



પરિપત્ર:

ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી સંલગ્ન કોમર્સ & મેનેજમેન્ટ વિદ્યાશાખાનાં અભ્યાસક્રમ ચલાવતી તમામ કોલેજોનાં આચાર્યશ્રીઓને સવિનય જણાવવાનું કે કોમર્સ & મેનેજમેન્ટ વિદ્યાશાખા હેઠળનો NEP-૨૦૨૦ અંતર્ગતનો સ્કીલ એન્હાન્સમેન્ટ કોર્સનો સેમેસ્ટર-૧ ના અભ્યાસક્રમમાં રિવાઈઝડ પેપર સ્ટાઈલ (SOP, શિક્ષણ વિભાગ, ગુજરાત સરકાર ની ગાઈડલાઈન્સ પ્રમાણે) સાથેનો ૨૦૨૩-૨૪નો અભ્યાસક્રમ આ સાથે સામેલ છે. જે આપને વિદિત થાય. આ બાસ્કેટમાં કોમર્સ & મેનેજમેન્ટનાં વિષયો આપવામાં આવેલ છે.

માનનીય કુલપતિશ્રીની મંજૂરી અનુસાર સદર અભ્યાસક્રમ શૈક્ષણિક વર્ષ જુન, ૨૦૨૩ થી અમલવારી કરવાની રહે છે. કોમર્સ & મેનેજમેન્ટ વિદ્યાશાખાનાં અભ્યાસક્રમ ચલાવતી તમામ સંલગ્ન કોલેજો ધ્વારા તેની અમલવારી કરવા જણાવવામાં આવે છે.



[Signature]
10/09/2024
ખાસ ફરજ પરના અધિકારી
(એકેડેમિક)

ક્રમાંક/બીકેએનએમયુ/એકેડેમિક/૧૨૨૫/૨૦૨૪

ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી,

સરકારી પોલીટેકનિક કેમ્પસ,

ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી રોડ,

ખડીયા, જૂનાગઢ-૩૬૨૨૬૩

તા.૧૦/૦૯/૨૦૨૪

પ્રતિ,

- ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી સંલગ્ન કોમર્સ & મેનેજમેન્ટ વિદ્યાશાખાનાં અભ્યાસક્રમો ચલાવતી તમામ કોલેજોના આચાર્યશ્રીઓ તરફ....

નકલ સાદર રવાના:-

- માન.કુલપતિશ્રી/કુલસચિવશ્રીનાં અંગત સચિવશ્રી.
- પરીક્ષા નિયામકશ્રી, ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, જૂનાગઢ

નકલ રવાના જાણ તથા યોગ્ય કાર્યવાહી અર્થે:

- સીસ્ટમ મેનેજરશ્રી, આઈ.ટી.સેલ વિભાગ (વેબસાઈટ ઉપર પ્રસિદ્ધ થવા અર્થે.)



BHAKTA KAVI NARSINH MEHTA UNIVERSITY



FACULTY OF COMMERCE & MANAGEMENT
SYLLABUS FOR
SKILL ENHANCEMENT COURSE
BASKET FOR COMMERCE & MANAGEMENT
(HONOURS) PROGRAMME
(SEMESTER- I)
EFFECTIVE FROM JUNE, 2023

Bhakta Kavi Narsinh Mehta University
Syllabus of Commerce & Management Faculty
BASKET FOR SKILL ENHANCEMENT COURSE
As per NEP
Effective from June 2023

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1. INFORMATION TECHNOLOGY IN COMMERCE–1

Programme	U.G (Com. & Mgmt.)		Internal Marks	25
Semester	I		External Marks	25
Course Type	Skill Enhancement Course		Total	50
Credit	02		Exam Duration	1:00 Hrs.
Teaching Hrs.	30		Course Code	SEC-1
Course Title	INFORMATION TECHNOLOGY IN COMMERCE-1			

COURSE OBJECTIVES:

- To provide an overview of the fundamental concepts of computer basics, memory, I/P & O/P devices, number system.
- To enable students to understand the basic principles of computer operation and data processing.
- To familiarize students with the various components of a computer system and their functions.

COURSE LEARNING OUTCOMES:

On successful completion of the course, the students will be able to:

- Understand the fundamental concepts of computer basics, memory, I/P & O/P devices, number system.
- Identify and describe the various components of a computer system and their functions.

TEACING PEDAGOGY:

- Interactive classroom session, group discussion, seminar, case study, problem-solving-based learning, performance-related tasks, fieldwork, or any other methods can be used. Multimedia device and other relevant tools and modern technology should be used to make the teaching and learning process effective and interesting.

