3
CO3	1	1	1	-	2	3	3	-	-	-
CO4	2	2	-	-	3	-	-	3	2	3
CO5	3	3	2	2		2	3	-	-	2

VAC088001	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	-	2	3	-	2	3	3	3	3	2
CO2	2	2	2	2	2	2	-	3	2	-
CO3	-	-	-	-		3	3	-	3	2
CO4	3	2	2	2	2	-	3	-	2	2
CO5	2	-	2	3	-	3	2	3	2	-

WHNN99000	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	-	3	2	-	2	-	2	3	2	-
CO2	2	3	3	2	-	3	2	3	3	2
CO3	2	3	2	3	2	-	-	-	2	3
CO4	2	-	3	2	2	-	-	2	3	-
CO5	3	3	3	-	3	-	3	3	-	3

8.Curriculum

Course Name: Micro Economics
Course Code: BCHC21100

Objectives

- The objective of the course is to acquaint the students with the concepts of microeconomics dealing with consumer behaviour. The course also makes the student understand the supply side of the market through the production and cost behaviour of firms.

- Microeconomics helps in macro analysis. It is an important method of economic analysis, It is microeconomics that tells us how a free market economy with its millions of consumers and producers work to decide about the allocation of productive resources among the thousands of goods and services.

Course Outline

Unit I: Demand and Consumer Behaviour

Concepts of revenue: marginal and Average: Revenue under conditions of Perfect and imperfect competition Elasticity of demand: price, income and cross.
Consumer Behaviour: Indifference curve analysis of consumer behavior; Consumer's equilibrium (necessary and sufficient conditions). Price elasticity and price consumption curve, income consumption curve and Engel curve, price change and income and substitution effects. Indifference curves as an analytical tool (cash subsidy v/s. kind subsidy). Revealed Preference Theory.

Unit II: Production and Cost

Production isoquants, marginal rate of technical substitution, economic region of production, optimal combination of resources, the expansion path, isoclines, returns to scale using isoquants. Cost of Production: Social and private costs of production, long run, and short run costs of production. Economies and diseconomies of scale and the shape to the long run average cost. Learning curve and economies of scope.

Unit III: Perfect Competition

Perfect competition: Assumptions. Equilibrium of the firm and the industry in the short and the long runs, including industry's long run supply curve. Measuring producer surplus under perfect competition. Stability Analysis – Walrasian and Marshallian. Demand - supply analysis including impact of taxes and subsidy.

Unit IV: Monopoly

Monopoly: Monopoly short run and long run equilibrium. Shifts is demand curve and the absence of the supply curve. Measurement of monopoly power and the rule of thumb for pricing. Horizontal

and vertical integration of firms. The social costs of monopoly power including deadweight loss. Degrees of price discrimination.

Unit V: Imperfect Competition

Monopolistic Competition and Oligopoly: Monopolistic competition price and output decision-equilibrium. Monopolistic Competition and economic efficiency Oligopoly and Interdependence – Cournot's duopoly model, Stackelberg model, Kinked demand model. Prisoner's dilemma, collusive oligopoly – price-leadership model – dominant firm, cartels, sales maximization, Contestable markets theory. Pricing Public Utilities.

Suggested Readings:

1. Pindyck, R.S., D. L. Rubinfeld and P. L. Mehta; *Microeconomics*, Pearson Education.
2. N. Gregory Mankiw, *Principles of Micro Economics*, Cengage Learning
3. Maddala G.S. and E. Miller; *Microeconomics: Theory and Applications,* McGraw-Hill Education.
4. Salvatore, D. *Schaum's Outline: Microeconomic Theory,* McGraw-Hill, Education.
5. Case and Fair, *Principles of Micro Economics,* Pearson Education
6. Koutsiyannis, *Modern Micro Economic Theory.*
7. C Snyder*, Microeconomic Theory: Basic Principles and Extensions,* Cengage Learning
8. Bilas, Richard A., *Micro economics Theory: A Graphical Analysis,* McGraw-Hill Education.
9. Paul A Samuelson, William D Nordhaus, *Microeconomics*, McGraw-Hill Education.
10. Amit Sachdeva, *Micro Economics*, Kusum Lata Publishers.

Course Name: Principles of Financial Accounting
Course Code: BCHC21101

Objectives

- To provide an in-depth study of the various business cycle and process, analyse operations, Profit planning.
- The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.

Course Outline

Unit I:(a) Theoretical Framework

i) Accounting as an information system, the users of financial accounting information and their needs. Qualitative characteristics of accounting and information. Functions, advantages, and limitations of accounting. Branches of accounting. Bases of accounting: cash basis and accrual basis.
ii) The nature of financial accounting principles – Basic concepts and conventions: entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosures.

iii) Financial accounting standards: Concept, benefits, procedure for issuing accounting standards in India. Salient features of First-Time Adoption of Indian Accounting Standard (Ind-AS) 101. International Financial Reporting Standards (IFRS): - Need and procedures.

Unit II: Accounting Process

From recording of a business transaction to preparation of trial balance including adjustments, software: Creating a Company; Configuring and Features settings; Creating Accounting Ledgers and Groups; Creating Stock Items and Groups; Vouchers Entry; Generating Reports - Cash Book, Ledger Accounts, Trial Balance, Profit and Loss Account, Balance Sheet,

Unit III: Business Income

i) Measurement of business income-Net income: the accounting period, the continuity doctrine and the matching concept. Objectives of measurement.
ii) The nature of depreciation. The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method; Disposal of depreciable assets-change of method.
iii) Inventories: Meaning. Significance of inventory valuation. Inventory Record Systems: periodic and perpetual. Methods: FIFO, LIFO, and Weighted Average. Salient features of Indian Accounting Standard (Ind-AS): 2.

Unit IV: Final Accounts and Accounting for Inland Branches

Concept of dependent branches; accounting aspects; debtors' system, stock and debtors' system, branch final accounts system.
Capital and Revenue Expenditures and Receipts: General Introduction Only. Preparation of financial statements of non-corporate business entities.

