Detailed Course Scheme

Bachelor of Business Administration (BBA)

(BBA-General)

Semester-I

(2026-2030)

DOC202606030024

RNB GLOBAL UNIVERSITY

Educating stars for tomorrow

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 BBA program for (July-December) Odd Semester, 2026 along with Examination pattern is as follows:

Semester –I

S. No.	Course Code	Category	Course Name	L	T	P	Credits
1.	BBAC21100	DSC-1	Financial Accounting	3	1	0	4
2.	BBAC22101	DSC-2	Principles of Management	3	1	0	4
3.	BBAC21102	DSC-3	Principles of Micro Economics	3	1	0	4
4.	GEC066001	GE -1	Business Communication (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.	VAC088001	VAC-1	Electoral Literacy (VAC- Group A)	2	0	0	2
8.	WHNN99000		Workshops/Seminars/Human Values/ Social Service/NCC/NSS	-	-	-	1
			Total	**18**	**4**	**0**	**23**

EVALUATION SCHEME

The evaluation of the BBA 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

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 educate and inspire capable and competent leaders with a futuristic business acumen & entrepreneurial spirit.

2. Mission

To equip the students of school of commerce & management with the ability to explore, examine, think critically, and develop professional skills to become responsible global leaders who can contribute meaningfully to the industry and society through excellence in learning and practice-oriented research.

3. Program Educational Objectives (PEO's)

PEO1: To develop students to handle business issues as professional and solve the problems.

PEO2: To develop 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 management knowledge by correlating facts and terminologies.

PO2: Understand the impact of societal and environmental factors on business and corporate world and explain its relationship with sustainable development.

PO3: Demonstrate knowledge and understanding of the management principles to explore different functional aspects of business world.

PO4: Develop technical competence in domestic and global business through the study of major disciplines within the fields of business.

PO5: **Apply** the knowledge of business concepts and functions in an integrated manner to solve business problems.

PO6: Make use of ethical principles and commit to professional ethics and responsibilities and norms of the Management practice.

PO7: Organize a complex issue into a coherent written statement and plan its effective presentation.

PO8: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

PO9: Analyze, and devise solutions for structured and unstructured business, problems of law and issues using structured, cohesive, and logical reasoning.

PO10: Create and manage innovations, new business development, and high-growth potential entities. They will be able to create an additional avenue of self-employment and to benefit industry by providing them with suitable trained person.

PO11: Examine and break information into parts to manage projects in multidisciplinary environments.

PO12: Build the ability to engage in independent and life-long learning in the broadest context of technological change.

5. Program Specific Outcome (PSO's):

PSO1: Demonstrate understanding of arrange of disciplines of Management, business, accounting, economics, finance, and marketing.

PSO2: Develop the proficiency to adopt critical thinking by analysis & interpretation of the situations, cases & construct feasible solutions to solve problems and use decision making skills in business decisions.

PSO3: Apply the knowledge of academics in Industry and get trained to exhibit the relevance of conceptual knowledge gained in academics in real professional world through Internship and projects.

PSO4: **Adapt** business practices based on the opportunities and challenges of a growing business environment.

6. Course Outcomes (COs): Semester – I

Course Code & Course Name	After completion of these courses' students should be able to
BBAC21100 – Financial Accounting	**CO1:** Define the basic concepts of accounting and financial statements. **CO2:** Remember the execution of the accounting process- Recording- Classifying and Summarizing. **CO3:** Apply the principles and concepts of accounting in preparing the financial statements. **CO4:** Apply the use of accounting software. **CO5:** Interpret financial results and use in decision making.
BBAC22101 – Principles of Management	**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.
BBAC21102 – Principles of 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.
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 I	**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 सूचीबद्ध करने में **CO5:** देवनागरी की विशेषताएँ एवं विशिष्टता समझाने में
SEC077001– Ability and Skill Enhancement I	**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 processes involved in delimitation of constituencies, preparation of electoral rolls, recognition of political parties, and allotment of symbols. **CO2:** Identify the shortcomings of the 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.

