

Necessary Information
and
Syllabi of Undergraduate (UG) programs 1st Year
as per
National Education Policy (NEP) 2020
With effective from Academic Session 2021-2022



Faculty of Commerce
P.K. University
Shivpuri, M.P.

Preamble:

The Govt. of the State of Madhya Pradesh (M.P.) formulated the general guidelines (rules & regulations) through its Ordinance and suggested syllabi through duly constituted Central Board of Studies (CBS) within the framework of National Education Policy (NEP) 2020 for UG programs with effective from the academic session 2021-2022. The guidelines are as per the “Guidelines for Multiple Entry and Exit in Academic Programs offered in Higher Educations Institutions (HEIs)” issued by University Grants Commission (UGC) under the NEP 2020.

The Faculty of Science, P.K. University, offers undergraduate (UG), postgraduate (PG), & Doctoral (Ph.D.) programs through its constituent Departments - Department of Commerce.

The Faculty of COMMERCE has adopted them for its all UG programs and will start 4-year UG programs with multiple entry and exit modes from the academic session 2021-2022 as per the directives of the Govt. of the State of M.P. The Faculty of Commerce will offer the *Certificate, Diploma, B.com* and *B.com. (Honours /Research)* and will follow the *annual system*.

The necessary information and syllabi of various UG programs of the Faculty of COMMERCE are given here.

Necessary information:

1. Admission rules and guidelines for admission to UG programs will be framed by the University for admission in its University Teaching Departments (UTD)/Faculties.
2. Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, M.P., Bhopal or an equivalent examination from any other board recognized by the State Government/University will be eligible for admission to the UG programs.
3. The admission shall be made on merit calculated on the basis of criteria notified by the state government/university, as the case may be, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.

4. Student enrolment in a program/course shall be restricted to the seats allotted by the University/State Govt.
5. The in-take capacity shall be determined in advance by the University in accordance with the guidelines/norms in this regard issued by the State Govt./UGC and other statutory bodies concerned so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website or admission portal of Department of Higher Education.
6. To enable multiple entry and exit points in the academic programs, qualifications such as certificate, diploma, and degree are organized in a series in an ascending order from level to 5 level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year UG program shall comprise courses under following subjects/categories:
 - (i) Major Subject (**56 credits**).
 - (ii) Minor Subjects (**26 credits**).
 - (iii) Generic Elective (**18 credits**).
 - (iv) Skill Enhancement Courses/Vocational Courses (**12 credits**).
 - (v) Ability Enhancement Courses/Foundation Courses (**24 credits**)
 - (vi) Field project/internship/apprenticeship/community engagement and service (**24 credits**).

Qualifications and Credit Requirements are given in Table 1. The *entry and exit* options for students, who enter the UG program, as follows:

1st Year (Level 5)

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognized by the state Govt/University. A program of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the course of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate Certificate in the faculty of his/her Major Subject*. If he/she wants to exit, can exit the program with *Undergraduate Certificate* in hand.

2nd Year (Level 6)

Entry 2: The entry requirement for *Level 6 is successful completion of Level 5*. A program of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the course of Level 5 & 6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the Faculty of his/her Major Subject*. If he/she wants to exit, can exit the program with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year (Level 7)

Entry 3: The entry requirement for *Level 7 is successful completion of Level 5 & 6*. A program of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7, i.e., First, Second, and Third years and earns requisite number of credits, the student becomes entitle for the *Undergraduate Degree in the faculty of his/her Major Subject*. A Bachelor's degree requires 120 credits from Level 5 to 7, with 40 credits at level 5, 40 credits at level 6, & 40 credits at level 7.

4th Year (Level 8)

Entry 4: An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* is a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.00 shall be allowed to continue studies in the fourth year of the undergraduate program to pursue and complete the Bachelor's (Honours/Research) degree.

Exit 4: If the student passes all the course of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of his/her Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to level 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, & 40 credits at level 8.

Table – 1: Qualification Type & Credit Requirements		
Levels	Qualification title	Credit requirements (Minimum)
Level 5 (1 st year) (Entry 1)	Undergraduate Certificate in the Faculty of the Major Subject for those who exit after the first year (<i>Exit 1</i>) of the UG program (Program duration: First year of the UG program)	40
Level 6 (2 nd year) (Entry 2)	Undergraduate Diploma in the Faculty of the Major Subject for those who exit after two year (<i>Exit 2</i>) of the UG program (Program duration: First two years of the UG program)	80
Level 7 (3 rd year) (Entry 3)	Bachelor Degree in the Faculty of the Major Subject (<i>Exit 3</i>) (Program duration: Three years)	120
Level 8 (4 th year) (Entry 4)	Bachelor Degree in the Faculty of the Major Subject (Honours/Research) (<i>Exit 4</i>) (Program duration: Four years)	160

The credits will be awarded by the University. The credit can be calculated as follows:

- ★ One hour of theory ore one hour of tutorial or two hours of laboratory work, per week for a duration of 1 weeks resulting in the award of **one credit**;
- ★ Credits for internship shall be **one credit per week** on internship, subject to a **maximum of 12 credits in a year**.

7. The minimum duration of the *undergraduate degree program* shall be of three academic years whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years.