Suggested Readings:

1. Robert N Anthony, David Hawkins, Kenneth A. Merchant, *Accounting: Text and Cases*. McGraw-Hill Education, 13th Ed. 2013.
2. Charles T. Horngren and Donna Philbrick, *Introduction to Financial Accounting,* Pearson Education.
3. J.R. Monga, *Financial Accounting: Concepts and Applications*. Mayur Paper Backs, New Delhi.
4. M.C. Shukla, T.S. Grewal, and S.C. Gupta*. Advanced Accounts. Vol.-I. S.* Chand & Co., New Delhi.
5. S.N. Maheshwari, and. S. K. Maheshwari. *Financial Accounting*. Vikas Publishing House, New Delhi.
6. Deepak Sehgal. *Financial Accounting.* Vikas Publishing H House, New Delhi.
7. Bhushan Kumar Goyal and HN Tiwari, *Financial Accounting,* International Book House
8. Goldwin, Alderman and Sanyal, *Financial Accounting,* Cengage Learning.
9. Tulsian, P.C. *Financial Accounting,* Pearson Education.
10. *Compendium of Statements and Standards of Accounting*. The Institute of Chartered Accountants of India, New Delhi.

Course Name: Management Principles and Applications
Course Code: BCHC22102

Objectives

- Management faculties often use cases, simulations, and research projects to achieve learning objectives in the Principles of Management class. This course typically aims to introduce students to the topics of "planning, organizing, coordinating, staffing, directing, budgeting, controlling, and evaluating functions of management; leadership roles and styles, and the human aspects of management." This paper describes a unique approach to teaching the above topics through an experiential and service-learning project. Student teams select small local businesses with which to work during the semester and learn their weekly topics through case let and guest lecturers of their selected businesses. This paper describes the class in detail and discusses some of the important concepts into practice.
- The objective of the course is to provide the student with an understanding of basic management concepts, principles, and practices.

Course Outline

Unit I: Introduction

a. Concept: Need for Study, Managerial Functions – An overview; Co-ordination: Essence of Managership
b. Evolution of the Management Thought, Classical Approach – Taylor, Fayol, Neo-Classical and Human Relations Approaches – Mayo, Hawthorne Experiments, Behavioural Approach, Systems Approach, Contingency Approach – Lawrence &Lorsch, MBO - Peter F. Drucker, Re-engineering - Hammer and Champy, Michael Porter – Five-force analysis, three generic strategies and value-chain, analysis, Senge's Learning Organization, 'Fortune at the Bottom of the Pyramid' – C.K. Prahalad.

Unit II: Planning

a. Types of Plans – An overview to highlight the differences
b. Strategic planning – Concept, process, Importance, and limitations
c. Environmental Analysis and diagnosis (Internal and external environment) – Definition, Importance and Techniques (SWOT/TOWS/WOTS-UP, BCG Matrix, Competitor Analysis), Business environment; Concept and Components.
d. Decision-making – concept, importance; Committee and Group Decision-making, Process, Perfect rationality and bounded rationality, Techniques (qualitative and quantitative, MIS, DSS)

Unit III: Organizing

Concept and process of organizing – An overview, Span of management, Different types of authority (line, staff and functional), Decentralization, Delegation of authority.
Formal and Informal Structure; Principles of Organizing; Network Organization Structure.

Unit IV: Staffing and Leading

a. Staffing: Concept of staffing, staffing process
b. *Motivation:* Concept, Importance, extrinsic and intrinsic motivation; Major Motivation theories - Maslow's Need-Hierarchy Theory; Hertzberg's Two-factor Theory, Vroom's Expectation Theory.

c. *Leadership:* Concept, Importance, Major theories of Leadership (Likert's scale theory, Blake and Mouten's Managerial Grid theory, House's Path Goal theory, Fred Fielder's situational Leadership), Transactional leadership, Transformational Leadership, Transforming Leadership. **Leadership Styles from Indian Tradition**: Leadership examples from Indian epics (e.g., Rama as the ideal leader, Krishna as transformational leader).
d. *Communication:* Concept, purpose, process; Oral and written communication; Formal and informal communication networks, Barriers to communication, Overcoming barriers to communication.

Unit V: Control

a. *Control*: Concept, Process, Limitations, Principles of Effective Control, Major Techniques of control - Ratio Analysis, ROI, Budgetary Control, EVA, PERT/CPM.
b. Emerging issues in Management.

Suggested Readings:

1. Harold Koontz and Heinz Weihrich, *Essentials of Management: An International and Leadership Perspective*, McGraw Hill Education.
2. Stephen P Robbins and Madhushree Nanda Agrawal, *Fundamentals of Management: Essential Concepts and Applications*, Pearson Education.
3. George Terry, *Principles of Management*, Richard D. Irwin.
4. Newman, Summer, and Gilbert, *Management,* PHI.
5. James H. Donnelly, *Fundamentals of Management,* Pearson Education.
6. B.P. Singh and A.K. Singh, *Essentials of Management*, Excel Books.
7. Griffin, *Management Principles and Application,* Cengage Learning.
8. Robert Kreitner*, Management Theory and Application,* Cengage Learning.
9. TN Chhabra, *Management Concepts and Practice*, Dhanpat Rai& Co. (Pvt. Ltd.), New Delhi.
10. Peter F Drucker, *Practice of Management,* Mercury Books, London.

Course Name: Business Communication (From the pool of GE)
Course Code: GEC066001

Objectives

- To equip students of the BBA course effectively to acquire skills in reading, writing, comprehension, and communication, as also to use electronic media for business communication.
- To provide an overview of the various business communication skills and groom students professionally.

Course Outline

Unit I

Introduction: Communication in Ancient Indian Education Systems: Guru–Shishya Parampara as a Model of Effective Communication, Role of listening and questioning in the learning process (student-centric learning), The Three Stages of Learning Communication: a. Śravaṇam

(Listening/Absorbing), b. Mananam (Reflection/Contemplation), c. Nididhyāsanam (Meditation/Realization)

Unit II
The significance of communication in a business organization: Channels of communication – Downwards, Upwards, Horizontal, Consensus, and Grapevine. Models of Communication, Barriers in communication, Perception and Communication.