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COURSE CONTENTS		
Units	Title of the Unit and the Topics	No. of Lectures
Unit 1	COMPUTER BASICS • Definition of computer, • Block Diagram of Computer, • Characteristics of computer. • Generations of computer. • Types of Computer Analog computer. Digital computer Mini, Micro, Mainframe. Super, Hybrid computer • Types of Memory: RAM, ROM, PROM, EPROM, EEPROM	15
Unit 2.	STORAGE, INPUT & OUTPUT DEVICES • Storage Devices: Floppy Disk, Hard Disk, CD. DVD. Pen drive, MEMORY CARD, Cloud Storage • Input Devices: Key board, Mouse, Scanner, MICR. Micro Phone, Barcode Reader, Touch Screen • Output Devices : Visual Display Unit: CRT, LCD, Printers Impact(Daisy Wheel, Dot Matrix Printer), Non-Impact (Ink-Jet. Laser)	15

REFERENCE BOOKS:

- Computer Fundamentals by P.K.Sinha
- Fundamental of IT for BCA–By S.Jaiswal

Note: Use the latest edition of the books.

OTHER SOURCES:

- Digital and online sources relevant to the topics in the course.
- Internet Sources
- Relevant Journals

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INTERNAL EVALUATION SCHEME		
NO	Particulars	Marks
1	Mid Semester Exam/ Practical Exam (Mandatory)	13
2	Class Test	03
3	Open book exam/test	03
4	Open note exam/test	03
5	Self-test/ Online test	03
6	Essay/Article writing	03
7	Quizzes/Objective test	03
8	Class assignment	03
9	Home assignment	03
10	Reports Writing	03
11	Research/Dissertation	03
12	Case Studies	03
13	Viva/Oral exam	03
14	Group Discussion	03
15	Role Play	03
16	Paper presentation/Seminar	03
17	Language Lab work	03
18	Interview	03
19	Craft work	03
20	Co-curricular work	03
21	Field Assignment	03
22	Poster Presentation	03
23	Attendance	03
24	Project Work	03
	Total	25

Note: Sr.No.1 is mandatory. Select any Four from Sr.No.2 to 24. Each Contains three marks. Student should secure 09 Marks for passing in internal Exam

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Paper Style

Ques. No.	Particulars	From which Unit	Marks
Que. 1	Question 1	1	10
	Or		
	Question 1		
Que. 2	Question 2	2	10
	Or		
	Question 2		
Que. 3	Write a Short Note	1 & 2	05
	Or		
	Write a Short Note		
		Total	25

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2. STOCK MARKET OPERATIONS-1

Programme	U.G (Com. & Mgmt.)		Internal Marks	25
Semester	I		External Marks	25
Course Type	Skill Enhancement Course		Total	50
Credit	02		Exam Duration	1:00 Hrs.
Teaching Hrs.	30		Course Code	SEC-1
Course Title	STOCK MARKET OPERATIONS-1			

COURSE OBJECTIVES:

- The course aims to impart basic knowledge about the structure and functioning of the stock market in India and to learn trading on the stock exchange.

COURSE LEARNING OUTCOMES:

On successful completion of the course, the students will be able to:

- Explain the basic concept of securities market.
- Practice trading on stock market.
- Analyse the legal framework of securities market.
- Explain different segment of Stock Exchange.

TEACHING PEDAGOGY:

- Interactive classroom session, group discussion, seminar, case study, problem-solving-based learning, performance-related tasks, fieldwork, or any other methods can be used. Multimedia device and other relevant tools and modern technology should be used to make the teaching and learning process effective and interesting.

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COURSE CONTENTS		
Units	Title of the Unit and the Topics	No. of Lectures
Unit 1	PRIMARY MARKET Concept and types of Securities; Concept of return; Concept, types and measurement of risk; Development of Securities market in India. Concept, Functions and Importance; Functions of New Issue Market (IPO, FPO & OFS); Methods of Floatation- fix price method and book building method; Pricing of Issues; Offer Documents; Appointment and Role of Merchant Bankers, Underwriters, Lead Managers, Syndicate Members, Brokers, Registrars, Bankers, ASBA; SME IPOs and Listing of Securities.	15
Unit 2.	SECONDARY MARKET Concept; Functions and Importance; Mechanics of Stock Market Trading-Different Types of Orders, Screen Based Trading, Internet-Based Trading and Settlement Procedure; Types of Brokers.	15

Note: The Topics and sub-topics of the course shall be discussed in context to actual accounting practices of leading corporate houses within and outside India.

REFERENCE BOOKS:

1. Gordon, E., & Natarajan, K. (2019). Financial Markets and Services. New Delhi: Himalaya Publishing House.
2. Benjamin, G. (1949). The Intelligent Investor. New York: Harper Publishing.
3. Dalton, J. M. (2001). How The Stock Market Works? New York: Prentice Hall Press.
4. Machiraju, H. R. (2019). Merchant Banking. New Delhi: New Age Publishers.

Note: Use the latest edition of the books.