- * A student who leaves the course anytime in the middle of the program will retain the credits earned so far, which will be restored as and when he/she enters the program again at P.K. University.
- * The maximum duration of Undergraduate Degree and Undergraduate Degree (Honours/Research) program for regular students shall be of 6 and 8 years, respectively.

8. Types of Courses: Each of the subject/categories (i) to (v) as specified in clause 6 shall comprise of courses. Courses are the basic units of education and/or training. Types of course be as follows:

Core Course: Such courses which shall be compulsorily be studied by the student as a core requirement of the program.

Minor Course: Such course shall be taken from relevant discipline/subject to substantially/significantly support the core courses.

Elective Course/Generic Elective (GE): Generally a course, which can be chosen by the student from a pool of course, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

NOTE: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa.

Ability Enhancement Course (AEC): The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Course (AECC) or Foundation Course.
- Skill Enhancement Course (SEC) or Vocational Course.

“AECC” courses are the courses based upon the content that leads to knowledge enhancement, such as

- Environmental Education
- English/Hindi communication is mandatory for all disciplines.

“SEC” courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills etc.

The syllabus for a specific program will be decided by the concerned Board of Studies of the University/Central Board of Studies (CBS) constituted by Govt. of M.P. The allowed deviation from the CBS prescribed syllabi for BOS of University will be 20% at the maximum.

9. Structure for UG program:

First Year (Level 5): A student shall be declared to have successfully completed the Level 5, if he/she acquires 12 credits in core courses of the major subject, 6 credits in core course of the minor subject, 6 credits in generic elective, 4 credits in SEC/Vocational course, 8 credits in AEC/Foundation course, and 4 credits in Field project/internship/apprenticeship/community engagement and services.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfills the pre-requisite prescribed by the concerned Board of Studies. A student passing Grade 12 with commerce can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty. Major and minor subjects shall belong to the same faculty (which will be called as Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

Second Year (Level 6): A student shall be declared to have successfully completed the Level 6, if he/she acquires 12 credits in core courses of the major subject, 6 credits in core course of the minor subject, 6 credits in generic elective, 4 credits in SEC/Vocational course, 8 credits in AEC/Foundation course, and 4 credits in Field project/internship/apprenticeship/community engagement and services.

The student shall be given the single chance at the entry level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfill the minimum requirement of credits prescribed for the major subjects; and only after fulfillment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

Third Year (Level 7): A student shall be declared to have successfully completed the Level 6, if he/she acquires 12 credits in core courses of the major subject, 6 credits in core course of the minor subject, 6 credits in generic elective, 4 credits in SEC/Vocational course, 8 credits in

AEC/Foundation course, and 4 credits in Field project/internship/apprenticeship/community engagement and services, preferably related to major and/or minor subjects.

Fourth Year (Level 8):

- (A) Bachelor with Honours: A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours, if he/she acquires 20 credits in core courses of the major subject, 4 credits course in Research methodology, 4 credits in dissertation, and 12 credits in internship/apprenticeship related to major subjects.
- (B) Bachelor with Research: A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires 20 credits in core courses of the major subject, 4 credits course in Research methodology, 4 credits in minor subject, and 12 credits for Research Project and disciplinary/interdisciplinary Undergraduate thesis related to major subjects.

10. Examination & Evaluation:

Generally, each course will correspond to an examination paper comprising of external and internal valuation. The year-end theory examinations for Major subject, Minor subject and Generic Elective will be of 3 hours while Vocational (SEC) and Foundation Course (AECC) will be of 2 hours duration.

Description and distribution of internal and external marks, and the minimum passing marks for both theory & practical papers are given in the end of respective papers in the syllabi section. However, the following points should be noted.

❖ *Distribution of marks for theory papers:*

- *A theory paper of 4 credits (100 marks) will have two exam components as described below except the field project/internship/apprenticeship/community engagement and service:*

※ **Internal evaluation/Continuous Comprehensive Evaluation (CCE): 30 marks** [Class Test – 20 marks; Assignment/Presentation – 10 marks] and

※ **External/University Exam (UE): 70 marks** [Time: 3 hours; Question pattern: As per Bloom's taxonomy.]

The question paper of the external examination should preferably contain multiple choice questions, objective questions, memory based questions, conceptual

understanding/explanation, brief & long answers, skill based questions, problems, etc., (i.e., Bloom's taxonomy). Where the internal assessment is for 30 marks, the continuous evaluation of the student will be conducted at four times (one in each quarter of the academic session) by conducting four tests of 10 marks each. Of these, three must be written tests and the fourth one must be assignment/presentation for theoretical course. Marks obtained in best two written tests out of three and in the fourth test (assignment/presentation) will be awarded to the student. Each student shall have to appear in at least three tests and year-end examination; failing which, the student will be awarded Ab grade in that course.

- *A theory paper of 2 credits (50 marks) will only have UE of duration of 2 hours..*
- ❖ *In case of laboratory/field/project work /field project/internship/apprenticeship/community engagement and service based courses, the marks will be distributed as follows:*
 - ★ Collection of data/survey/research etc.& analysis: 50%
 - ★ One progress report: 20%
 - ★ Submission of final report/dissertation & final viva-voce: 30%
- ❖ *In case of a course, which has both theoretical & hands-on training/practical, CCE will follow the same pattern as described above. However, UE will consist of 50% theory & 50% practical. Practical components will be decided by the course instructor.*

Total marks obtained in year-end examination and continuous evaluation will be considered for awarding the grade in the course as explained in 9.4.