Unit III
Language of Communication: Verbal and Non-verbal (Spoken and Written), Verbal and Non-Verbal communication techniques used by gurus (chants, gestures, silence, symbols), Intra-personal, Inter-personal and Group communication, Modes of human communication: Basic differences in the principal modes of human communication – reading, writing, listening, speaking and non-verbal communication. Spoken communication: Importance of spoken communication, designing receiver-oriented messages, comprehending cultural dimension. Speaking Skills Monologue Dialogue Group Discussion Effective Communication/ Mis- communication Interview Public Speech.

Unit IV
Making Oral presentations: Functions of presentations, defining objective, audience analysis, collection of materials, organization of materials, body language, effective delivery techniques. Written communication: Fundamentals of sentence structure, writing as a process. Reading and Understanding Close Reading Comprehension Summary Paraphrasing Analysis and Interpretation Translation (from Indian language to English and vice-versa) Literary/Knowledge Texts Writing Skills Documenting Report Writing Making notes Letter writing.

Unit V
Fundamental of Technical Writing: Special features of technical writing, the word choice, developing clarity and conciseness, Report writing, Business letters, Applications, and resumes. Transactional Analysis: Three human ego states, 4 life positions, different types of transactions.

Laboratory work: Audio-visual aids for effective communication: The role of technology in communication, the role of audio-visuals, designing transparencies, computer-aided presentation software, Software-aided activities in developing communication skills: Proper pronunciation, learning to use the correct tense, Business writing, Report writing, connected speech, Building up vocabulary, Awareness about the common errors in the usage of English, etc. Case studies, group discussions, presentations.

Suggested Readings:

1. Sen, L., Communication Skills. Prentice Hall of India (2004).
2. Dhar, M., The Funda of Mixology: What bartending teaches that IIM does not, Srishti Publications (2008).
3. Narayan, R. K., under the banyan tree and other stories. Penguin Classics. (2007)
4. Radhakrishnan, Dr. Sarvepalli. *Indian Philosophy.*
5. Swami Dayananda Saraswati. *Introduction to Vedanta.*

Course Name: HINDI-I
Course Code: AECH55001

Objectives

पाठ्यक्रम के परिणाम

इस पाठ्यक्रम का अध्ययन करने के पश्चात् विद्यार्थी निम्नलिखित दक्षताएँ प्राप्त करेंगे –

- हिंदी भाषा के मूल इतिहास तथा उसकी लिपि देवनागरी को समझ सकेंगे।
- 'हिंदी' शब्द की उत्पत्ति, अर्थ एवं प्रयोग को समझ सकेंगे।
- हिंदी लिपि के विकास को समझने में सक्षम होंगे।
- हिंदी भाषा की विभिन्न बोलियों का परिचय प्राप्त करेंगे।
- देवनागरी लिपि की विशेषताओं एवं विशिष्टताओं को समझ सकेंगे।

पाठ्यक्रम की रूपरेखा

इकाई – 1 : हिंदी भाषा के विकास की पूर्वपीठिका

- भारतीय भाषा-परिवार एवं भाषाएँ (संस्कृत, पालि, प्राकृत, अपभ्रंश आदि)
- हिंदी का भाषिक स्वरूप
- 'हिंदी' शब्द का उद्गम एवं प्रयोग
- हिंदी का विकास (आदिकाल, मध्यकाल, आधुनिक काल)

इकाई – 2 : हिंदी भाषा का क्षेत्र एवं विस्तार

- हिंदी भाषा : क्षेत्र एवं बोलियाँ
- हिंदी के विविध रूप (बोलचाल की भाषा, राष्ट्रभाषा, राजभाषा, संपर्क-भाषा, संचार भाषा)
- हिंदी का विकास : भारतीय स्वरूप
- हिंदी का अंतरराष्ट्रीय संदर्भ

इकाई – 3 : लिपि का इतिहास

- भाषा और लिपि का अंतःसंबंध
- परिभाषा, स्वरूप एवं आवश्यकता
- लिपि के आरंभिक रूप (चित्रलिपि, भावलिपि, ध्वनि-लिपि)
- भारतीय लिपियों का विकास

इकाई – 4 : देवनागरी लिपि

- देवनागरी लिपि का परिचय एवं विकास
- देवनागरी लिपि का मानकीकरण
- आदर्श लिपि के गुण और देवनागरी लिपि की विशेषताएँ
- देवनागरी लिपि और कंप्यूटर

सहायक ग्रंथ

- हिंदी भाषा का इतिहास – डॉ. धीरेन्द्र वर्मा
- भारतीय एटलस एवं सामान्य ज्ञान – लोकभारती प्रकाशन
- हिंदी भाषा का उद्‌गम और विकास – डॉ. उदयनारायण तिवारी
- हिंदी भाषा की पहचान – डॉ. हनुमानप्रसाद शुक्ल
- लिपि की कहानी – गुणाकर मुले
- भाषा और समाज – रामविलास शर्मा

Course Name: Ability & Skill Enhancement I
Course Code: SEC077001

Objectives

- To sensitize students to the nuances of the four basic communication skills– Listening, Speaking, Reading, and Writing.
- To enable students to convert the conceptual understanding of communication into everyday practice. Besides making English Learning an interesting activity, the curriculum aims to develop and enhance creativity of the students.

Course Outline -Final Assessment – Written Paper

Unit I: Ice Breaking Session & Recap of Language Skills
Ice Breaking Session, Phrase, Clause, Sentence, Word Classes (Parts of Speech).

Unit II: Recap of Language Skills
Tenses (Present, Past Future), Modals, Articles (a, an, the).