7. CO PO Mapping: Semester – I

BBAC21100	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1	3	-	2	2	3	2	1	1	2	2	-	3
CO2	2	-	-	1	1	-	-	-	1	2	2	3
CO3	2	2	2	2	2	2	2	-	2	2	2	3
CO4	2	-	-	3	3	-	-	-	1	2	2	3
CO5	3	3	3	2	2	-	-	2	2	2	2	3

BBAC22101	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1	3	3	2	1		2	2	2	2	2	2	2
CO2		3	3	2	2	3	2	3	2	3	2	3
CO3	1	2	3	2	3	3	3	2	1	2	3	2
CO4	3	2	2	3		2	2	3	1	1	2	1
CO5	1	2	2	1	3	3	3	3	3	3	3	3

BBAC21102	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1	2	3	3	3	3	3	2	3	3	3		3
CO2	2	3	2	3	2	1		1		2	1	3
CO3	3	2	2	1	3		2	2	3	1	2	2
CO4	2	2	2	3	1	3	3	2	3		3	2
CO5	3	3	3	3	3	3	3	3	3	3	3	3

GEC066001	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1	2	2	3	2		1	2	2	1	2	2	2
CO2	1	3	2	2	2	2		2	2	3	2	3
CO3	1	3	2	3	3	2	2	3	3	3	3	2
CO4	1		2	3	3	2	3	3	2	2		3
CO5	3	2	3	2	3	1	3	2	2	2	2	2

AECH55002	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1		2	3	3	2	2	3	3	3	2	3	3
CO2	2	2	2	2	2			3	2	3		3
CO3		3	3	2		3	3		3	2	3	3
CO4	3	2		2	2	3	3	3	2	2	2	2
CO5	2	3	2	3	2	3	2	3	2		2	3

SEC077001	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1	2	3	3	3	3	2	2	3	1	2	-	3
CO2	-	2	3	3	2	1	-	-	2	2	-	3
CO3	2	-	1	3	3	2	-	3	2	-	2	3
CO4	2	1	2	2	1	-	-	-	-	2	2	1
CO5	3	2	3	2	3	-	-	2	-	2	2	2

VAC088001	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1		2	3	3	2	3	3	3	3	2	3	3
CO2	2	2	2	2	2	2		3	2	3	2	3
CO3		3	3	2		3	3		3	2	3	3
CO4	3	2	2	2	2		3	3	2	2	2	2
CO5	2	3	2	3	2	3	2	3	2		2	3

8. Curriculum

Course Name: Financial Accounting
Course Code: BBAC21100

Objectives

- To provide an in-depth study of the various business cycle and process, analyze operations, Profit planning.
- Understand the basic accounting concepts and their application in business. -
- Gain knowledge on the preparation of financial statements.
- Students will be exposed to take decisions on depreciation method to be adopted.
- To familiarize students with the mechanics of preparation of financial statements, understanding corporate financial statements, their analysis and interpretation.

Course Outline

Unit I: Meaning and Scope of Accounting
Need for Accounting, Development of Accounting, Definition and Functions of Accounting, Limitation of Accounting, Book Keeping and Accounting, Is Accounting Science or Art?, End User of Accounting Information, Accounting and other Disciplines, Role of Accountant, Branches of Accounting, Difference between Management Accounting and Financial Accounting, Objectives of Accounting, Accounting Equation.

Accounting Principles and Standards: Meaning of Accounting Principles, Accounting Concepts, Accounting Conventions, Systems of Book Keeping, Systems of Accounting, Introduction to Accounting Standards Issued by ICAI.

Journalising Transactions: Journal, Rules of Debit and Credit, Compound Journal Entry, Opening Entry

Sub Division of Journal: Cash Journal, Petty Cash Book, Purchase Journal, Sales Journal, Sales Return Journal, Voucher System.

Ledger Posting and Trial Balance: Ledger, Posting, Relationship between Journal and Ledger, Rules Regarding Posting, Trial Balance, Final Accounts of Sole Proprietorship and Firms.

Unit II: Capital and Revenue
Classification of Income, Classification of Expenditure, Classification of Receipts, Difference between Capital Expenditure & Capitalized Expenditure, Revenue Recognition.

