Syllabus for

Bachelor of Arts in Home Science. (General/Pass) Under Choice Based Credit System

Academic Session:

w.e.f. 2020-2023



for

All Constituent/Affiliated Colleges Under Binod Bihari Mahto Koyalanchal University, Dhanbad

Members of Board of Studies of CBCS Under-Graduate Syllabus as per Guidelines of the Binod Bihari Koyalanchal University, Dhanbad

- 1. Chairman: Dr. Seema Kumari
- 2. External expert member : Dr. Manju Kumari
- 3. External expert member :Dr. Reshma Xalxo
- 4. Members: Dr. Chanchala Verma

22/09/2020

(Dr. Seema Kumari)

Head

Jeema kummi

University Department of Home Science

BBMKU, Dhanbad

CONTENTS

Sl. No.	Topic/Title	Page No.
	Members of Board of Studies	I
1	Course structure for Under Graduate "General/Pass" in Home Science Programme SEMESTER-I	4-6
2	I- DSC-101A-T - Discipline Specific Choice	7
3	II- DSC-101A-P – Practical	8
4	III- AECC-101-T – Language	9
	SEMESTER-II	
5	I- DSC-201B-T - Discipline Specific Choice	10
6	II- DSC-201B-P – Practical	11
7	III- AECC-201-T – Environmental Science	12
	<u>SEMESTER – III</u>	
8	I- DSC-301C-T - Discipline Specific Choice	13
9	II- DSC-301C-P – Practical	14
10	III- SEC-301-T – Skill enhancement course	15
	$\underline{\mathbf{SEMESTER}} - \underline{\mathbf{IV}}$	
11	I- DSC-401D-T - Discipline Specific Choice	16
12	II- DSC-401D-P – Practical	17
13	III- SEC-402-T – Skill enhancement course	18
	$\underline{\mathbf{SEMESTER}} - \underline{\mathbf{V}}$	
14	I- DSE-501A-T - Discipline Specific Elective	19
15	II- DSE-501A-P – Practical	20
16	III- SEC-503-T – Skill enhancement course	21
	$\underline{\mathbf{SEMESTER} - \mathbf{VI}}$	
17	I- DSE-601B-T - Discipline Specific Elective	22
18	II- DSE-601B-P – Practical	23
19	III- SEC-604-T – Skill enhancement course	24
20	Format of Question paper for end semester exam of 60 marks.	25
21	Format of Question paper for end semester exam of 40 marks.	26
22	Format of Question paper for Mid Semester exam of 15 marks.	27
23	Syllabus of SEC	28-43

Course Structure B.A.H.Sc. General/Pass

Semester	Course Code	Name of Paper	To	tal		bution o		Mid- &
			Marks		25120		emester	
			FM	PM	Mid Se			emester
					FM	PM	FM	PM
Semester-I	HSC-G-DSC-101A-T (Credit-4, Lecture-60) HSC-G-DSC-101A-P (Credit-2, Lecture-30) HSC-G-DSC-102A-T (Credit-4, Lecture-60) HSC-G-DSC-102A-P (Credit-2, Lecture-30)	Food & Nutrition Practical	75 25	40%	20% of Total FM	40%	80% Total FM	40%
	(Choice to choose from other disciplines) HSC-G-DSC-103A-T							
	(Credit-4, Lecture-60) HSC-G-DSC-103A-P (Credit-2, Lecture-30) (Choice to choose from other disciplines)							
	HSC-G-AECC-101-T Language (English/Hindi/NH+MB) (Credit-2, Lecture-30)	Language	50					
Semester-II	HSC-G-DSC-201B-T (Credit-4, Lecture-60) HSC-G-DSC-201B-P (Credit-2, Lecture-30) HSC-G-DSC-202B-T (Credit-4, Lecture-60) HSC-G-DSC-202B-P (Credit-2, Lecture-30) (Choice to choose from other disciplines) HSC-G-DSC-203B-T (Credit-4, Lecture-60) HSC-G-DSC-203B-P (Credit-2, Lecture-30) (Choice to choose from other disciplines) HSC-G-DSC-203B-P (Credit-2, Lecture-30) (Choice to choose from other disciplines)	Family Relationship Practical Environment Science	75 25 50	40%	20% of Total FM	40%	80% Total FM	40%
Semester-III	HSC-G-DSC-301C-T (Credit-4, Lecture-60) HSC-G-DSC-301C-P (Credit-2, Lecture-30) HSC-G-DSC-302C-T (Credit-4, Lecture-60) HSC-G-DSC-302C-P (Credit-2, Lecture-30) (Choice to choose from other disciplines)	Textile & Clothing Practical	75 25	40%	20% of Total FM	40%	80% Total FM	40%