Other Sources:

- Digital and online sources relevant to the topics in the course.
- Internet Sources
- Relevant Journals

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INTERNAL EVALUATION SCHEME		
NO	Particulars	Marks
1	Mid Semester Exam/ Practical Exam (Mandatory)	13
2	Class Test	03
3	Open book exam/test	03
4	Open note exam/test	03
5	Self-test/ Online test	03
6	Essay/Article writing	03
7	Quizzes/Objective test	03
8	Class assignment	03
9	Home assignment	03
10	Reports Writing	03
11	Research/Dissertation	03
12	Case Studies	03
13	Viva/Oral exam	03
14	Group Discussion	03
15	Role Play	03
16	Paper presentation/Seminar	03
17	Language Lab work	03
18	Interview	03
19	Craft work	03
20	Co-curricular work	03
21	Field Assignment	03
22	Poster Presentation	03
23	Attendance	03
24	Project Work	03
	Total	25

Note: Sr.No.1 is mandatory. Select any Four from Sr.No.2 to 24. Each Contains three marks. Student should secure 09 Marks for passing in internal Exam

Paper Style

Ques. No.	Particulars	From which Unit	Marks
Que. 1	Question 1	1	10
	Or		
	Question 1		
Que. 2	Question 2	2	10
	Or		
	Question 2		
Que. 3	Question 3	1 & 2	05
	Or		
	Question 3		
	Total	Total	25

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3. GOOD GOVERNANCE

Programme	U.G (Com. & Mgmt.)		Internal Marks	25
Semester	I		External Marks	25
Course Type	Skill Enhancement Course		Total	50
Credit	02		Exam Duration	1:00 Hrs.
Teaching Hrs.	30		Course Code	SEC-1
Course Title	GOOD GOVERNANCE			

COURSE OBJECTIVES:

- The course aims to equip the learners to understand and analyse the movement from Government to Governance. The course also aims to nurture the learners to become ethically sound, political, educational, and social leaders who can influence policy towards good governance.

COURSE LEARNING OUTCOMES:

On successful completion of the course, the students will be able to:

- Participate in public forum to share their ideas and suggestions on Governance and Policy-making;
- File an application for RTI online;
- Analyse the significance of GeM for buyers and sellers;
- Interpret the key learnings from the case studies on Insider Trading;
- Present report on significance of E-Governance in Education Sector;
- Analyse and interpret case studies on role of ICT in Governance;
- Prepare an appraisal report about the functioning of institutions like: educational institutions, health care centers, public utility, local self-government- Panchayati Raj Institutions, Anganawadi, etc.

TEACING PEDAGOGY:

- Interactive classroom session, group discussion, seminar, case study, problem-solving-based learning, performance-related tasks, fieldwork, or any other methods can be used. Multimedia device and other relevant tools and modern technology should be used to make the teaching and learning process effective and interesting.

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COURSE CONTENTS		
Units	Title of the Unit and the Topics	No. of Lectures
Unit 1	INTRODUCTION GOOD GOVERNANCE: ISSUES AND CHALLENGES IN INDIA Governance: Concept, Meaning and Nature. Leadership for Good Governance: Values, Ethics, and Principles in Leadership. The Fundamental Rights, Directive Principles of State Policy and Fundamental Duties enshrined in the Indian Constitution. Forms of public accountability and Redressal of public grievances with special reference to RTI, Decentralized Governance: Panchayati Raj Institution; Lokpal and Lokayukta, Election Commission, Minimum Government Maximum Governance. Mainstreaming alternative viewpoints in democracy; Role of government and market in a competitive economy- GeM; Privacy of data in a networked society and issues related to RTI, Universal Basic Income; Administrative Reforms in India, Civil Service Reforms, Local Governance, Educational Reforms, Media & Governance. Corporate Governance: Insider trading; Whistle Blowing; Shareholder's Activism.	15
Unit 2.	ICT IN GOVERNANCE: CONCEPT AND SIGNIFICANCE From IT to ICT – Information and Communications for Development: International Trends and Policies – Open and Accountable Development using ICTs - Focal Domains of ICT in Governance: e-Administration, e-Citizens, e-Services, and e-Society. 6C Model - E-Governance Maturity Model - E-Readiness Framework - Design Reality Gaps - The ICT4D Cube – Core Principles of ICT projects.	15

Note: The Topics and sub-topics of the course shall be discussed in context to actual accounting practices of leading corporate houses within and outside India.

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REFERENCE BOOKS:

1. Adair, J. (2009). Inspiring Leadership. New Delhi: Viva Books Pvt. Limited.
2. Goel, S. L. (2007). Good Governance – An Integral Approach. New Delhi: Deep and Deep Publications Private Limited.
3. Bhatnagar, S. (2009). Unlocking E-Government Potential – Concepts, Cases and Practical Insights. New Delhi: Sage Publications India Pvt. Ltd.
4. Chakrabarty, B., & Bhattacharya, M. (2008). The Governance Discourse. New Delhi: OUP India.

Note: Use the latest edition of the books.