Accounting Concept of Income: Concept of Income, Accounting Concept's and Income Measurement, Expired Cost & Income Measurement, Relation Principle and Income Measurement, Accountants and Economist's Concept of Capital and Income

Unit III: Inventory Valuation
Meaning of Inventory, Objectives of Inventory Valuation, Inventory Systems, Methods of Valuation of Inventories, Accounting Standard 2(Revised): Valuation of Inventories

Depreciation Provisions and Reserves: Concept of Deprecation, Causes of Depreciation, Basic Features of Depreciation, Meaning of Depreciation Accounting, Objectives of Providing Depreciation, Fixation of Depreciation Amount, Method of Recording Depreciation, Methods of Providing Depreciation, Depreciation Policy, AS-6(Revised) Depreciation Accounting, Provisions and Reserves, Change of method of Depreciation (by both current and retrospective effect).

Unit IV: Shares and Share Capital

Shares, Share Capital, Accounting Entries, under subscription, Oversubscription, Calls in Advance, Calls in Arrears, Issue of Share at Premium, Issue of Share at Discount, Forfeiture of Shares, Surrender of Shares, Issue of Two Classes of Shares, Right Shares, Re-issue of shares.

Debentures: Classification of Debentures, Issue of Debentures, different Terms of Issue of Debentures, Writing off Loss on Issue of Debentures, Accounting Entries, Redemption of Debentures.

Joint Stock Company: Introduction, Meaning and Definition of a Company, Essential Characteristics of a Company, Kinds of Companies, Private and Public Limited Companies, Formation of Company.

Company Final Accounts: Books of Account, Preparation of Final Accounts, Profit & Loss Account, Balance Sheet, Requirements of Schedule VI concerning Profit & Loss Account and Balance Sheet, Preparation of Simple Company Final Accounts.

Suggested Readings:

1. Maheshwari, S.N. and S. K. Maheshwari; *An Introduction to Accountancy,* Eighth Edition, Vikas Publishing House, 2003.
2. Gupta, R.L. and V.K. Gupta; *Financial Accounting: Fundamentals,* Sultan Chand Publishers, 2003.
3. Monga, J.R., An Introduction to Financial Accounting, First Edition, MayoorPaperbooks,2005.
4. Monga, J.R. and Girish Ahuja; *Financial Accounting,* Eighteenth Edition, Mayoor Paper Backs, 2003.
5. Bhattacharya, S.K. and J. Dearden; *Accounting for Manager – Text and Cases,* Third Edition, Vikas Publishing House, 2003.
6. Maheshwari, S.N. and S.K. Maheshwari; *Advanced Accountancy*, Eighth Edition, Vol. I & II, Vikas Publishing House, 2003.

Course Name: Principles of Management
Course Code: BBAC22101

Objectives

- This course aims to empower students with knowledge and capacities to understand and analyse Integrating Marketing Management, from a corporate and consumer perspective. Lectures are a mix of theory and practical exercises to improve memorization, to increase students' involvement and work capacities and to make lectures more dynamic. The concepts will be discussed through case study discussions and presentations on practical aspects.
- To gain knowledge about the four management functions of planning, organizing, leading, and controlling and introduce to the historical evolution of management theories.
- To learn the basics of group dynamics and the challenges of managing work teams.
- To familiarize with various leadership styles and theories of motivation.
- To describe the control process including: the importance of control, tools for measuring organizational performance, and managerial actions.
- The course aims at providing fundamental knowledge and exposure to the concepts, theories, and practices in the field of management.

Course Outline

Unit I: Introduction
Concept, nature, process, and significance of management; Managerial levels, skills, functions, and roles; Management Vs. Administration; Coordination as essence of management; Development of management thought: classical, neo-classical, behavioural, systems and contingency approaches.

Unit II: Planning
Nature, scope, and objectives of planning; Types of plans; planning process; Business forecasting; MBO; Concept, types, process, and techniques of decision-making; Bounded Rationality

Organising: Concept, nature, process, and significance; Principles of an organization;
Span of Control; Departmentation; Types of an organization; Authority-Responsibility; Delegation and Decentralization; Formal and Informal Organization.

Unit III: Staffing
Concept, Nature and Importance of Staffing, **Motivating *and Leading***: Nature and Importance of motivation; Types of motivation;
Theories of motivation-Maslow, Herzberg, X, Y and Z; Leadership – meaning and importance; Traits of a leader; Leadership Styles – Likert's Systems of Management,
Tannenbaum & Schmidt Model and Managerial Grid.