The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

If a student obtains F or Ab grade in any course(s), he/she will be treated to have supplementary/failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat year-end examination to decide the grade in the repeat course(s).

The student will be promoted to the next year if he/she secures at least half of the total credits (viz: 20 credits out of 40 credits in annual system) in a year. In case the secures less than half of the total credits in any year, then the student will be declared fail in that year as he/she will be asked to repeat the entire year and that year will be treated as zero year. In such cases the student will not be promoted to the next year.

If a student passes in all the courses offered in any year then will be declared pass in that year. If a student secures at least half of the total credits in a year and fails in some courses offered in that year then he/she will be provisionally promoted to the next year with supplementary in those courses in which he/she fails.

If the student fails to pass all the courses in the next supplementary examination, the provisional promotion will be terminated, but he/she will be given a second chance to pass the failed course. If the student does not successfully complete the concerned year even after the aforesaid second chance, he/she shall be treated as fail in that year and will be asked to repeat the entire year and that year will be treated as zero year.

Repetition of theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the year. The student has to pay the prescribed fee for repeating the course.

On account of valid reasons, a student may withdraw from a year. In such case that year will be treated as zero year.

In case of zero year, the student will not be promoted to the next year till he/she clears that year. The University may allow such a student to re-register in that year in the coming years. The student has to pay annual fee again in such case and may not be eligible for scholarship. If the student withdraws within one month from starting of the academic year then annual fee will not be charged again.

The provision for revaluation of answer book in annual system will be available as per the existing rules of the University.

10. Calculation of AGPA/CGPA:

Annual Grade Point Average (AGPA) is a measure of performance of the student in a year. It is ratio of total credit points secured by a student in various courses registered in that year and the total course credits taken during that year, i.e.,

$$AGPA(Y) = \frac{\sum C_i X G_i}{\sum C_i}$$

where Y_i is the i -th year, C_i is the number of credits of the i -th course in the year (Y_i) and G_i is the grade point scored by the student in the i -th course.

The Annual Grade Point Average (AGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional course, if any. The AGPA and CGPA shall be rounded up to 2 decimal places and reported in the grade sheet.

The calculation of AGPA in annual system will be done as per follows.

Calculation of AGPA:

Course	Credits (C)	Grade	Grade Point (GP)	Credit Points (C X GP)	AGPA (Total Credit Point/Total Credit)
Course 1	6	A	8	48	276/40 = 6.90
Course 2	6	C	5	30	
Course 3	6	B+	7	42	
Course 4	6	O	10	60	
Course 5	4	B	6	24	
Course 6	4	P	4	16	
Course 7	4	A+	9	36	
Course 8	4	C	5	20	
TOTAL	40	-	-	276	

CGPA is a measure of overall cumulative performance of a student over all the years completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the years completed and the sum of the credits of all course in all the years completed. In case of annual system CGPA will be calculated as per follows:

$$CGPA (Y) = \frac{\sum [C_i \times AGPA (Y_i)]}{\sum C_i}$$

where AGPA (Y_i) is the AGPA of the i -th year and C_i is the total number of credits in the i -th year.

Calculation of CGPA:

Year	Credits	AGPA	Credits x AGPA	CGPA
1	40	7.50	300.00	CGPA = Total (Credits x AGPA)/Total Credits CGPA = 1229.60/160 = 7.685 = 7.69 (rounded off to second decimal point)
2	40	7.58	303.20	
3	40	7.32	292.80	
4	40	8.34	333.60	
Total	160		1229.60	

11. On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3 -year and 4-year undergraduate degree should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above.
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 or above but less than 8.00.
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.00.
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00.

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

Equivalent Percentage = CGPA x 10.

The percentage will be rounded off up to second decimal point.

12. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
13. A Grade Card shall be issued to all the students after every academic year based on the grades earned. The course details (code, title, number of credits, grade secured) along with AGPA of every year and CGPA earned till that Academic Year will be displayed in the grade card.
14. Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of at least seventy-five percent of theory lectures and practical separately will be required in each course to sit in the year end examination.
For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice-Chancellor of the University.
15. If any question arises relating to the interpretation of the provisions of the Ordinance, it shall be referred to the state government whose decision thereon shall be applicable.
16. The guidelines, related to this program, issued by the statutory body, i.e., UGC issued from time to time will be adopted for implementation.
17. If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of Vice-Chancellor on the recommendation of the Higher Education Department.

B.Com. 1st Year (Entry 1: Level 5 & Exit 1)

Undergraduate Certificate in Major Subject Course Structure & Syllabi

Total credits: 40 credits

Course Structure:

Ability Enhancement Courses (AEC), Field project/internship/apprenticeship/community engagement service courses are compulsory for all 1st year UG students in Faculty of Commerce.