OTHER SOURCES:

- Digital and online sources relevant to the topics in the course.
- Internet Sources
- Relevant Journals

INTERNAL EVALUATION SCHEME		
NO	Particulars	Marks
1	Mid Semester Exam/ Practical Exam (Mandatory)	13
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5	Self-test/ Online test	03
6	Essay/Article writing	03
7	Quizzes/Objective test	03
8	Class assignment	03
9	Home assignment	03
10	Reports Writing	03
11	Research/Dissertation	03
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14	Group Discussion	03
15	Role Play	03
16	Paper presentation/Seminar	03
17	Language Lab work	03
18	Interview	03
19	Craft work	03
20	Co-curricular work	03
21	Field Assignment	03
22	Poster Presentation	03
23	Attendance	03
24	Project Work	03
	Total	25

Note: Sr.No.1 is mandatory. Select any Four from Sr.No.2 to 24. Each Contains three marks. Student should secure 09 Marks for passing in internal Exam

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Paper Style

Ques. No.	Particulars	From which Unit	Marks
Que. 1	Question 1	1	10
	Or		
	Question 1		
Que. 2	Question 2	2	10
	Or		
	Question 2		
Que. 3	Write a Short Note	1 & 2	05
	Or		
	Write a Short Note		
		Total	25

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4. MIND MANAGEMENT

Programme	U.G (Com. & Mgmt.)	Internal Marks	25
Semester	I	External Marks	25
Course Type	Skill Enhancement Course	Total	50
Credit	02	Exam Duration	1:00 Hrs.
Teaching Hrs.	30	Course Code	SEC-1
Course Title	MIND MANAGEMENT		

COURSE OBJECTIVES:

- The course aims to build confidence and ability among the learners to cultivate mindfulness in their daily life.

COURSE LEARNING OUTCOMES:

On successful completion of the course, the students will be able to:

- Observe and identify the modulations of mind;
- Rate themselves on emotional matrix to analyse their strengths & weaknesses and improve themselves;
- Practice time mind and anger management techniques in their daily life.

TEACING PEDAGOGY:

- Interactive classroom session, group discussion, seminar, case study, problem-solving-based learning, performance-related tasks, fieldwork, or any other methods can be used. Multimedia device and other relevant tools and modern technology should be used to make the teaching and learning process effective and interesting.

COURSE CONTENTS		
Units	Title of the Unit and the Topics	No. of Lectures
Unit 1	INTRODUCTION TO MIND MANAGEMENT AND MINDFULNESS Importance of knowing the Mind, Understanding Thoughts and Emotions, Modulations of Mind by Maharishi Patanjali.	15

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	Emotional turmoil (Anger, Jealousy, Lust, Greed, etc.): Causes and Cure, Peace of Mind: Luxury or Necessity; Managing Mind through breath. Mind Management: Efficiency, Creativity, and Excellence at Work. Mind and Stress, Components and Benefits of Mindfulness, Mindfulness Vs. Meditation; Energy Centers in the body. Tools for reducing Stress: Yoga, Pranayama, Meditation, other Breathing Techniques. Different types of Meditation. Time Management, Anger Management. Mind: Doorway between Consciousness and Creation.	
Unit 2.	INTELLIGENCES OF EFFECTIVE PEOPLE Del Pe's 5 Types of Intelligences: Instinctive, Emotional, Concrete Mental, Abstract Mental, Spiritual Intelligence. Concept of Right Brain and Left Brain. Gardner's Model of Multiple Intelligence: Naturalist, Musical, Logical-Mathematical, Existential, Interpersonal, Bodily-Kinesthetic, Linguistic, Intra-personal, Spatial. Techniques of understanding Competencies: Psychometric Testing. Enhancing Intelligence Quotient by activating Chakras.	15

Note: The Topics and sub-topics of the course shall be discussed in context to actual accounting practices of leading corporate houses within and outside India.

REFERENCE BOOKS:

1. Knight, S. (2009). NLP at Work: The Essence of Excellence. Boston: Nicholas Brealey Publishing.
2. Murphy, J. (2015). The Power of Your Subconscious Mind. Delhi: Fingerprint! Publishing.
3. Zohar, D. (2012). Spiritual Intelligence: The Ultimate Intelligence. London: Bloomsbury Paperbacks.

Note: Use the latest edition of the books.

OTHER SOURCES:

- Digital and online sources relevant to the topics in the course.
- Internet Sources
- Relevant Journals

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INTERNAL EVALUATION SCHEME		
NO	Particulars	Marks
1	Mid Semester Exam/ Practical Exam (Mandatory)	13
2	Class Test	03
3	Open book exam/test	03
4	Open note exam/test	03
5	Self-test/ Online test	03
6	Essay/Article writing	03
7	Quizzes/Objective test	03
8	Class assignment	03
9	Home assignment	03
10	Reports Writing	03
11	Research/Dissertation	03
12	Case Studies	03
13	Viva/Oral exam	03
14	Group Discussion	03
15	Role Play	03
16	Paper presentation/Seminar	03
17	Language Lab work	03
18	Interview	03
19	Craft work	03
20	Co-curricular work	03
21	Field Assignment	03
22	Poster Presentation	03
23	Attendance	03
24	Project Work	03
	Total	25

Note: Sr.No.1 is mandatory. Select any Four from Sr.No.2 to 24. Each Contains three marks. Student should secure 09 Marks for passing in internal Exam

Paper Style

Ques. No.	Particulars	From which Unit	Marks
Que. 1	Question 1	1	10
	Or		
	Question 1		
Que. 2	Question 2	2	10
	Or		
	Question 2		
Que. 3	Write a Short Note	1 & 2	05
	Or		
	Write a Short Note		
	Total	Total	25