	I				1		1	
	HSC-G-DSC-303C-T (Credit-4, Lecture-60) HSC-G-DSC-303C-P (Credit-2, Lecture-30) (Choice to choose from other disciplines)							
	HSC-G-SEC-301-T (Credit-2, Lecture-30)	Skill Enhancement Course	50					
Semester-IV	HSC-G-DSC-401D-T (Credit-4, Lecture-60) HSC-G-DSC-401D-P (Credit-2, Lecture-30) HSC-G-DSC-402D-T (Credit-4, Lecture-60) HSC-G-DSC-402D-P (Credit-2, Lecture-30) (Choice to choose from other disciplines) HSC-G-DSC-403D-T (Credit-4, Lecture-60)	Home Management Practical	75 25	40%	20% of Total FM	40%	80% Total FM	40%
	HSC-G-DSC-403D-P (Credit-2, Lecture-30) (Choice to choose from other disciplines) HSC-G-SEC-402-T (Credit-2, Lecture-30)	Skill Enhancement Course	50					
Semester-V	HSC-G-DSE-501A-T (Credit-4, Lecture-60) HSC-G-DSE-501A-P (Credit-2, Lecture-30) HSC-G-DSE-502A-T (Credit-4, Lecture-60) HSC-G-DSE-502A-P (Credit-2, Lecture-30) (Choice to choose from other disciplines) HSC-G-DSE-503A-T (Credit-4, Lecture-60) HSC-G-DSE-503A-P (Credit-2, Lecture-30) (Choice to choose from other disciplines)	Community Nutrition Practical Skill Enhancement Course	75 25 50	40%	20% of Total FM	40%	80% Total FM	40%
	(Credit-2, Lecture-30)							

Semester-VI	HSC-G-DSE-601B-T	Nutritional Management	75	40%	20%	40%	80%	40%
	(Credit-4, Lecture-60)				of		Total	
	HSC-G-DSE-601B-P	Practical	25		Total		FM	
	(Credit-2, Lecture-30)				FM			
	HSC-G-DSE-602B-T							
	(Credit-4, Lecture-60)							
	HSC-G-DSE-602B-P							
	(Credit-2, Lecture-30)							
	(Choice to choose							
	from other disciplines)							
	HSC-G-DSE-603B-T							
	(Credit-4, Lecture-60)							
	HSC-G-DSE-603B-P							
	(Credit-2, Lecture-30)							
	(Choice to choose							
	from other disciplines)							
	HSC-G-SEC-604-T	Skill Enhancement Course	50					
	(Credit-2, Lecture-30)	Skill Elliancement Course	30					
	(,	7.136.1	2100		420		1,000	
		Total Marks -	2100		420		1680	

GENERAL/PASS COURSE SEMESTER-I DISCIPLINE SPECIFIC CHOICE THEORY 1-A FOOD AND NUTRITION

HSC-G-DSC-101AT. Credits-4 (Lecture-60) Full Marks: 75 MID SEM:15 END SEM:60 HOURS: 3

Instructions to Question Setter for End Semester Examination (ESE):

There will be two groups of questions five questions to be answered out of nine questions Group-A is compulsory and will contain two questions. Question No.1(A) will be MCQ of 1 marks (six questions). Question No. 1(B) will be short answer type to be answered in about 50 words of 3 marks (2 questions). Group B will contain descriptive type eight questions of twelve marks each out of which any four are to answer. Each question carries 12 marks.

UNIT

- I. Classification, function, deficiency, sources and dietary allowances of Carbohydrates, fats, proteins, vitamins, minerals and water.
- II. Nutritional contributions of cereals, pulses, vegetables, milk products, meat, fish, egg and fruits.
- III. Balanced Diet: Meaning, Importance, Meal Planning for Adolescence and Pregnancy.
- IV. Cooking Methods: Types, merits & demerits.
- V. Methods and Importance of Food preservation and Food Spoilage.

Recommended Books:

Food & Nutrition
 Food Science
 Mudambi, S.R.
 Nutritional Science
 Ahhar & Poshan
 Poshan Vigyan
 Aahar Poshan Vigyan
 Dr. Asha Kumari

GENERAL/PASS COURSE SEMESTER-I DISCIPLINE SPECIFIC CHOICE PRACTICAL PAPER 1-A

HSC-G-DSC-101AP. Full Marks: 25 **Credits-2 MID SEM:05 END SEM: 20**

HOURS: 3

Instruction to Question setter for End Semester Practical Examination (ESE): The questions in practical examination will be of equal to 20 marks and will be of 3 hours duration distribution of marks in practical paper of an end semester examination will be of 60% in performance of experiment 20% in record/note book and 20% in viva-voce.