Unit III: Reading Skills & Fluency Building
Reading Process, Importance & Types of Reading, Techniques of Reading, and Strategies to Improve Reading Abilities, Comprehension, Reading Aloud, Reading News.

Unit IV: Writing Skills
Generating ideas/gathering data, organizing ideas, Note taking, Outlining, drafting, Editing, and Proof Reading, Story Writing (through pictures/videos), Dialogue Writing, Email Writing.

Unit V: Listening & Speaking Skills
Types and Essentials of good listening, Listening Process, Barriers to Listening and Strategies to improve Listening, Listening to Inspirational Movies/Clips, Listening News Techniques of Effective Speaking, Introducing Oneself, and others, Extempore, Situational Conversations (Practicing Short Dialogues).

Course Name: Electoral Literacy (From the Pool of VAC-Group A)
Course Code: VAC088001

Objectives

Course Outcomes:
After the completion of this course the students will be able to-
1. Understand the nature of Indian democracy and the main features of the Electoral System in India.
2. Understand the role of the Election Commission of India and the office of the CEO.
3. Search various platforms instituted by ECI for increasing voter registration, voting percentage, and strengthening democracy.

Course Outline

Unit I: Understanding the electoral system &processes
a. Main Features of the Indian Electoral System; Election Commission of India, Composition, Tenure and Removal, Powers and Functions of The Election Commission, Delimitation of Constituencies, Preparation of Electoral Rolls, Recognition of Political Parties, Allotment of Symbol. Officers on Election Duty; Returning Officer, Presiding Officers, Polling Officers.
b. Voter registration (Enrolment)/ Special Summary Revision
c. Electoral Processes; Notification for Election, Filing of Nomination, Security Deposit, Scrutiny and Withdrawal, Election Campaign,
d. Model Code of Conduct, Scrutinization of Expenses, Polling, Counting and Declaration of Result, Re-poll, Countermanding of Election
e. Journey from ballot paper to EVM & VVPAT
f. Shortcomings of the Indian Electoral System, Electoral Reforms

Unit II: SVEEP (Systematic Voter's Education and Electoral Participation): Process & Philosophy
a. Ethical & informed voting
b. Electoral literacy platforms: ELC, Chunav Pathashala & VAF
c. Challenges & initiatives for strengthening democracy

Unit III: Course-related field work and Assignments
Unit III will consist of any of the following projects/ assignments
- **a.** To register at least 25 eligible voters in their respective constituencies
- **b.** To aware voters of the deletion of names from voters' lists to update the voters' list and help them fill up the application form for the same in person (25 voters).

c. Creating posts on social media for advertising voter registration in the electoral roll, deletion/ corrections in the voters' lists, special summary revision programs

d. Creating and actively leading the Electoral Literacy Club in their colleges, organizing programs on issues related to elections, ethical voting, and democratic empowerment.

e. Leading initiatives on fair poll at the college level.

f. Organize programs related to elections, ethical voting, etc. in coordination with the BLOS of the respective areas.

g. To observe and inspect whether a Voter Awareness Forum has been set up at Government offices, NGOs, and corporate companies in the respective areas.

h. To conduct surveys in villages/ localities/ housing societies on registration of voters and encourage registration process/ help with the updates in voters' lists.

Suggested Readings:

1. "Electoral Literacy: A Comparative Study" by Rajni Kant Pandey, published by Mittal Publications
2. "Electoral Literacy for Citizens" by ECI, published by Election Commission of India
   "Democracy and Election Laws" by V.S. Rama Devi, published by Asia Law House

Note: The review of Syllabus happens on periodic basis for the benefit of the students. In case there are changes in curriculum due to review, students would be intimated in writing.

9. Lesson Plans

BCHC21100– Micro Economics

Unit	Particulars	Class No.	Pedagogy of Class
	Introduction to Subject, CO's & PO's	C-1	Lecture
Unit-I	Demand and Consumer Behaviour	C-2	Lecture
Unit-I	Concepts of Revenue: Marginal and Average	C-3	Lecture
Unit-I	Revenue under conditions of Perfect and Imperfect competition	C-4	Lecture
Unit-I	Elasticity of demand: Price, Income and Cross.	C-5	Lecture
Unit-I	Consumer Behaviour: Indifference curve analysis of consumer behavior	C-6	Lecture
	Consumer's equilibrium (necessary and sufficient conditions)	C-7	Lecture
Unit-I	Price elasticity and price consumption curve, income consumption curve and Engel curve	C-8	Lecture
Unit-I	Classroom Assignment I	C-9	Classroom Assignment
Unit-I	Price change and income and substitution effects.	C-10	Lecture
Unit-I	Indifference curves as an analytical tool (cash subsidy v/s. kind subsidy). Revealed Preference Theory.	C-11	Lecture
Unit-I	Clarification Class	C-12	Clarification class
Unit-II	Introduction to Production and Cost	C-13	Lecture
Unit-II	Production isoquants	C-14	Lecture
Unit-II	Marginal rate of technical substitution, economic region of production	C-15	Lecture
Unit-II	Optimal combination of resources, the expansion path, isoclines, returns to scale using isoquants	C-16,17	Lecture
Unit-II	Cost of Production: Social and Private costs of production	C-18	Lecture
Unit-II	Long run and short run costs of production	C-19	Lecture
Unit-II	Economies and diseconomies of scale	C-20	Lecture
Unit-II	The shape to the long run average cost	C-21	Lecture
Unit-II	Learning curve and economies of scope	C-22	Lecture
Unit-II	Activity I	C-23	Activity
Unit-II	Clarification Class	C-24	Clarification Class
Unit-III	Introduction to Perfect Competition	C-25	Lecture
Unit-III	Perfect competition: Assumptions	C-26	Lecture
Unit-III	Equilibrium of the firm and the industry in the short and the long runs including industry's long run supply curve	C-27,28	Lecture
Unit-III	Measuring producer surplus under perfect competition	C-29,30	Lecture
Unit-III	Stability Analysis – Walrasian and Marshallian	C-31,32	Lecture
Unit-III	Demand - supply analysis including impact of taxes and subsidy.	C-33,34	Lecture
Unit-III	Presentation I	C-35	Presentation