Unit IV: Controlling
Nature and Scope of control; Types of Control; Control process; Control techniques – traditional and modern; Effective Control System,

Suggested Readings:
1. Stoner, Freeman, and Gilbert Jr.; *Management,* Prentice Hall of India, New Delhi, 2003.

2. Gupta, C.B.; *Management Concepts and Practices,* Sultan Chand and Sons, New Delhi, 2003.
3. Koontz. O Donnel and Weirich- "Management," Tata McGraw Hill Publishing Company, New Delhi,2001.
4. R.K. Chopra- "Principles Practices of Management," Sun India Publication.
5. P.C. Tripathi and P. N. Reddy," Principles &Practices of Management,"2nd edition.

Course Name: Principles of Micro Economics
Course Code: BBAC21102

Objectives

- 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.
- To provide a thorough introduction to economic theory. Starting from the basic ideas of trade-offs, opportunity cost, and the benefits of trade, also study how the market forces of supply and demand cause prices to be what they are.

Course Outline

Unit I: Introduction

a) Demand and Supply: Determinants of demand, movements vs. shift in demand curve, Determinants of Supply, Movement along a supply curve vs. shift in supply curve; - Market equilibrium and price determination.
b) Demand and supply.
c) Application of demand and supply.

Unit II: Consumer Theory

Ordinal Utility theory: (Indifference curve approach): Consumer's preferences; Interference curves; Budget line; Consumer's equilibrium; Income and substitution effect; Price consumption curve and the derivation of demand curve for a commodity; Criticisms of the law of demand.

Unit III: Production and Cost

a) Production: Firm as an agent of production. Concepts of Production function. Law of variable proportions; Isoquants; Return to scale. Economics and Diseconomies of scale.
b) Costs: Costs in the short run. Costs in the long run, Profit maximization and cost minimization. Equilibrium of the firm, Technological Change: the very long run.

Unit IV: Market Structure

a) Perfect Competition: Assumption; Theory of a firm under perfect competition; Demand and Revenue; Equilibrium of the firm in the short run and long run, the long run industry supply curve: increasing, decreasing and constant cost industry. Allocation efficiency under perfect competition

b) Monopoly: Short-run and long-run equilibrium of monopoly firm; Concept of supply curve under monopoly; Allocation inefficiency and dead-weight loss monopoly; Price discrimination.
c) Imperfect Competition: Difference between perfect competitions, monopoly, and imperfect competition;
d) Monopolistic Competition: Assumption; Short – run Equilibrium; Long run Equilibrium; Concepts of excess capacity; Empirical relevance.
e) Oligopoly: Causes for the existence of oligopolistic firms in the market rather than perfect Competition; Cooperative vs. Non-cooperative Behaviour and dilemma of oligopolistic firms.

Unit V: Income Distribution and Factor Pricing
Demand for factors. Supply of factor, backward bending supply curve for labour concepts of economic rent; Functional Distribution of Income.

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., Microeconomics 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: 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: Theory of Communication, Types, and modes of Communication Fundamentals of Communication: Communication defined, Models of Communication, barriers in communication, perception and communication, essentials of good communication.

Unit II
Language of Communication: Verbal and Non-verbal (Spoken and Written) Personal, Social and Business Barriers and Strategies 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 III
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 IV
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.

Unit V
The significance of communication in a business organization: Channels of communication – Downwards, Upwards, Horizontal, Consensus, and Grapevine. Literary discussions: Analysis and discussion of the novel The Funda of Mix-ology and short stories from the books Under the banyan tree and other stories and Popular short stories.

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).

Course Name: HINDI-I
Course Code: AECH55002

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 make students understand the usage of Grammar in day-to-day life and improve their fluency and confidence while speaking English.

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)
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
3. "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: Semester - I