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5. INTRODUCTION OF INDIAN AGRICULTURE ECONOMICS -1

Programme	U.G (Com. & Mgmt.)	Internal Marks	25
Semester	I	External Marks	25
Course Type	Skill Enhancement Course	Total	50
Credit	02	Exam Duration	1:00 Hrs.
Teaching Hrs.	30	Course Code	SEC-1
Course Title	INTRODUCTION OF INDIAN AGRICULTURE ECONOMICS -1		

COURSE OBJECTIVES:

- The objectives of the course is to familiarize student with policy issue that are relevant to Indian Agricultural Economics sand enable them to analyze the issues
- Expose the students to production economics principles and their applications.
- Train the students in production economics tools for agricultural decision making

COURSE LEARNING OUTCOMES:

On successful completion of the course, the students will be able to:

- Able to acquire knowledge and analytical skills in addressing the issues of agricultural marketing.
- Enhancing expertise in improving the performance of the marketing institutions and the players in marketing of agricultural commodities.

TEACING PEDAGOGY:

Interactive classroom session, group discussion, seminar, case study, problem-solving-based learning, performance-related tasks, fieldwork, or any other methods can be used. Multimedia device and other relevant tools and modern technology should be used to make the teaching and learning process effective and interesting.

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COURSE CONTENTS		
Units	Title of the Unit and the Topics	No. of Lectures
Unit 1	Agricultural and Economic Development, Meaning of Agricultural Economics - Characteristics (Nature), Importance of Agricultural sector in Indian Economy, Green Revolution in India	15
Unit 2.	Agricultural Production, Productivity and price, Causes for low productivity in Indian Agriculture - Remedial steps to increase productivity, Price stability of agriculture product - Meaning and importance - Essentiality – Objectives, Reasons for price uncertainty of agriculture product, Trade condition between agriculture and non-agriculture field	15

REFERENCE BOOKS:

- Dantwala M.L. et al. (1991) Indian Agricultural Development since independence, Oxford & IBM, New Delhi.
- Gulati A. & T. Kelly (1999) Trade liberalization and Indian Agriculture, Oxford, University Press New Delhi.
- Joshi P.C. (1975) Land Reforms in India, Treads & Prospects, Allied Publishers, New Delhi.
- Kahlo A.S. and Tyagi D.S. (1983), Agriculture Price Policy in India, Allied publishers, New Delhi.
- Rao C.H. Hanymantha (1975), Agricultural growth, Rural Poverty and Environment Degradation in India, Oxford University Press, New Delhi.
- Reserve Bank of India, Rep/t on Currency and Finance (Annual), Mumbai.
- Rudra A. (1982), Indian agricultural economics, Mythas and Reality, Allied Publishers New Delhi.
- Saini, G.R. (1979), Farm, Size, Resource Use Efficiency and Income distribution, Allied Publishers, New Delhi.

Note: Use the latest edition of the books.

OTHER SOURCES:

- Digital and online sources relevant to the topics in the course.
- Internet Sources
- Relevant Journals

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INTERNAL EVALUATION SCHEME		
NO	Particulars	Marks
1	Mid Semester Exam/ Practical Exam (Mandatory)	13
2	Class Test	03
3	Open book exam/test	03
4	Open note exam/test	03
5	Self-test/ Online test	03
6	Essay/Article writing	03
7	Quizzes/Objective test	03
8	Class assignment	03
9	Home assignment	03
10	Reports Writing	03
11	Research/Dissertation	03
12	Case Studies	03
13	Viva/Oral exam	03
14	Group Discussion	03
15	Role Play	03
16	Paper presentation/Seminar	03
17	Language Lab work	03
18	Interview	03
19	Craft work	03
20	Co-curricular work	03
21	Field Assignment	03
22	Poster Presentation	03
23	Attendance	03
24	Project Work	03
	Total	25

Note: Sr.No.1 is mandatory. Select any Four from Sr.No.2 to 24. Each Contains three marks. Student should secure 09 Marks for passing in internal Exam

Paper Style

Ques. No.	Particulars	From which Unit	Marks
Que. 1	Question 1	1	10
	Or		
	Question 1		
Que. 2	Question 2	2	10
	Or		
	Question 2		
Que. 3	Write a Short Note	1 & 2	05
	Or		
	Write a Short Note		
	Total		25

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6. COMPUTER SCIENCE-1

Programme	U.G (Com. & Mgmt.)	Internal Marks	25
Semester	I	External Marks	25
Course Type	Skill Enhancement Course	Total	50
Credit	02	Exam Duration	1:00 Hrs.
Teaching Hrs.	30	Course Code	SEC-1
Course Title	Computer Science-1		

COURSE OBJECTIVES:

The objectives of the course include:

- To provide an overview of the fundamental concepts of computer basics, memory, I/P & O/P devices, number system.
- To enable students to understand the basic principles of computer operation and data processing.
- To familiarize students with the various components of a computer system and their functions

COURSE LEARNING OUTCOMES:

On successful completion of the course, the students will be able to:

- Understand the fundamental concepts of computer basics, memory, I/P & O/P devices, number system.
- Identify and describe the various components of a computer system and their functions.