Unit-III	Clarification class	C-36	Lecture
Unit-IV	Introduction to Monopoly	C-37,38	Lecture
Unit-IV	Monopoly: Monopoly short run and long run equilibrium	C-39,40	Lecture
Unit-IV	Shifts is demanding curve and the absence of the supply curve	C-41,42	Lecture
Unit-IV	Measurement of monopoly power and the rule of thumb for pricing.	C-43,44	Lecture
Unit-IV	Horizontal and Vertical integration of firms	C-45,46	Lecture
Unit-IV	The social costs of monopoly power including deadweight loss	C-47	Lecture
Unit-IV	Degrees of price discrimination.	C-48	Lecture
Unit-IV	Classroom Assignment II	C-49	Classroom Assignment
Unit-IV	Clarification class	C-50	Clarification class
Unit-V	Introduction to Imperfect Competition	C-51	Lecture
Unit-V	Monopolistic Competition and Oligopoly	C-52	Lecture
Unit-V	Monopolistic competition price and output decision-equilibrium	C-53	Lecture
Unit-V	Monopolistic Competition and economic efficiency Oligopoly and Interdependence	C-54	Lecture
Unit-V	Cournot's duopoly model, Stackelberg model, Kinked demand model	C-55	Lecture
Unit-V	Prisoner's dilemma, collusive oligopoly – price-leadership model	C-56	Lecture
Unit-V	Dominant firm, cartels, sales maximization, Contestable markets theory	C-57	Lecture
Unit-V	Pricing Public Utilities.	C-58	Lecture
Unit-V	Quiz I	C-59	Quiz
Unit-V	Clarification class	C-60	Clarification class

BCHC21101–Principles of Financial Accounting

Unit	Particulars	Class No.	Pedagogy of Class
	Introduction to Subject, CO's & PO's	C-1	Lecture
Unit-I	Theoretical Framework- Accounting as an information system	C-2	Lecture
Unit-I	The users of financial accounting information and their needs.	C-3	Lecture
Unit-I	Qualitative characteristics of accounting, information. Functions, advantages, and limitations of accounting.	C-4	Lecture
Unit-I	Branches of accounting. Bases of accounting; cash basis and accrual basis.	C-5	Lecturer
Unit-I	The nature of financial accounting principles – Basic concepts and conventions: entity, money measurement, going concern,	C-6	Lecture
Unit-I	The nature of financial accounting principles –cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosures.	C-7	Lecture
Unit-I	Financial accounting standards: Concept, benefits, procedure for issuing accounting standards in India. Salient features of First-Time Adoption of Indian Accounting Standard (Ind-AS) 101	C-8	Lecture
Unit-I	International Financial Reporting Standards (IFRS): - Need and procedures.	C-9	Lecture
Unit-I	Accounting Process From recording of a business transaction to preparation of trial balance including adjustments software	C-10	Lecture
Unit-I	Creating a Company; Configure and Features settings; Creating Accounting Ledgers and Groups; Creating Stock Items and Groups; Vouchers Entry	C-11	Lecture
Unit-I	Generating Reports- Cash Book, Ledger Accounts	C-12	Lecture
Unit-I	Trial Balance, Profit and Loss Account, Balance Sheet		Lecture
Unit-I	Funds Flow Statement, Cash Flow Statement	C-13	Lecture
Unit-I	Selecting and shutting a Company; Backup and Restore data of a Company	C-14	Lecture
Unit-I	Clarification Class	C-15	Clarification Class
Unit-I	Classroom Assignment I	C-16	Classroom Assignment
Unit-II	Business Income Measurement of business income- Net income	C-17	Lecture
Unit-II	The accounting period, The continuity doctrine and matching concept, Objectives of measurement, Revenue recognition: Recognition of expenses	C-18	Lecture
Unit-II	The nature of depreciation,	C-19	Lecture
Unit-II	The accounting concept of depreciation	C-20	Lecture
Unit-II	Factors in the measurement of depreciation	C-21	Lecture

Unit-II	Disposal of depreciable assets-change of method	C-22	Lecture
Unit-II	Inventories: Meaning. Significance of inventory valuation	C-23	Lecture
Unit-II	Inventory Record Systems: periodic and perpetual.	C-24	Lecture
Unit-II	Activity I	C-25	Activity
Unit-II	Methods: FIFO	C-26	Lecture
Unit-II	LIFO, and Weighted Average	C-27	Lecture
Unit-II	Salient features of Indian Accounting Standard (Ind-AS)	C-28	Lecture
Unit-II	Capital Expenditure	C-29	Lecture
Unit-II	Revenue Expenditure	C-30	Lecture
Unit-II	Preparation of financial statements of non-corporate business entities.	C-31	Lecture
Unit-II	Clarification Class	C-32	Clarification Class
Unit-III	Accounting for Hire Purchase and Installment System	C-33	Lecture
Unit-III	Calculation of interest, partial and full repossession	C-34	Lecture
Unit-III	Hire purchase trading (total cash price basis)	C-35	Lecture
Unit-III	stock and debtors' system	C-36	Lecture
Unit-III	Concepts of operating and financial lease (theory only)	C-37	Lecture
Unit-III	Presentation I	C-38	Presentation
Unit-III	Clarification Class	C-39	Clarification Class
Unit-IV	Accounting for Inland Branches	C-40	Lecture
Unit-IV	Concept of dependent branches;	C-41,42	Lecture
Unit-IV	Accounting aspects; debtors' system	C-43	Lecture
Unit-IV	Stock and debtors' system branch final accounts system and whole sale basis system	C-44	Lecture
Unit-IV	Independent branches: concept-accounting treatment	C-45	Lecture
Unit-IV	Classroom Assignment II	C-46	Classroom Assignment
Unit-IV	Important adjustment entries	C-47	Lecture
Unit-IV	Preparation of consolidated profit and loss account and balance sheet.	C-48	Lecture
Unit-IV	Clarification Class	C-49	Clarification Class
Unit-V	Accounting for Dissolution of the Partnership Firm	C-50	Lecture
Unit-V	Insolvency of partners	C-51	Lecture
Unit-V	Sale to a limited company	C-52	Lecture
Unit-V	Piecemeal distribution	C-53	Lecture
Unit-V	Activity I	C-54	Activity
Unit-V	Clarification Class	C-55	Clarification Class
	Revision Unit 1	C-56	Lecture
	Revision Unit 2	C-57	Lecture
	Revision Unit 3	C-58	Lecture
	Revision Unit 4	C-59	Lecture
	Revision Unit 5	C-60	Lecture