- 1. Preparation different items by different cooking methods.
- 2. Preparation of beverages i.e. Tea, Coffee, Milkshake, Juices, Poha,

Vegetables, Pakoda, Halwa.

GENERAL/PASS COURSE SEMESTER-I ABILITY ENHANCEMENT COMPULSARY COURSE-1

HSC-G-AECC-101T.

Credit-2, Lectures-30

MID SEM:10

END SEM:40

Language (English/Hindi/NH+MB)

GENERAL/PASS COURSE SEMESTER-II DISCIPLINE SPECIFIC CHOICE THEORY 1-B FAMILY RELATIONSHIP

HSC-G-DSC-201BT. Credits-4 (Lecture-60) Full Marks: 75 MID SEM:15 END SEM:60 HOURS: 3

Instructions to Question Setter for End Semester Examination (ESE):

There will be two groups of questions five questions to be answered out of nine questions Group-A is compulsory and will contain two questions. Question No.1(A) will be MCQ of 1 marks (six questions). Question No. 1(B) will be short answer type to be answered in about 50 words of 3 marks (2 questions). Group B will contain descriptive type eight questions of twelve marks each out of which any four are to answer. Each question carries 12 marks.

UNIT

- I. The Family: Types and their advantages & disadvantages.
- II. Marriage: Types, Functions and Adjustments.
- III. Parent child relationship, sibling relationship and single parenthood.
- IV. Different problems of aged people.
- V. Family Planning: Importance, Methods and Population Education.

Recommended Books:

1. Aahar Poshan Vigyan : Dr. Asha Kumari

2. Parivarik Sambandh : Barma & Pandey

GENERAL/PASS COURSE SEMESTER-II DISCIPLINE SPECIFIC CHOICE PRACTICAL PAPER 1-B

HSC-G-DSC-201BP. Full Marks: 25
Credits-2 MID SEM:05
END SEM :20
HOURS: 3

<u>Instruction to Question setter for End Semester Practical Examination (ESE)</u>: The questions in practical examination will be of equal to 20 marks and will be of 3 hours duration distribution of marks in practical paper of an end semester examination will be of 60% in performance of experiment 20% in record/note book and 20% in viva-voce.

- 1. Visit to old aged home.
- 2. Survey of marriage counseling center.
- 3. Survey of Rural & Urban Family.

GENERAL/PASS COURSE SEMESTER-II ABILITY ENHANCEMENT COMPULSARY COURSE-2

HSC-G-AECC-202T.

Credit-2, Lectures-30

MID SEM:10
END SEM:40

Environmental Science

<u>Instructions of question setter for end semester examination (ESE):</u>

There will be two groups of questions five questions to be answered out of nine questions Group-A is compulsory and will contain two questions. Question No.1(A) will be MCQ of 1 marks (four questions). Question No. 1(B) will be short answer type to be answered in about 50 words of 2 marks (2 questions). Group B will contain descriptive type eight questions of eight marks each out of which any four are to answer. Each question carries 08 marks.

GENERAL/PASS COURSE SEMESTER-III DISCIPLINE SPECIFIC CHOICE THEORY 1-C

HSC-G-DSC-301CT. Credits-4 (Lecture-60) Full Marks: 75 MID SEM:15 END SEM:60 HOURS: 3

<u>Instructions to Question Setter for End Semester Examination (ESE):</u>

There will be two groups of questions five questions to be answered out of nine questions Group-A is compulsory and will contain two questions. Question No.1(A) will be MCQ of 1 marks (six questions). Question No. 1(B) will be short answer type to be answered in about 50 words of 3 marks (2 questions). Group B will contain descriptive type eight questions of twelve marks each out of which any four are to answer. Each question carries 12 marks.

TEXTILE & CLOTHING

UNIT

- I. Classification of Textile Fibers.
- II. Yarn making and weaving.
- III. Characteristics of cotton, silk, wool and synthetic fibers.
- IV. Finishing: Objectives and Methods.
- V. Traditional Textile of India.
- VI. Care and storage of fibers.

Recommended Books:

1. Vastr Vigyan ke Sidhant : Dr. Rani Khanuja

2. Vastr Vigyan : Barma & Pandey

GENERAL/PASS COURSE SEMESTER-III DISCIPLINE SPECIFIC CHOICE PRACTICAL PAPER 1-C

HSC-G-DSC-301CP. Full Marks: 25
Credits-2 MID SEM:05
END SEM :20
HOURS: 3

<u>Instruction to Question setter for End Semester Practical Examination (ESE)</u>: The questions in practical examination will be of equal to 20 marks and will be of 3 hours duration distribution of marks in practical paper of an end semester examination will be of 60% in performance of experiment 20% in record/note book and 20% in viva-voce.