BBAC21100 - Financial Accounting

Unit	Particulars	Class No.	Pedagogy of Class
Unit-I	Introduction to Financial accounting	C-1	Lecture
Unit-I	Need for Accounting, Development and Accounting Cycle	C-2	Lecture
Unit-I	Accounting, Definition and Functions and Scope of Accounting	C-3	Lecture
Unit-I	Book Keeping and Accounting, Is Accounting Science or Art?	C-4	Lecture
Unit-I	End User of Accounting Information, Accounting and other Disciplines, Role of Accountant, Branches of Accounting	C-5	Lecture
Unit-I	Objectives of Accounting, Difference between Management Accounting and Financial Accounting,	C-6	Lecture
Unit-I	Accounting Equation	C-7	Lecture
Unit-I	Accounting Equation-Effect of transaction on accounting equation	C-8	Lecture
Unit-I	Accounting Principles and Standards: Accounting Concepts,	C-9	Lecture
Unit-I	Accounting Principles and Standards: Accounting Conventions, Systems of Book Keeping	C-10	Lecture
Unit-I	System of Accounting, Introduction to Accounting Standards Issued by ICAI	C-11	Lecture
Unit-I	Journalizing Transactions: Journal, Rules of Debit and Credit with example	C-12	Lecture
Unit-I	Journalizing Transactions: Compound Journal Entry, Opening Entry	C-13	Lecture
Unit-I	Recording of a business transaction - Entry analysis	C-14	Lecture
Unit-I	Sub Division of Journal: Simple Cash Book	C-15	Lecture
Unit-I	Cash Journal, Petty Cash Book	C-16	Lecture
Unit-I	Purchase Journal, Sales Journal, Sales Return Journal, Voucher System.	C-17	Lecture
Unit-I	Ledger Posting and Trial Balance: Relationship between Journal and Ledger, Rules Regarding Posting, Trial Balance, Final Accounts of Sole Proprietorship and Firms.	C-18,19	Lecture
Unit-I	Clarification Class	C-20	Clarification Class
Unit-I	Class Room Assignment I	C-21	Classroom Assignment
Unit-II	Capital and Revenue	C-22	Lecture
Unit-II	Classification of Income, Expenditure, Receipt	C-23	Lecture
Unit-II	Revenue Recognition	C-24	Lecture
Unit-II	Accounting Concept of Income - Income and Expenditure-Income Measurement, Expired Cost & Income Measurement	C-25,26	Lecture
Unit-II	Relation Principle and Income Measurement, Accountants and Economist's Concept of Capital	C-27	Lecture

	and Income		
Unit-II	Presentation	C-28,29	Presentation
Unit-II	Clarification Class	C-30	Clarification Class
Unit-III	Inventory Valuation: Meaning and Objectives, Methods of valuation inventories	C-31,32	Lecture
Unit-III	Accounting Standard 2 (Revised): Valuation of Inventories	C-33,34	Lecture
Unit-III	Depreciation Provisions and Reserves: Concept, Causes, Basic Features of Depreciation,	C-35	Lecture
Unit-III	Meaning of Depreciation Accounting, Objectives of Providing Depreciation, Fixation of Depreciation Amount,	C-36,37	Lecture
Unit-III	Method of Recording Depreciation, Methods of Providing Depreciation	C-38	Lecture
Unit-III	Take Home Assignment		Take Home Assignment
Unit-III	Depreciation Policy, AS-6 (Revised) Depreciation Accounting, Provisions and Reserves,	C-39	Lecture
Unit-III	Change of method of Depreciation (by both current and retrospective effect)	C-40	Lecture
Unit-III	Clarification Class	C-41	Clarification Class
Unit-III	Activity	C-42	Activity
Unit-IV	Shares, Share Capital, Accounting Entries	C-43	Lecture
Unit-IV	Share and Share Capital-Under subscription, Oversubscription,	C-44	Lecture
Unit-IV	Calls in Advance, Calls in Arrears, Issue of Share at Premium, Issue of Share at Discount	C-45	Lecture
Unit-IV	Forfeiture of Shares, Surrender of Shares, Issue of Two Classes of Shares,	C-46	Lecture
Unit-IV	Right Shares, Re-issue of shares.	C-47	Lecture
Unit-IV	Debenture-Classification of Debentures, Issue of Debentures, Debenture-different Terms of Issue of Debentures,	C-48,49	Lecture
Unit-IV	Writing off Loss on Issue of Debentures	C-50	Lecture
Unit-IV	Debenture-Accounting Entries, Redemption of Debentures.	C-51	Lecture
Unit-IV	Classroom Assignment II	C-52	Classroom Assignment
Unit-IV	Joint Stock Company-Introduction, Meaning and Definition of a Company, Essential Characteristics of a Company	C-53	Lecture
Unit-IV	JSC-Kinds of Companies, Private and Public Limited Companies, Formation of Company	C-54	Lecture
Unit-IV	Company Final Accounts-Books of Account, Preparation of Final Accounts, Profit & Loss Account, Balance Sheet	C-55	Lecture
Unit-IV	CFA-Requirements of Schedule VI concerning Profit & Loss Account and Balance Sheet, Preparation of Simple Company Final Accounts	C-56,57	Lecture
Unit-IV	Clarification Class	C-58	Clarification Class