BCHC22102–Management Principles and Applications

Unit	Particulars	Class No.	Pedagogy of Class
	Introduction to Subject, CO's & PO's	C-1	Lecture
Unit-I	Managerial Functions – An overview; Coordination, Essence of Managership	C-2	Lecture
Unit-I	Evolution of the Management Thought, Classical Approach – Taylor, Fayol, Neo-Classical	C-3	Lecture
Unit-I	Human Relations Approaches – Mayo, Hawthorne Experiments, Behavioural Approach	C-4	Lecture
Unit-I	Systems Approach, Contingency Approach – Lawrence & Lorsch, MBO - Peter F. Drucker	C-5	Lecture
Unit-I	Re-engineering - Hammer and Champy	C-6	Lecture
Unit-I	Michael Porter – Five-force analysis	C-7	Lecture
Unit-I	Classroom Assignment I	C-8	Classroom Assignment
Unit-I	Three generic strategies and value-chain, analysis	C-9	Lecture
Unit-I	Senge's Learning Organization, 'Fortune at the Bottom of the Pyramid' – C.K. Prahalad.	C-10	Lecture
Unit-I	Clarification Class	C-11	Clarification Class
Unit-II	Introduction to Planning	C-12	Lecture
Unit-II	Types of Plans – An overview to highlight the differences	C-13	Lecture
Unit-II	Strategic planning – Concept, process, Importance, and limitations	C-14	Lecture
Unit-II	Environmental Analysis and diagnosis (Internal and external environment) – Definition, Importance and Techniques (SWOT/TOWS/WOTS-UP, BCG Matrix, Competitor Analysis),	C-15,16,17	Lecture
Unit-II	Business environment; Concept and Components	C-18	Lecture
Unit-II	Decision-making – concept, importance	C-19	Lecture
Unit-II	Activity I	C-20	Activity
Unit-II	Committee and Group Decision-making	C-21	Lecture
Unit-II	Process, Perfect rationality and bounded rationality	C-22	Lecture
Unit-II	Techniques (qualitative and quantitative, MIS, DSS)	C-23	Lecture
Unit-II	Clarification Class	C-24	Clarification Class
Unit-III	Introduction to Organizing	C-25	Lecture
Unit-III	Concept and process of organizing – An overview	C-26	Lecture
Unit-III	Span of management	C-27	Lecture
Unit-III	Different types of authority (line, staff and functional)	C-28	Lecture
Unit-III	Decentralization, Delegation of authority.	C-29	Lecture
Unit-III	Formal and Informal Structure	C-30	Lecture
Unit-III	Principles of Organizing	C-31	Lecture
Unit-III	Network Organization Structure.	C-32	Lecture
Unit-III	Presentation I	C-33	Presentation
Unit-III	Clarification Class	C-34	Clarification Class
Unit-IV	Staffing: Concept of staffing, staffing process	C-35	Lecture
Unit-IV	Motivation: Concept, Importance, extrinsic and	C-36	Lecture

	intrinsic motivation		
Unit-IV	Major Motivation theories - Maslow's Need-Hierarchy Theory;	C-37	Lecture
Unit-IV	Hertzberg's Two-factor Theory, Vroom's Expectation Theory.	C-38	Lecture
Unit-IV	Leadership: Concept, Importance, Major theories of Leadership (Likert's scale theory, Blake and Mouten's Managerial Grid theory, House's Path Goal theory, Fred Fielder's situational Leadership),	C-39,40	Lecture
Unit-IV	Transactional Leadership, Transformational Leadership, Transforming Leadership.	C-41	Lecture
Unit-IV	**Leadership Styles from Indian Tradition**: Leadership examples from Indian epics (e.g., Rama as the ideal leader, Krishna as transformational leader).	C-42	Lecture
Unit-IV	Communication: Concept, purpose, process	C-43	Lecture
Unit-IV	Oral and written communication	C-44	Lecture
Unit-IV	Formal and informal communication networks	C-45	Lecture
Unit-IV	Barriers to communication	C-46	Lecture
Unit-IV	Overcoming barriers to communication	C-47	Lecture
Unit-IV	Clarification Class	C-48	Clarification Class
Unit-IV	Classroom Assignment II	C-49	Classroom Assignment
Unit-V	Introduction to Controlling	C-50	Lecture
Unit-V	Control: Concept, Process, Limitations	C-51	Lecture
Unit-V	Principles of Effective Control	C-52	Lecture
Unit-V	Major Techniques of control - Ratio Analysis, ROI, Budgetary Control, EVA, PERT/CPM.	C-53	Lecture
Unit-V	Emerging issues in Management	C-54	Lecture
Unit-V	Quiz I	C-55	Quiz
Unit- V	Clarification Class	C-56	Clarification Class
	Revision Unit 1	C-57	Lecture
	Revision Unit 2	C-58	Lecture
	Revision Unit 3	C-59	Lecture
	Revision Unit 4,5	C-60	Lecture

GEC066001– Business Communication (From the pool of GE- Group A)