Ability Enhancement Compulsory Course (AEC) – 2 types

Type– 1: Ability Enhancement Compulsory Course (AECC) or Foundation Course
Type – 2: Skill Enhancement Course (SEC) or Vocational Course

Type– 1: Ability Enhancement Compulsory Course (AECC) or Foundation

Course Number of subjects/courses/papers: 04 – All are compulsory.

1. English – 2 credits (50 marks).
2. Environmental Education – 2 credits (50 marks).
3. Yoga & Meditation – 2 credits (50 marks).
4. Hindi – 2 credits (50 marks).

Type – 2: Skill Enhancement Course (SEC) or Vocational Course

Number of paper: 01 – Compulsory

1. Computer Fundamentals – 4 credits (2 credit theory : 50 marks & 2 credit Practical : 100 marks).

Field project/internship/apprenticeship/community engagement service: 04 credits (100 marks) -
Compulsory. Topics will be decided by the Faculty of Commerce. Marks will be distributed as follows:

- ★ Collection of data/survey/research etc.& analysis: 50%
- ★ One progress reports: 20%
- ★ Submission of final report/dissertation & final viva-voce: 30%

Credits from AEC & Field project/internship/apprenticeship/community engagement:

8 + 4 + 4 = 16 credits

Credits from major, minor, & general elective: 12 + 6 + 6 = 24 credits (see the table below).

Total credits: 16 + 24 = 40 credits.

B.Com. First Year_ Financial Accounting, Business Regulatory Frame Work, Business Organization and communication, Banking and Insurance

B.Com. 1st Year Course Structure (Level 5) – Faculty of Commerce

Compulsory courses for all B.com. 1st year students (Level 5)

Sl. No.	Course Code (T: Theory; P: Practical)	Course Title	Credits (L: Lecture; T: Tutorial; P: Practical)			Marks Distribution		Total Marks	Subject/ Course type/ Total Credits
			L	T	P	CCE	UE		
1.	UENGL101	English Language & Indian Culture	2	0	0	0	50	50	English/ AECC/2
2.	UENV5101	Environmental Education	2	0	0	0	50	50	Environment / AECC/2
3.	UYOGM101	Yoga & Meditation	2	0	0	0	50	50	Yoga/AECC/2
4.	UHIND101	Bhasha aur Sanskriti	2	0	0	0	50	50	Hindi/AECC/2
5.	UCOMP101	Computer Fundamentals	2	0	0	0	50	50	Computer/
	UCOMP102	Computer Fundamentals Lab	0	0	2	30	70	100	SEC/4
6.	UFINA102	B.Com. 1 st year Project(Financial Accounting)	4			100		100	Project/ Internship etc./4
Total								450	16

Subject combination for Financial Major (B.Com. 1st year: Level 5) (Each paper carries 100 marks)

Sl. No.	Course Code (T: Theory; P: Practical)	Course Title	Credits (L: Lecture; T: Tutorial; P: Practical)			Marks Distribution		Total Marks	Subject/ Course type/ Total Credits
			L	T	P	CCE	UE		
1.	UFINA101	<i>Financial Accounting</i>	6	6	0	30	70	100	Commerce/Major 12
2.	UBUSI102	<i>Business Regulatory Frame Work</i>	6	6	0	30	70	100	
3.	UBUSI103	<i>Business Organization and communication</i>	6	6	0	30	70	100	Commerce/ Minor/06
4.	UBANK104	<i>Banking and Insurance</i>	6	6	0	30	70	100	Commerce/ GE/06
Total								400	24

B.Com. First Year_ Financial Accounting, Business Regulatory Frame Work, Business Organization and communication, Banking and Insurance

B.com 1st year (Annual System Syllabi)

Ability Enhancement Course (AEC)

Type– 1: Ability Enhancement Compulsory Course (AECC) or Foundation Course

Subject: English (Foundation Course)

Part A- Introduction

Sub Code: UENGL101

Course Title: English Language & Indian Culture

Course Type: Foundation Course.

Credit Value: 2 credits.

Total Marks: 50; Min. Passing Marks: 18

Pre-requisite (if any): To study this course, a student should have basic knowledge of English language. This course will be suited for all the students of UG level under the Foundation Course Category.

Course Learning Outcomes (CLO): Through this course, the students will be able to:

1. Prepare for various competitive exams by developing their English language competence.
2. Promote their comprehension skills by being exposed to a variety of texts and their interpretations.
3. Build and enhance their vocabulary.
4. Develop their communication skills by strengthening grammar and usage.
5. Inculcate values, which make them aware of national heritage and environmental issues, making them responsible citizens.

Part B - Content of the Course

Unit I: Reading, Writing and Interpretation Skills (No. of lectures: 10):

1. Where The Mind is Without Fear – Rabindranath Tagore [Key word: Patriotism].
2. National Education – M.K. Gandhi (Key word: Edification).
3. The Axe – R.K. Narayan [Key word: Environment].
4. The Wonder that Was India – A.L. Basham (an excerpt) [Key word: Indianess].
5. Preface to the Mahabharata – C. Rajagopalchari [Key word: Indian mythology].