	Quiz	C-59	Quiz
	Revision Class	C-60	Lecture

BBAC22101 - Principles of Management

Unit	Particulars	Class No.	Pedagogy of Class
Unit-I	Introduction	C-1	Lecture
Unit-I	Concept, Nature, process, and significance of management;	C-2	Lecture
Unit-I	Managerial levels, skills,	C-3	Lecture
Unit-I	Managerial functions and roles;	C-4	Lecture
Unit-I	Management Vs. Administration; Coordination as essence of management	C-5,6	Lecture
Unit-I	Development of management thought: classical,	C-7	Lecture
Unit-I	Development of management thought: neo-classical,	C-8	Lecture
Unit-I	Development of management thought: behavioral,	C-9	Lecture
Unit-I	Systems and contingency approaches.	C-10	Lecture
Unit-I	Clarification Class	C-11	Clarification Class
Unit-I	Class Room Assignment	C-12	Class Room Assignment
Unit-II	Nature, scope of planning	C-13	Lecture
Unit-II	Objectives of planning	C-14	Lecture
Unit-II	Types of plans	C-15	Lecture
Unit-II	planning process; Business forecasting	C-16	Lecture
Unit-II	MBO; Concept, types of decision-making;	C-17	Lecture
Unit-II	Types of decision-making	C-18	Lecture
Unit-II	Process of decision-making	C-19	Lecture
Unit-II	Techniques of decision-making; Bounded Rationality	C-20	Activity
Unit-II	Take Home Assignment		Take Home Assignment
Unit-II	Organizing: Concept, nature	C-21	Lecture
Unit-II	Organizing: process and significance	C-22	Lecture
Unit-II	Principles of an organization; Span of Control	C-23	Lecture
Unit-II	Departmentalization	C-24	Lecture
Unit-II	Types of an organization	C-25	Lecture
Unit-II	Authority-Responsibility; Delegation and Decentralization,	C-26	Lecture
Unit-II	Authority-Responsibility	C-27	Lecture
Unit-II	Formal and Informal Organization	C-28	Lecture
Unit-II	Clarification Class	C-29	Clarification Class
Unit-III	Staffing Concept, Nature	C-30	Lecture
Unit-III	Importance of Staffing,	C-31	Lecture
Unit-III	Motivating and Leading: Nature and Importance of motivation	C-32	Lecture
Unit-III	Types of motivation	C-33	Lecture
Unit-III	Theories of motivation-Maslow	C-34	Lecture
Unit-III	Theories of motivation- Herzberg	C-35	Lecture
Unit-III	Theories of motivation- X, Y and Z	C-36	Lecture
Unit-III	Classroom Assignment	C-37	Classroom Assignment

Unit-III	Leadership – meaning and importance	C-38	
Unit-III	Traits of a leader; Leadership Styles –	C-39	Lecture
Unit-III	Likert's Systems of Management,	C-40	Lecture
Unit-III	Tannenbaum & Schmidt Model and Managerial Grid.	C-41,42	Lecture
Unit-III	Clarification Class	C-43	Clarification Class
Unit-III	Activity	C-44	Activity
Unit-IV	Controlling- Nature	C-45	Lecture
Unit-IV	Scope of control;	C-46	Lecture
Unit-IV	Types of Control	C-47	Lecture
Unit-IV	Control process;	C-48	Lecture
Unit-IV	Control techniques – traditional	C-49,50	Lecture
Unit-IV	Control techniques –modern	C-51	Lecture
Unit-IV	Clarification Class	C-52	Clarification Class
Unit-IV	Presentation	C53,54	Presentation
Unit-IV	Webinar	C-55	Webinar
Unit-IV	Clarification Class	C-56	Clarification Class
	Revision/ Query Solving	C-57	Lecture
	Revision/ Query Solving	C-58	Lecture
	Revision/ Query Solving	C-59	Lecture
	Revision/ Query Solving	C-60	Lecture