TEACHING PEDAGOGY:

- Interactive Lectures, Discussion, and Practical work

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COURSE CONTENTS		
Units	Title of the Unit and the Topics	No. of Lectures
Unit 1	Computer Basics • Definition of computer, • Block Diagram of Computer, • Characteristics of computer. • Generations of computer. • Types of Computer Analog computer. Digital computer Mini, Micro, Mainframe. Super, Hybrid computer • Types of Memory: RAM, ROM, PROM, EPROM, EEPROM	15
Unit 2.	Storage & Input & Output Devices • Storage Devices: Floppy Disk, Hard Disk, CD. DVD. Pen drive, MEMORY CARD, Cloud Storage • Input Devices: Key board, Mouse, Scanner, MICR. Micro Phone, Barcode Reader, Touch Screen • Output Devices: Visual Display Unit: CRT, LCD, Printers Impact(Daisy Wheel, Dot Matrix Printer), Non-Impact (Ink-Jet. Laser)	15

REFERENCE BOOKS:

1. Computer Fundamentals by P.K.Sinha
2. Fundamental of IT for BCA–By S.Jaiswal

Note: Use the latest edition of the books.

INTERNAL EVALUATION SCHEME		
NO	Particulars	Marks
1	Mid Semester Exam/ Practical Exam (Mandatory)	13
2	Class Test	03
3	Open book exam/test	03
4	Open note exam/test	03
5	Self-test/ Online test	03
6	Essay/Article writing	03
7	Quizzes/Objective test	03
8	Class assignment	03
9	Home assignment	03
10	Reports Writing	03

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11	Research/Dissertation	03
12	Case Studies	03
13	Viva/Oral exam	03
14	Group Discussion	03
15	Role Play	03
16	Paper presentation/Seminar	03
17	Language Lab work	03
18	Interview	03
19	Craft work	03
20	Co-curricular work	03
21	Field Assignment	03
22	Poster Presentation	03
23	Attendance	03
24	Project Work	03
	Total	25

Note: Sr.No.1 is mandatory. Select any Four from Sr.No.2 to 24. Each Contains three marks. Student should secure 09 Marks for passing in internal Exam

Paper Style

Ques. No.	Particulars	From which Unit	Marks
Que. 1	Question 1	1	10
	Or		
	Question 1		
Que. 2	Question 2	2	10
	Or		
	Question 2		
Que. 3	Question 3	1 & 2	05
	Or		
	Question 3		
	Total		25

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7. EVENT MANAGEMENT

Programme	U.G (Com. & Mgmt.)	Internal Marks	25
Semester	I	External Marks	25
Course Type	Skill Enhancement Course	Total	50
Credit	02	Exam Duration	1:00 Hrs.
Teaching Hrs.	30	Course Code	SEC-1
Course Title	Event Management		

COURSE OBJECTIVES:

The objectives of the course include:

- To make students Understand the process of organizing an event.
- To familiarize students with organizing events and preparing checklist.
- To make students focus on the alignment of the talent management process with business strategy, with culture, and with people.
- To make students learn to manage talent in organizations as well as managing one's own talents as an individual.

COURSE LEARNING OUTCOMES:

On successful completion of the course, the students will be able to:

- Apply process of organizing an event.
- Prepare checklist to organize events.
- Evaluate the talent management process with business strategy, with culture, and with people.
- Manage talent in organizations as well as managing one's own talents as an individual.

TEACING PEDAGOGY:

- Classroom session, group discussion, seminar, case study, fieldwork, or any other suitable method

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COURSE CONTENTS		
Units	Title of the Unit and the Topics	No. of Lectures
Unit 1	Introduction to Event Management Event Management: Meaning, Scope, Types of Events (Corporate, Private, or Charity, Indoor Events, Outdoor Events, Celebrity Events) Tools for Event Planning & Management, MICE Events, Event Operations and Services (Setting Up, Parking, Maintenance, Ticketing, Food and Beverage, Logistics). Event Planning: Event Checklist, Hosting, Principles of Holding Event, Reserving Event Hall. Five Bridges of Event Management, Characteristics of Successful Event Management.	15
Unit 2.	Corporate Event Management Corporate Event Organization : Preparing A Blueprint, Facilities Planning and Organizing(Assigning Staff, Maintenance of Inventory For The Chemicals and Equipment's, Cleaning, Maintenance, Aesthetic Upkeep, Maintaining Back Areas, Public Areas and Surroundings, Floral Designing)Assigning the Responsibilities, Event Organizer Arrangements, Corporate Event Packages, Corporate Hospitality, Well- Being of the Patrons & Participants, The Entertainment In Corporate Events and Corporate Event Reporting.	15

REFERENCE BOOKS:

1. Event Entertainment and Production by Mark Sonderm, CSEP, Wiley and Sons Publishers Inc.
2. Principles of Event Management by K Ramachandra and Allabaksh, Himalaya Publishing House
3. Talent management in India: Challenges and Opportunities by Hasan, M., Singh, A. K., Dhamija, Atlantic Publication
4. Talent Management by Lance A Berger, Dorothy R Berger, Hand Book, Mc.Graw Hill, 13th Edison

Note: Use the latest edition of the books.