Unit II: Comprehensive Skill(No. of lectures: 10): Unseen passage followed by multiple choice questions

Unit III: Basic Language Skills (No. of lectures: 10):

1. Vocabulary building: Suffix, prefix, synonyms, antonyms, homophones, homonyms, & one-word substitution.
2. Basic grammar: Noun, pronoun, adjective, verb, adverb, prepositions, articles, time, & tense.

Part C - Learning Resources

Text books:

1. Essential English Grammar – Raymond Murphy, Cambridge University Press.
2. Practical English Grammar Exercises 1 – A.J. Thomson & A.V. Martinet, Oxford India.
3. Practical English Usage – Michael Swan, Oxford.
4. English Grammar in Use – Raymond Murphy, Cambridge University Press.

Part D - Assessment & Evaluation: External Exam/University Exam (UE): 50 marks[Time: 2 hours;Pattern/Type: Fifty multiple choice/objective/true-false type questions to be asked. Each question carries one mark.]

Subject: Environmental Education (Foundation Course)

Part A - Introduction

Sub Code: UENVS101

Course Title: Environmental Education

Credit Value:2 credits.

Total Marks: 50; Min. Passing Marks: 18

Pre-requisite (if any):A course intended to create awareness about the life of human being which is an integral part of environment; and to inculcate the skills required to protect the environment from all sides. To study this course, the student must have a knowledge about the environmental components, pollution, biodiversity, and ecosystem at class 12th level.

Course Learning Outcomes (CLO): Through this course, the students will be able to:

1. Understand various aspects of life forms, ecological processes, and the impacts on them by the human during Anthropocene era.
2. Build capabilities to identify relevant environmental issues, analyze the various underlying causes, evaluate the practices and policies, and develop framework to make inform decisions.
3. Develop empathy for all life forms, awareness and responsibility towards environmental protection and nature preservation.
4. Develop the critical thinking for shaping strategies such as scientific, social, economic, administrative & legal, environmental protection, conservation of biodiversity, environmental equity and sustainable development. Inculcate values, which make them aware of national heritage and environmental issues, making them responsible citizens.
5. Prepare for competitive exams.

Part B - Content of the Course

Unit I: Environment and Natural Resources (No. of lectures: 10):

1. Multidisciplinary nature, scope, and importance of environment.
2. Components of environment: Atmosphere, hydrosphere, lithosphere, & biosphere.
3. Brief account of natural resources & associated problems: Land resource, water resource, energy resource.
4. Concept of sustainability and sustainable development.

Keywords: Environment, Forest, Mineral, Food, Land, Water, Energy, Sustainable development.

Unit II: Biome, Ecosystem, and Biodiversity(No. of lectures: 10):

1. Major biomes: Tropical, temperate, forest, grassland, desert, tundra, wetland, estuarine, & marine.
2. Ecosystem: Structure function & types, their preservation & restoration.
3. Biodiversity and its conservation practices.

Keywords: Biome, Ecosystem, Biodiversity.

Unit II: Environmental Pollution, Management, and Social Issues(No. of lectures: 10):

1. Pollution: Types, control measures, management, and associated problems.
2. Environmental law & legislation: Protection & conservation acts.
3. International agreement & program.
4. Environmental movements, communications, and public awareness program.
5. National & international organizations related to environment conservation and monitoring.
6. Role of information technology in environmental and human health.

Keywords: Pollution, Environmental legislation, Environmental movement, Environmental program, & organization.

Suggested activities (at least one):

1. Visit to an area to document environmental assets: Rivers/forest/flora/fauna.
2. Visit to a local polluted site: Urban/rural/industrial/agricultural.
3. Study of simple ecosystem.

Part C - Learning Resources

Text books:

1. J.S. Singh, S.P. Singh, & S.R. Gupta, Ecology, Environment Science, & Conservation, S. Chand, New Delhi, 2018.
2. S. Divan & A. Rosencranz, Environmental Law & Policy in India: Cases, Material, & Status, Oxford University Press.
3. E.P. Odum, Fundamentals of Ecology, Philadelphia Saundres, 1971.
4. E. Bharucha, Environmental studies, University Press India Pvt. Ltd., Hyderabad, 2014.
5. A. Kaushik & C.P. Kaushik, Perspectives in Environmental Studies, New Age International Pub., 2018.
6. D.K. Asthana & M. Asthana, A Textbook of Environmental Studies, S. Chand Publ., New Delhi, 2007.

Part-D: Assessment & Evaluation: External Exam/University Exam (UE): 50 marks[Time: 2 hours;Pattern/Type: Fifty multiple choice/objective/true-false type questions to be asked. Each question carries one mark.]

Subject: Yoga and Meditation (Foundation Course)

Part A - Introduction

Sub Code:UYOGM101

Course Title:Yoga & Meditation

Course Type: Foundation Course.

Credit Value:2 credits.

Total Marks: 50; Min. Passing Marks: 18

Pre-requisite (if any): None.

Course Learning Outcomes (CLO): After studying this course, the students will be able to take care of their own physical, mental, emotional, social, & spiritual health.

Part B - Content of the Course

Unit I: Introduction to Yoga and Yogic Practices (No. of lectures: 10):

1. Yoga: Etymology, definitions, aim, objectives, & misconceptions.
2. Yoga: Its origin, history, & development.
3. Rules and regulations to be followed by Yoga Practitioners.
4. Introduction to yoga practices.
5. Shatkarma: Meaning, purpose, and their significance in Yoga Sadhana.
6. Introduction to yogic loosening practices & Surya Namaskar.