BBAC21102 - Principles of Microeconomics

Unit	Particulars	Class No.	Pedagogy of Class
Unit- I	Introduction	C-1	Lecture
Unit- I	Demand and Supply: Determinants of demand	C-2	Lecture
Unit- I	Movements vs. shift in demand curve,	C-3	Lecture
Unit- I	Determinants of Supply	C-4	Lecture
Unit- I	Movement along a supply curve vs. shift in supply curve;	C-5	Lecture
Unit- I	Market equilibrium and price determination	C-6	Lecture
Unit- I	Demand and supply	C-7	Lecture
Unit- I	Application of demand and supply	C-8	Lecture
Unit- I	Clarification Class	C-9	Clarification Class
Unit- II	Demand and supply	C-10	Class Room Assignment
Unit- II	Consumer Theory	C-11	Lecture
Unit- II	Ordinal Utility theory: (Indifference curve approach)	C-12	Lecture
Unit- II	Ordinal Utility theory: (Indifference curve approach)	C-13	Lecture
Unit- II	Consumer's preferences	C-14	Lecture
Unit- II	Interference curves; Budget line	C-15	Lecture
Unit- II	Consumer's equilibrium	C-16	Lecture
Unit- II	Income and substitution effect	C-17,18	Lecture
Unit- II	Price consumption curve and the derivation of demand curve for a commodity	C-19,20	Lecture
Unit- II	Criticisms of the law of demand	C-21	Lecture
Unit- II	Presentation	C-22,23	Presentation
Unit- II	Clarification class	C-24	Lecture
Unit- III	Production and Cost	C-25	Lecture
Unit- III	Production: Firm as an agent of production	C-26	Lecture
Unit- III	Concepts of Production function	C-27	Lecture
Unit- III	Law of variable proportions	C-28,29	Lecture
Unit- III	Isoquants; Return to scale	C-30,31	Lecture
Unit- III	Economics and Diseconomies of scale	C-32	Lecture
Unit- III	Costs in the short run. Costs in the long run	C-33	Lecture
Unit- III	Profit maximization and cost minimization	C-34	Lecture
Unit- III	Equilibrium of the firm	C-35	Lecture
Unit- III	Technological Change: the very long run	C-36	Lecture
Unit- III	Clarification Class	C-37	Lecture
Unit- III	Activity	C-38	Activity
Unit- IV	Perfect Competition: Assumption;	C-39	Lecture
Unit- IV	Theory of a firm under perfect competition	C-40	Lecture
Unit- IV	Demand and Revenue; Equilibrium of the firm in the short run and long run,	C-41	Lecture
Unit- IV	The long run industry supply curve: increasing, decreasing and constant cost industry	C-42	Lecture
Unit- IV	Allocation efficiency under perfect competition	C-43	Lecture
Unit- IV	Monopoly: Short-run and long-run equilibrium of	C-44	Lecture

	monopoly firm;		
Unit- IV	Concept of supply curve under monopoly; Allocation inefficiency and dead-weight loss monopoly; Price discrimination.	C-45,46	Lecture
Unit- IV	Imperfect Competition: Difference between perfect competitions,	C-47	Presentation
Unit- IV	Monopoly and imperfect competition;	C-48	Lecture
Unit- IV	Monopolistic Competition: Assumption; Short – run Equilibrium;	C-49	Lecture
	Home Assignment		
Unit- IV	Long run Equilibrium; Concepts of excess capacity; Empirical relevance.	C-50	Lecture
Unit- IV	Oligopoly: Causes for the existence of oligopolistic firms in the market rather than perfect Competition;	C-51	Lecture
Unit- IV	Cooperative vs. Non-cooperative Behaviour and dilemma of oligopolistic firms	C-52	Lecture
Unit- IV	Clarification class	C-53	Lecture
Unit- IV	Quiz	C-54	Quiz
Unit- V	Income Distribution and Factor Pricing- Demand for factors	C-55	Lecture
Unit- V	Supply of factor	C-56	Lecture
Unit- V	Backward bending supply curve for labour concepts of economic rent;	C-57	Lecture
Unit- V	Functional Distribution of Income	C-58	Lecture
Unit- V	Clarification Class	C-59	Lecture
Unit- V	Revision Class	C-60	Lecture