OTHER SOURCES:

- Wherever the standard books are not available for the topic appropriate print and online resources, journals and books published by different authors may be prescribed.

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INTERNAL EVALUATION SCHEME		
NO	Particulars	Marks
1	Mid Semester Exam/ Practical Exam (Mandatory)	13
2	Class Test	03
3	Open book exam/test	03
4	Open note exam/test	03
5	Self-test/ Online test	03
6	Essay/Article writing	03
7	Quizzes/Objective test	03
8	Class assignment	03
9	Home assignment	03
10	Reports Writing	03
11	Research/Dissertation	03
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18	Interview	03
19	Craft work	03
20	Co-curricular work	03
21	Field Assignment	03
22	Poster Presentation	03
23	Attendance	03
24	Project Work	03
	Total	25

Note: Sr.No.1 is mandatory. Select any Four from Sr.No.2 to 24. Each Contains three marks. Student should secure 09 Marks for passing in internal Exam

Paper Style

Ques. No.	Particulars	From which Unit	Marks
Que. 1	Question 1	1	10
	Or		
	Question 1		
Que. 2	Question 2	2	10
	Or		
	Question 2		
Que. 3	Write a Short Note	1 & 2	05
	Or		
	Write a Short Note		
	Total		25

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8. ENGLISH FOR COMPETITIVE EXAMS-1

Programme	U.G (Com. & Mgmt.)		Internal Marks	25
Semester	I		External Marks	25
Course Type	Skill Enhancement Course		Total	50
Credit	02		Exam Duration	1:00 Hrs.
Teaching Hrs.	30		Course Code	SEC-1
Course Title	English for competitive Exams-1			

Objectives of the Course:

Competitive Exams aim at a basic but comprehensive understanding of English language. The present syllabus focuses on four aspects of English language.

1. Grammar Proficiency
2. Vocabulary Enhancement
3. Reading Comprehension
4. Writing Skills

Learning Outcomes:

1. The students will develop a basic understanding of grammar, enabling them to spot and correct mistakes in sentences.
2. The syllabus will enhance the students' vocabulary, enabling them to understand words and their roots, prefixes, and suffixes.
3. Reading comprehension skills will be improved, empowering the students to grasp the main ideas of passages and answer questions accordingly.
4. Writing skills will be honed, enabling the students to effectively communicate in formal situations, which will be beneficial before and after acquiring a job.

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Detailed Syllabus

UNIT	ITEMS	Marks	Teaching Hours
I	- Articles & Quantifiers - Subject-Verb Agreement - Phrasal Verbs	18	15
II	- Modal Auxiliaries - Tenses - Comprehension	17	15

Note: Above mentioned topics must be taught keeping in mind competitive exams.

Suggested Reading

1. Objective General English by S P Bakshi
2. High School Wren and Martin English Grammar and Composition
3. English Grammar in Use by Raymond Murphy
4. <https://www.grammar-monster.com/>
5. <https://www.englishpage.com/>

Appendix (Phrasal Verbs)

Ask:

Ask for – to demand.

His family *asked for* compensation.

2. Ask after – to inquire.

The police had to contact branch office to *ask after* the case.

Act:

Act for – on behalf of.

I *acted for* my brother while he was out of station.

Act on – pursue / follow up on.

Did you *act on* my advice?

Act upon – affect / influence.

Over-consumption of alcohol *acts upon* (affects) health.

Her work *acted upon* (influenced) me to pass the exam.

Back:

Back out – to make a retreat from something agreed.

After my father had refused me, I *backed out* of party plan.

Back up – to support.

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Can you *back up* your claims?

Bear:

Bear with – to tolerate.

You have to *bear with* others' criticism to succeed.

Blow:

Blow away – to remove.

The gust *blew away* all the leaves.

Blow in / blow into – to enter noisily

Two children *blew in* the classroom.

Blow off – to emit.

The vehicles *blew off* black smoke.

Break:

Break down – collapse / crush.

The wall of Berlin *broke down* (collapsed) and an era ended.

Gandhi fought to *break down* (crush) colonialism in India.

Break off – to stop / to break a piece.

The bus *broke off* in the middle of its way.

She *broke off* her tooth.

Break out – spread.

The Corona virus has *broken out* all over the world.

Break up – to end.

The show broke up at 10 p.m.

Bring:

Bring back – to return / to restore.

No one can *bring* those happy days *back* (return).

This picture *brought* me *back* (restored) sad memories.

Bring on – to cause.

Driving carelessly can *bring on* accident.

Bring out – to publish.

The book is banned right after it has been *brought out*.

Call:

Call at – to visit a place.

Jack will *call at* his house later.

Call on – to visit a person.

Mr. Morgan will *call on* you soon.

Call in – to invite.

Please someone help her and *call in* a doctor.

The doctor *called in* the next patient.