Keywords: History & Development of Yoga, Shatkarma, Common Yogic Practices.

Unit II: Breathing Practices and Pranayama(No. of lectures: 10):

1. Sectional Breathing (Abdominal, thoracic, & clavicular)
2. Yogic deep breathing.
3. Concept of Puraka, Rechaka, &Kumbhaka.
4. Concept of Bandha& Mudra.
5. AnulmoaViloma/ NadiShodhana.
6. Shitali&Bhramari.

Keywords: Sectional breathing, Deep breathing, Bandha& Mudra, Shitali&Bhramari.

Unit III: Practices leading to Meditation(No. of lectures: 10):

1. Recitation of Pranava Mantra.
2. Recitation of Hymns, in vocations & prayers.

3. Anter Maun.
4. Breath Meditation.
5. Om Dhyana.

Keywords: Pranava mantra, Antermaun, Breath meditation, Om dhyana.

Part C - Learning Resources

Text books:

1. S.P. Singh & Yogi Mukesh. Foundation of Yoga, Standard Publication, New Delhi, 2010.
2. Swami DharendraBrahmchari, YogasanaVijnana, Dharendra Yoga Publication, New Delhi, 1966.
3. H.R. Nagendra, Asana, Pranayama, Mudra, Bandh (APMB), Yoga Publication Trust, Munger, 2013.
4. H.R. Nagendra, Asana, Pranayama, Mudra, Bandh, Swami VivekanandaYogPrakashan, Bangalore, 2002.
5. IshwarBhardwaj, SaralYogasana, Satyam Publishing House, New Delhi, 2018.
6. ShriRai Singh Chouhan, Mudra Rahasya, BhartiyaYogSansthan, New Delhi, 2014.
7. Dr. V.P. Sanha, Dhyana Yoga, BhartiyaYogSansthan, New Delhi, 1987.

Part-D: Assessment & Evaluation: External Exam/University Exam (UE): 50 marks[Time: 2 hours;Pattern/Type: Fifty multiple choice/objective/true-false type questions to be asked. Each question carries one mark.]

Part – 2: Skill Enhancement Course (SEC) or Vocational Course

Number of paper: 01 – Compulsory.

1. Computer Application

Total Credits: 04 credits.

Subject: Computer Application (SEC/Vocational Course)

Part A - Introduction

Sub Code: UCOMP101

Course Title:Computer Fundamentals

Pre-requisite (if any):None.

NOTE: Instructor should take this course in the computer lab. so that demonstration and hands on training can be given to the students along with the lectures. There is no separate lab. session for this course. Lab./hands on training sessions are major component of this course.

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

1. Understand the fundamentals of computer.

2. Use computer in his/her daily life as well as can do assigned official work with ease.
3. Troubleshoot issues related to working with computer & internet.
4. Communicate through internet as well as can use IT for day to day work

Credit Value: 2 credits.

Total Marks:50=50; Min. Passing Marks:18

Part B - Content of the Course

Unit I: Knowing computer (No. of lectures including hands on training: 10):What is computer, basic applications of computer, components of computer system, modern Central Processing Unit (CPU), video display unit, keyboard & mouse, optical storage devices, basics of hard drive, concepts of hardware & software, concept of computing, data & information, checking power supply, system software, application software, types of operating system, role of operating system, utility programs, packages, communication software, commonly used application software.

Unit II: MS Windows Operating System(No. of lectures including hands on training: 10): Definition & functions, basic components of Windows, icons, desktops, taskbar, notification area, files & folders, start menu operations, my computer, network neighborhood, recycle-bin, windows explorer, status bar, creating & renaming of files & folders.

Unit III: (No. of lectures including hands on training: 10):

1. **MS Word:**Introduction, Windows 2007, customizing the Word application, document views, creating & editing document, selecting, deleting, replacing text, copying text to another file, insert, formatting text & paragraph, using the Font, dialog box, paragraph formatting using bullets & numbering in paragraphs, checking spelling, line spacing, margins, space before & after paragraph, navigating through a Word document, a quick look at macros, printing document, print preview.
2. **Excel 2007:**Introduction, workbook, worksheet, formatting in excel.
3. **MS Power Point:** Introduction, creating a presentation.

Unit IV: Internet(No. of lectures including hands on training: 10):Introduction, WWW & web browsers, basics of computer networks, LAN, WAN, application of internet, connectivity related troubleshooting, web browsing software, understanding URL, domain name, IP address, using e-governance website, basics of electronic mail, getting an email account, sending & receiving emails, accessing sent emails, instant messaging, netiquettes (Internet etiquette).

Unit IV: (No. of lectures including hands on training: 10):Useful Google tools such as drive, sheet, doc, meet etc., basics of Electronic Data Interchange (EDI), firewall, computer virus & anti-virus software, internet security & privacy, social network, types of payment system, electronic cheque, smart card, digital signature & digital certificate.

Unit V: (No. of lectures including hands on training: 20): Any useful free software of teaching-learning, website for learning resources, free basic computational website, drawing software and other necessary skills as decided by the course instructor.