Unit	Particulars	Class No.	Pedagogy of Class
	Introduction to Syllabus, CO's & PO's	C-1	Lecture
Unit-I	Communication in Ancient Indian Education Systems: Guru–Shishya Parampara as a Model of Effective Communication	C-2	Lecture
Unit-I	Role of listening and questioning in the learning process (student-centric learning)	C-3	Lecture
Unit-I	The Three Stages of Learning Communication: a. Śravaṇam (Listening/Absorbing) b. Mananam (Reflection/Contemplation) c. Nididhyāsanam (Meditation/Realization)	C-4,5	Lecture
Unit-I	Introduction to Communication – Definition, Types, Modes. Essentials of Good Communication.	C-6,7	Lecture
Unit- I	Clarification Class	C-8	Clarification Class
Unit-II	Channels of communication – Downwards, Upwards, Horizontal, Consensus, and Grapevine	C-9,10	Lecture
Unit-II	Models of Communication: 8 Communication Models	C-11,12,13	Lecture
Unit-II	Barriers in communication	C-14,15	Lecture
Unit-II	Perception and Communication.	C-16	Lecture
Unit-II	Clarification Class	C-17	Clarification Class
Unit-II	Classroom Assignment	C-18	Classroom Assignment
Unit-III	Language of Communication: Verbal and Non-verbal (Spoken and Written),	C-19	Lecture
Unit-III	Verbal and Non-Verbal communication techniques used by gurus (chants, gestures, silence, symbols),	C-20,21	Lecture
Unit-III	Intra-personal, Inter-personal and Group communication,	C-22,23	Lecture
Unit-III	Modes of human communication: Basic differences in the principal modes of human communication – reading, writing, listening, speaking and non-verbal communication.	C-24,25,26	Lecture
Unit-III	Spoken communication: Importance of spoken communication, designing receiver-oriented messages, comprehending cultural dimension	C-27,28	Lecture
Unit-III	Speaking Skills Monologue Dialogue Group Discussion Effective Communication	C-29	Lecture
Unit-III	Mis- communication Interview Public Speech.	C-30	Lecture
	Take Home Assignment		Take Home Assignment

Unit-III	Clarification Class	C-31	Lecture
Unit-IV	Making Oral presentations: Functions of presentations, defining objective, audience analysis, collection of materials, organization of materials, body language, effective delivery techniques.	C-32,33	Lecture
Unit- IV	Written communication: Fundamentals of sentence structure, writing as a process.	C-34,35	Lecture
Unit- IV	Reading and Understanding Close Reading Comprehension Summary	C-36,37	Lecture
Unit- IV	Paraphrasing Analysis and Interpretation	C-38	Lecture
Unit- IV	Translation (from Indian language to English and vice-versa)	C-39	Lecture
Unit- IV	Literary/Knowledge	C-40	Lecture
Unit- IV	Texts Writing Skills	C-41	Lecture
Unit- IV	Documenting Report Writing	C-42	Lecture
Unit- IV	Making notes	C-43	Lecture
Unit- IV	Letter writing	C-44	Lecture
Unit- IV	Clarification Class	C-45	Clarification Class
Unit- IV	Presentation	C-46	Presentation
Unit-V	Fundamental of technical writing: Special features of technical writing, the word choice, developing clarity and conciseness	C-47	Lecture
Unit-V	Business letters	C-48	Lecture
Unit-V	Applications and resumes	C-49	Lecture
Unit-V	Transactional Analysis: Three human ego states, different types of transactions	C-50	Lecture
Unit-V	4 life positions	C-51	Lecture
Unit-V	Different types of transactions	C-52	Lecture
Unit-V	Clarification Class	C-53	Clarification Class
	Quiz/Activity	C-54	
Lab	Audio-visual aids for effective communication: The role of technology in communication, the role of audio-visuals, designing transparencies, computer-aided presentation software, Software-aided activities in developing communication skills:	C-55,56,57	Lab Work
Lab	Proper pronunciation, learning to use the correct tense, Business writing, Report writing, connected speech, Building up vocabulary, Awareness about the common errors in the usage of English, etc. Case studies, group discussions, presentations.	C-58,59,60	Lab Work

AECH55002 – हिंदी-I

Unit	Particulars	Class No.	Pedagogy of Class
-	विषय का परिचय, COs एवं POs	C-1	व्याख्यान
इकाई-I	हिंदी भाषा के विकास की पूर्वपीठिका	C-2	व्याख्यान
इकाई-I	हिंदी का आरंभिक रूप	C-3	व्याख्यान
इकाई-I	भारतीय भाषा-परिवार एवं भाषाएँ (संस्कृत, पालि, प्राकृत, अपभ्रंश आदि)	C-4	व्याख्यान
इकाई-I	'हिंदी' शब्द का अर्थ एवं प्रयोग	C-5	व्याख्यान
इकाई-I	कक्षा असाइनमेंट – I	C-6	कक्षा असाइनमेंट
इकाई-I	'हिंदी' शब्द का अर्थ एवं प्रयोग	C-7	व्याख्यान
इकाई-I	हिंदी का विकास (आदिकाल, मध्यकाल, आधुनिककाल)	C-8	व्याख्यान
इकाई-I	शंका समाधान कक्षा	-	शंका समाधान
इकाई-II	गृह असाइनमेंट	C-9	गृह असाइनमेंट
इकाई-II	हिंदी भाषा का क्षेत्र एवं विस्तार, हिंदी भाषा : क्षेत्र एवं बोलियाँ	C-10	व्याख्यान
इकाई-II	हिंदी के विविध रूप (बोलचाल की भाषा, राष्ट्रभाषा, राजभाषा, संपर्क-भाषा, संचार भाषा)	C-11	व्याख्यान
इकाई-II	प्रस्तुतीकरण – I	C-12	प्रस्तुतीकरण
इकाई-II	हिंदी का अखिल भारतीय स्वरूप, हिंदी का अंतरराष्ट्रीय संदर्भ	C-13	व्याख्यान
इकाई-III	शंका समाधान कक्षा	C-14	शंका समाधान
इकाई-III	लिपि का इतिहास, भाषा और लिपि का अंतःसंबंध	C-15	व्याख्यान
इकाई-III	कक्षा असाइनमेंट – II	C-16	कक्षा असाइनमेंट
इकाई-III	परिभाषा, स्वरूप एवं आवश्यकता	C-17	व्याख्यान
-	गतिविधि – I	C-18	गतिविधि
इकाई-III	लिपि के आरंभिक रूप (चित्रलिपि, भावलिपि, ध्वनि-लिपि)	C-19	व्याख्यान
इकाई-III	भारत में लिपि का विकास	C-20	व्याख्यान
इकाई-III	शंका समाधान कक्षा	C-21	शंका समाधान
इकाई-IV	देवनागरी लिपि	C-22	व्याख्यान
इकाई-IV	देवनागरी लिपि का परिचय एवं विकास	C-23	व्याख्यान
इकाई-IV	प्रश्नोत्तरी – I	C-24	प्रश्नोत्तरी
इकाई-IV	शंका समाधान कक्षा	C-25	शंका समाधान
इकाई-IV	देवनागरी लिपि का मानकीकरण	C-26,27	व्याख्यान
इकाई-IV	आदर्श लिपि के गुण और देवनागरी लिपि की विशेषताएँ	C-28	व्याख्यान
इकाई-IV	देवनागरी लिपि और कंप्यूटर	C-29	व्याख्यान
इकाई-IV	शंका समाधान कक्षा	C-30	शंका समाधान