Call out – to utter aloud.

The boy *called out*, "I won! I won!"

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Carry:

Carry on – to continue.

Don't be disappointed, *carry on* your hard work.

Carry about – to carry.

My uncle who was a private investigator, always *carries about* a notebook and a pen.

Carry away – remove from *certain place* or mental state.

I was *carried away* when I heard my best friend died in an accident.

Come:

Come across – to meet unexpectedly.

I *came across* her on my way to office.

Come in – to enter.

May I *come in*?

Come out – to appear / to expose.

The businessman *came out* (appeared) at a video conference.

The reason of his disappearance was *come out* (exposed) then.

Come after – to chase.

The dogs *came after* the fox.

Come off – to take place.

A campus cleaning programme is going to be *come off*.

Come round – to recover / to change position or opinion.

She *came round* (recovered) after an expensive surgery after a long time.

She didn't *come round* (didn't change her opinion) to my point of view.

Cut:

Cut down – to cut with stroke / to reduce

The wood cutter *cut* the trees *down* with a chain saw.

You should *cut down* (reduce) your daily fat intake.

Cut off – to separate / to die.

I am *cut off* (separated) from my family since I got this job.

As her sister was *cut off* (died) and so she is brought up with extra care.

Get:

Get away – to escape.

The convicted *got away* from the high security prison.

Get along – to maintain a friendly relationship.

She *gets along* well with me.

Give:

Give away – to distribute.

The Headmaster has *given away* the prizes.

Give up – to abandon / to put an end.

You have to work hard, don't *give up* (abandon) until you reach your goal.

Give up (put an end) smoking.

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Hold:

Hold on – to stop and wait / to stick to

Please *hold on* a second.

She *held on* (stuck) to encourage me throughout my preparation.

Keep:

Keep away – to prevent from coming close.

Fire *keeps away* wild animals.

Keep on – to continue.

The party *kept on* blaming the voters for their defeat.

= *carry on*.

Keep up with – to maintain a pace with.

The public sector units must *keep up* with the latest technology.

Look:

Look after – to take care.

We must *look after* our parents at their old age.

Look for – to search / to expect.

I am *looking for* my glasses.

She didn't *look for* such conduct from you.

Look through – to examine carefully.

You didn't *look through* the question papers.

Make:

Make of – composed of / to understand.

The chair is *made of* (composed of) wood.

What did you *make of* (understand) this lesson?

Make up – to catch up with.

I have to *make up* my previous exam today.

Pass:

Pass away – to die.

Mr. Bose *passed away* last night.

Pass by – go by.

When I looked out the window I saw a Ford *passed by*.

Put:

Put aside – to set aside / to save.

Put aside your toys and come with me.

I must *put aside* enough money for my father's operation. (= *lay by*)

Put down – to write / to suppress.

Please *put down* (write) what I'm saying.

The movement has been *put down* (suppressed) effectively by the government.

Put on – to wear / to increase.

Put on (wear) your overcoat and follow me. Quick.

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She joins the gym because she has *put on* (increased) fifteen pounds.

Run:

Run across – to meet by chance.

We *ran across* her in front of my office after a lapse of five years.

Run after – to chase or persuade.

A dog *ran after* the cat.

Run away – to flee.

Whenever you see me, you *run away*. Why?

Set:

Set aside – to put aside / to suspend or cancel.

Set aside (put aside) your work and listen to me.

The court has *set aside* (cancelled) the conviction.

Set about – to begin.

The US *set about* a war in the middle east years ago.

A bird has *set down* (landed) from the tree.

See:

See off – to attend someone's departure.

My mother has come to *see me off*.

See-through – to perceive or discover.

We couldn't *see through* their intention.

Stand:

Stand by – to be stick to / to do nothing

She *stood by* me in trouble.

He just *stood by* when the rioters were burning the houses.

Stand for – to represent.

M.P. stands for Member of Parliament.

Stand up for – to support.

She *stood up* for me in trouble.

Take:

Take off – to remove / to start

I *took off* (removed) my sweater.

The plane will *take off* (start) at 8 p.m.

Take up – to occupy / to adopt.

The table doesn't *take up* (occupy) too much space.

I have *taken up* (adopted) marketing as my hobby.

Turn:

Turn on – to switch on or start.

I *turned on* the AC.

Turn off – to switch off.

The refrigerator was *turned off*.

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NO	Particulars	Marks
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18	Interview	03
19	Craft work	03
20	Co-curricular work	03
21	Field Assignment	03
22	Poster Presentation	03
23	Attendance	03
24	Project Work	03
	Total	25

Note: Sr.No.1 is mandatory. Select any Four from Sr.No.2 to 24. Each Contains three marks. Student should secure 09 Marks for passing in internal Exam

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Paper Style

Ques. No.	Particulars	Marks
Que. 1	(A) Multiple Choice Question. (5/7)	10
	(B) Identify the Error and Underline it. (5/7)	
Que. 2	Write the Correct option from the Bracket (10/12)	10
Que. 3	Read the Passage & Answer the Questions. (1) (2) (3) (4) (5)	05
	Total	25