Part C - Learning Resources

Text books:

1. C. Xavier, Introduction to Computers, New Age International.
2. P. Sinha&P.K. Sinha, Computer Fundamentals: Concepts, Systems & Applications, BPB Publications.
3. A. Leon & M. Leon, Fundamentals of Information Technology, Vikas Publishing House, New Delhi.
4. W. Wang, Microsoft Office 2019 for Dummies, Wiley.

Part D - Assessment & Evaluation

A. External Exam/University Exam (UE): 50 marks[UE will be conducted in the computer center.
Time: 3 hours.

Subject: Commerce

Course Title: Financial Accounting

Part A - Introduction

Course Code: UFINA101:

Course Title: financial Accounting

Credit value: 6

Total Marks: 30 + 70 = 100; Min. Passing Marks: 35

Pre-requisite (if any): Not required open for all

Course Learning Outcomes (CLO):

1. The students also identify events that need to be recorded in the accounting records its role of accounting and its limitations.
2. The students acquire conceptual knowledge of basics of accounting.
3. The students identify and analyze the reasons for the difference between cash book and passbook balance.

Part B – Content of the Course

Unit 1: Accounts: (No. of Lectures: 15)

Indian History , Definition , Objectives , Basic concept and Principals of Double Entry System Journal entry , Ledger , Subsidiary books , Trial Balances Introduction of accounting standard final accounts .

Unit 2: (No. of Lectures: 15)

Accounting for Depreciation (According to Accounting Standard -6) Branch Accounts .

Unit 3: (No. of Lectures: 15)

Royalty Accounts, Departmental Accounts .

Unit 4: (No. of Lectures: 15)

Accounting of Non profit Organisation , Investment Account Consignment Accounts.

Unit 5: (No. of Lectures: 15)

Partnership Accounts : Dissolution of Partnership (with Insolvency) , Amalgamation of Partnership firms , Conversion of Partnership firm in to joint stock Company.

Unit 6: (No. of Lectures: 15)

Computerized accounts by using any popular accounting software creating a company , configure and features setting , creating accounting ledgers and groups , creating stock items and groups , vouchers entry (with maintenances of vouchers) , generating report – cash book , ledger accounts , trial balance , profit and loss account and balance sheet .

Keywords/Tags: financial A/c , Depreciation , Accounting standard , branch a/c, royalty a/c , partnership a/c , computerized Accounts .

Part C - Learning Resources**Text books:**

1. Dr. R.K. Sharma / Dr. R.S. Popli , financial accounting , kitab Mahal Pub Agra
2. Anil, Rajesh & Mariya financial accounting Himalaya Publication Nagpur
3. Agrawal Dr. Mahesh financial accounting , Ramprasad and sons , BhopalPart

D – Assessment and Evaluation

A. Internal evaluation/Continuous Comprehensive Evaluation (CCE): 30 marks [Class Test – 20 marks; Assignment/Presentation – 10 marks.]

B. External/University Exam (UE): 70 marks [Time: 3 hours; Question pattern: As per Bloom’s taxonomy.]

Course Title: Business Regulatory Framework**Part A - Introduction**

Course Code: UBUSI102:

Credit value: 6

Total Marks: 30 + 70 = 100; Min. Passing Marks: 35

Pre-requisite (if any): Not required open for all

Course Learning Outcomes (CLO):

1. To understand the essential of A Valid contract.
2. The law of the act consideration and the various modes of discharge of a contract.

Part B – Content of the Course

Unit 1: (No. of Lectures: 15)

Historical background of Business laws in India , Indian Contract Act 1872- GENERAL LAWS

Unit 2: (No. of Lectures: 15)

Contact relating to indemnity and Guarantee

Unit 3: (No. of Lectures: 15)

Negotiable instrument Act 1881 – General Introduction and Negotiable instrument(amendment) Act 2002.

Unit 4; (No. of Lectures: 15)

General introduction of Consumer Protection Act 1986 and 2018 , FEMA

Unit 5: (No. of Lectures: 15)

Indian Partnership Act 1932- General introduction Limited Liability Partnership Act 2008.

Keywords/Tags: The name of all act is the key word.

Part C- Learning Resources

Text books:

1. Kapoor N.D. Business law , S. Chand & company Ltd. New Delhi
2. Varshney Dr. G.K. Business regulatory framework , sahitya Bhawan Publication , Agra

Part D – Assessment and Evaluation

A. Internal evaluation/Continuous Comprehensive Evaluation (CCE): 30 marks [Class Test – 20 marks; Assignment/Presentation – 10 marks.]

B. External/University Exam (UE): 70 marks [Time: 3 hours; Question pattern: As per Bloom's taxono

Subject: Commerce

Course Title: Business Organization and Communication

Part A - Introduction Course Code: UBUSI103

Course Title: *Business Organization and Communication*

Credit value: 6

Total Marks: 30 + 70 = 100; Min. Passing Marks: 35

Pre-requisite (if any): Not required open for all

Course Learning Outcomes (CLO):

1. It is expected that the student shall understand the basics of the business that how any business can be organized successfully.
2. Communication plays an important role in modern business scenario.