SEC077001– Ability & Skill Enhancement –I

Unit	Particulars	Class No.	Pedagogy of Class
	Introduction to Subject, CO's & PO's	C-1	Lecture
Unit-I	Ice Breaking Session & Recap of Language Skills	C-2	Lecture
Unit-I	Phrases, Clauses	C-3	Lecture
Unit-I	Sentences	C-4	Lecture
Unit-I	Word Classes (Parts of Speech).	C-5	Classroom Assignment
Unit-I	Classroom Assignment I	C-6	Clarification Class
Unit-II	Clarification Class	C-7	Lecture
Unit-II	Recap of Language Skills	C-8	Activity
Unit-II	Activity	C-9	Lecture
Unit-II	Tenses (Present, Past Future),	C-10	Lecture
Unit-II	Modals, Articles (a, an, the).	C-11	Lecture
Unit-II	Clarification Class	C-12	Clarification Class
Unit-III	Reading Skills & Fluency Building	C-13	Lecture
Unit-III	Reading Process, Importance & Types of Reading	C-14	Lecture
Unit-III	Techniques of Reading, Strategies to Improve Reading Abilities	C-15	Lecture
Unit-III	Comprehension, Reading Aloud, Reading News	C-16	Lecture
Unit-III	Presentation I	C-17	Presentation
Unit-III	Clarification Class	C-18	Clarification Class
Unit-IV	Generating ideas/gathering data, organizing ideas, Note taking	C-19	Lecture
Unit-IV	Outlining, drafting, Editing, and Proof Reading	C-20	Lecture
Unit-IV	Story Writing (through pictures/videos) Dialogue Writing, Email Writing.	C-21	Lecture
Unit-IV	Quiz I	C-22	Quiz
Unit-IV	Classroom Assignment II	C-23	Classroom Assignment
Unit-IV	Clarification Class	C-24	Clarification Class
Unit-V	Types and Essentials of good listening, Listening Process,	C-25,26	Lecture
Unit-V	Barriers to Listening and Strategies to improve Listening, Listening to Inspirational Movies/Clip	C-27	Lecture
Unit-V	Listening News Techniques of Effective Speaking, Introducing Oneself, and others	C-28	Lecture
Unit-V	Extempore, Situational Conversations (Practicing Short Dialogues)	C-29	Lecture
Unit-V	Clarification Class	C-30	Clarification Class

VAC088001-Electoral Literacy- (From the pool of VAC Group A)

Unit	Particulars	Class No.	Pedagogy of Class
	Introduction to Subject, CO's & PO's	C-1	Lecture
Unit-I	Main Features of the Indian Electoral System	C-2	Lecture
Unit-I	Election Commission of India, Composition, Tenure and Removal, Powers, and Functions of The Election Commission	C-3,4,5	Lecture
Unit-I	Delimitation of Constituencies, Preparation of Electoral Rolls, Recognition of Political Parties, Allotment of Symbol.	C-6,7,8	Lecture
Unit-I	Officers on Election Duty; Returning Officer, Presiding Officers, Polling Officers.	C-8	Lecture
Unit-I	Voter registration (Enrolment)/ Special Summary Revision	C-9	Lecture
Unit-I	Electoral Processes; Notification for Election, Filing of Nomination, Security Deposit, Scrutiny and Withdrawal, Election Campaign,	C-10	Lecture
Unit-I	Model Code of Conduct, Scrutinization of Expenses, Polling, Counting and Declaration of Result, Re-poll, Countermanding of Election	C-11,12	Lecture
Unit-I	Journey from ballot paper to EVM & VVPAT	C-13	Lecture
Unit-I	Shortcomings of the Indian Electoral System, Electoral Reforms	C-14,15	Lecture
Unit-I	Clarification Class	C-16	Clarification Class
Unit-I	Classroom Assignment I	C-17	Classroom Assignment
Unit-II	SVEEP (Systematic Voter's Education and Electoral Participation): Process & Philosophy Ethical & informed voting	C-18,19	Lecture
Unit-II	Electoral literacy platforms: ELC, Chunav Pathashala & VAF, Challenges & initiatives for strengthening democracy	C-20,21	Lecture
Unit-II	Clarification Class	C-22	Clarification Class
Unit-II	Classroom Assignment II	C-23	Classroom Assignment
Unit-III	Projects/ Assignments	C-24	Lecture
Unit-III	Presentation I	C-25,26	Presentation
Unit-III	Activity related to Unit- III (as per syllabus)	C-27,28,29	Activity
Unit-III	Clarification Class	C-30	Clarification Class

Note: This is a tentative lesson plan. The same may change from faculty to faculty as per the teaching pedagogy adopted by the faculty.

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