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

Unit	Particulars	Class No.	Pedagogy of Class
Unit-I	Introduction: Business Communication	C-1	Lecture
Unit-I	Introduction: Theory of Communication	C-2	Lecture
Unit-I	Types and modes of Communication	C-3	Lecture
Unit-I	Fundamentals of Communication: Communication defined	C-4	Lecture
Unit-I	Models of Communication	C-5,6	Lecture
Unit-I	Barriers in communication	C-7,8	Lecture
Unit-I	Perception and communication	C-9	Lecture
Unit-I	Essentials of good communication	C-10	Lecture
Unit-I	Clarification Class I	C-11	Clarification Class
Unit-I	Take Home Assignment I		Take Home Assignment
Unit-II	Language of Communication: Verbal and Non-verbal (Spoken and Written)	C-12	Lecture
Unit- II	Personal, Social and Business Barriers	C-13	Lecture
Unit- II	Personal, Social and Business Barriers and Strategies	C-14,15	Lecture
Unit- II	Intra-personal, Inter-personal	C-16	Lecture
Unit- II	Group Discussion I	C-17	Group Discussion
Unit- II	Group communication	C-18	Lecture
Unit- II	Modes of human communication:	C-19	Lecture
Unit- II	Basic differences in the principal modes of human communication	C-20	Lecture
Unit- II	Reading, writing, listening, speaking and non-verbal communication.	C-21	Lecture
Unit- II	Spoken communication: Importance of spoken communication,	C-22	Lecture
Unit- II	Spoken communication designing receiver-oriented messages,	C-23	Lecture
Unit- II	Comprehending cultural dimension.	C-24	Lecture
Unit- II	Speaking Skills Monologue Dialogue	C-25,26	Lecture
Unit- II	Effective Communication/ Mis-communication	C-27	Lecture
Unit- II	Interview Public Speech	C-28	Lecture
Unit- II	Clarification Class II	C-29	Clarification Class
Unit- III	Making Oral presentations: Functions of presentations, defining objective, audience analysis, collection of materials, organization of materials, body language, effective delivery techniques.	C-30,31,32	Lecture
Unit- III	Presentation I	C-33,34	Presentation
Unit- III	Written communication: Fundamentals of sentence structure, writing as a process.	C-35	Lecture
Unit- III	Reading and Understanding Close Reading	C-36,37	Lecture

	Comprehension Summary		
Unit- III	Paraphrasing Analysis and Interpretation	C-38	Lecture
Unit- III	Translation (from Indian language to English and vice-versa)	C-39	Lecture
Unit- III	Literary/Knowledge	C-40	Lecture
Unit- III	Texts Writing Skills	C-41	Lecture
Unit- III	Documenting Report Writing	C-42	Lecture
Unit- III	Making notes	C-43	Lecture
Unit- III	Letter writing	C-44, 45	Lecture
Unit- III	Clarification Class III	C-46	Clarification Class
Unit- IV	Fundamental of technical writing: Special features of technical writing, the word choice, developing clarity and conciseness	C-47	Lecture
Unit- IV	Business letters,	C-48	Lecture
Unit- IV	Applications and resumes	C-49	Lecture
Unit- IV	Transactional Analysis: Three human ego states, different types of transactions	C-50	Lecture
Unit- IV	4 life positions	C-51	Lecture
Unit- IV	Different types of transactions	C-52	Lecture
Unit- IV	Clarification Class IV	C-53	Clarification Class
Unit- IV	Classroom Assignment I	C-54	Classroom Assignment
Unit- V	The significance of communication in a business organization: Channels of communication – Downwards, Upwards, Horizontal, Consensus, and Grapevine.	C-55	Lecture
Unit- V	Literary discussions: Analysis and discussion of the novel	C-56	Lecture
Unit- V	The Funda of Mix-ology and short stories from the books Under the banyan tree and other stories	C-57	Lecture
Unit- V	Clarification Class V	C-58	Clarification Class
Unit- V	Quiz I	C-59	Quiz
Unit- V	Revision	C-60	Revision

AECH55002-HINDI-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 and Skill Enhancement-I

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

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

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

			Assignments
Unit III	Quiz	C-28	Quiz
Unit III	Course-related field work and assignments	C-29	Field work and Assignments
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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