Part B - Content of the Course

Unit 1: (No. of Lectures: 15):

Indian tradition business and their organization structure. Concept of between , Trade , Industry and Commerce – Classification – Relationship between Trade. Industry and commerce- business organization – Concept, Characteristics, Importance and objectives . Functions of Business and Social Responsibility of a business – steps to Start an Enterprise.

Unit 2: (No. of Lectures: 15):

FORMS OF BUSINESS ORGANIZATION: Business Organization – Classification – Factors Influencing the Choice of Suitable form of organization – Sole Proprietorship and Partnership – Meaning, Definition – Characteristics – Advantages. Co-operative Organization – Meaning, functions and Limitations of Co- Operatives Societies.

Unit 3: (No. of Lectures: 15):

ORGANIZATION OF COMPANIES: Meaning, Concepts, Formation, characteristics and significance of Private Company and public Company . Multinational Companies and the Challenges of their organization in India.

Unit 4: (No. of Lectures: 15):

COMMUNICATION: Definition , Nature , Importance , Objectives of Communication. Communication theories and process- Information theory , Interaction theory , Transaction theory , Elements of Communication process . Barriers to Communication : Linguistic barriers , psychological barriers , Interpersonal Barriers , Cultural Barriers , Physical Barriers , Organizational Barriers .

Unit 5: (No. of Lectures: 15)

Written communication: Writing techniques and Guidelines. Letter writing- basic Principle, Purpose, Types of business letters , Report writing types of report , Drafting of report. Oral Communication: Speeches for different occasions, Guidelines foe effective listening, Job Interviews, types of information.

Unit 6: (No. of Lectures: 15)

Modern forms of communication E-mail video conferencing, International Communication for Global Business. Information Technology: Forms of technology uses in modern communication system, Role of social media in modern business.

Part C- Learning Resources

Text books:

1. T.N. Chhabra , Business Communication , Himalaya Publishing House , New Delhi
2. K.K. Sinha , Essentials of business Communication , V k Global Publications, Faridabad

Part D – Assessment and Evaluation

A. Internal Assessment/Continuous Comprehensive Evaluation (CCE): 30 marks [Class Test – 20 marks.; Assignment/Presentation – 10 marks.]

B. External Assessment/University Exam (UE): 70 marks [Time: 03.00 hours; Question: As per Bloom’s taxonomy.]

Subject: Commerce

Course Title: Banking and Insurance

Part A - Introduction

Course Code: UBANK104:

Course Title: *Banking and Insurance*

Credit value:6

Total Marks: 30 + 70 = 100; Min. Passing Marks: 35

Pre-requisite (if any): Not required open for all

Course Learning Outcomes (CLO)

1. To understand Banking and insurance services for the economics growth of a country and importance for the entire business procedure.
2. To understand the insurance system , insurance procedure , regulation of banking and insurance.
3. They shall be capable to earn employment in the field of banking and insurance.

Part B – Content of the course

Unit 1: (No. of lectures: 18)

Introduction to Banking: History background of banking . Definition , principles and importance of bank. Classification of bank, Functions of Commercial bank . Structure of commercial banking in India. Features of Indian banking system. Credit creation.

Central banking: RBI and its functions . Credit control

Nationalization and merger of banks: General Introduction to Nationalization of Banks , Objective sand Introduction to Private Banks Functioning and usefulness or Importance , effects. Evaluation of nationalization and merger if Indian banks.

Unit 2: (No. of lectures: 18)

Bank Deposits: Meaning and types . Features of bank accounts. Procedure to open and close bank account

Loans and Advance: principles to sanction loans and advance. Classification of loans and advance. Procedure to apply for house loan, personal loan, education loan and commercial loan.

Unit 3: (No. of lectures: 18)

Insurance: Historical background of insurance . Meaning , element , basic principles and importance of insurance. Kinds of insurance . Regulation of insurance in India .

IRDA: Function and role to regulate insurance in India.

Unit 4: (No. of lectures: 18)

Life Insurance: Historical background , meaning , objectives , importance, essential elements. Life insurance policy and its types . Insurance proposal to policy procedure. Conditions of life insurance policies . Claim Filling procedure and settlement of claims

Unit 5: (No. of lectures: 18)

General Insurance: Meaning , objectives , importance. Kinds of general insurance and its features. Basic Principles of general insurance. Procedure to apply general insurance policies. Claim filling procedure and settlement of claims.

General Insurance Corporation of India: Functions, progress and structure. Performance of Private sector companies in general insurance sector.

Keywords:- Banking , Insurance , Nationalization , Loans , and Advances Progress , Regulation.

Part C- Learning Resources

Text books:

1. Dr.O.P. Gupta & Dr. Sudhir Kumar Sharma , Banking and insurance Sahitya Bhawan Publication
2. Dr. R.L. Nolakha Principles of Insurance ,R.B.D. Publication , Jaipur

Part D – Assessment and Evaluation

A. Internal Assessment/Continuous Comprehensive Evaluation (CCE): 30 marks) [Class Test – 20 marks; Assignment/Presentation – 10 marks.]

B. External Assessment/University Exam (UE): 70 marks) [Time: 03.00 hours; Question: As per Bloom’s taxonomy.]