- Drafting, Cutting & Sewing of Baby frocks, blouse, petticoat and knitting of cardigan.
- 2. Preparation of embroidered articles.
- 3. Visit to Textile Industry.

GENERAL/PASS COURSE SEMESTER-III SKILL ENHANCEMENT COURSE-1

HSC-G-SEC-301T. Full Marks: 50
Credit-2, Lectures-30 MID SEM:10
END SEM:40

Instructions of question setter for end semester examination (ESE):

There will be two groups of questions five questions to be answered out of nine questions Group-A is compulsory and will contain two questions. Question No.1(A) will be MCQ of 1 marks (four questions). Question No. 1(B) will be short answer type to be answered in about 50 words of 2 marks (2 questions). Group B will contain descriptive type eight questions of eight marks each out of which any four are to answer. Each question carries 08 marks.

Syllabus Enclosed

GENERAL/PASS COURSE SEMESTER-IV DISCIPLINE SPECIFIC CHOICE THEORY 1-D

HSC-G-DSC-401DT. Credits-4 (Lecture-60) Full Marks: 75 MID SEM:15 END SEM:60 HOURS: 3

Instructions to Question Setter for End Semester Examination (ESE):

There will be two groups of questions five questions to be answered out of nine questions Group-A is compulsory and will contain two questions. Question No.1(A) will be MCQ of 1 marks (six questions). Question No. 1(B) will be short answer type to be answered in about 50 words of 3 marks (2 questions). Group B will contain descriptive type eight questions of twelve marks each out of which any four are to answer. Each question carries 12 marks.

HOME MANAGEMENT

UNIT

- I. Home Management: Meaning, steps and importance.
- II. Management of Resource: Time and Energy, Labour Saving devices.
- III. Furniture: Types and influencing facts to purchase furniture.
- IV. Household Economics: Budgeting, Account Keeping, Saving and Investment.
- V. Elements of Arts and Principle of Decoration. Role of colour in Household decoration.

Recommended Books:

Grih Prabandh
 Grih Sazza & Grin Vayvastha
 Parivarik Sadhno ki Vavyastha
 Home Management
 Dr. G.P. Shairi
 Dr. S.P. Sukhiya
 Barma & Pandey
 Vargese M.A.

GENERAL/PASS COURSE SEMESTER-IV DISCIPLINE SPECIFIC CHOICE PRACTICAL PAPER 1-D

HSC-G-DSC-401DP.

Credits-2

MID SEM:05

END SEM :20

HOURS: 3

<u>Instruction to Question setter for End Semester Practical Examination (ESE)</u>: The questions in practical examination will be of equal to 20 marks and will be of 3 hours duration distribution of marks in practical paper of an end semester examination will be of 60% in performance of experiment 20% in record/note book and 20% in viva-voce.

- 1. Colour wheel preparation.
- 2. Cooking: Vegetables Cutlet, Dahi-Bara, Stuffed Puree, Cake and

Sandwich.

- 3. Flower Arrangement
- 4. Spray Painting.
- 5. Cleaning of metal.

GENERAL/PASS COURSE SEMESTER-IV SKILL ENHANCEMENT COURSE-2

HSC-G-SEC-402T.

Credit-2, Lectures-30

MID SEM:10

END SEM:40

Instructions of question setter for end semester examination (ESE):

There will be two groups of questions five questions to be answered out of nine questions Group-A is compulsory and will contain two questions. Question No.1(A) will be MCQ of 1 marks (four questions). Question No. 1(B) will be short answer type to be answered in about 50 words of 2 marks (2 questions). Group B will contain descriptive type eight questions of eight marks each out of which any four are to answer. Each question carries 08 marks.

Syllabus Enclosed

GENERAL/PASS COURSE SEMESTER-V DISCIPLINE SPECIFIC ELECTIVE THEORY 1-A COMMUNITY NUTRITION

HSC-G-DSE-501AT. Credits-4 (Lecture-60) Full Marks: 75 MID SEM:15 END SEM:60 HOURS: 3

<u>Instructions to Question Setter for End Semester Examination (ESE):</u>

There will be two groups of questions five questions to be answered out of nine questions Group-A is compulsory and will contain two questions. Question No.1(A) will be MCQ of 1 marks (six questions). Question No. 1(B) will be short answer type to be answered in about 50 words of 3 marks (2 questions). Group B will contain descriptive type eight questions of twelve marks each out of which any four are to answer. Each question carries 12 marks.

UNIT

- 1. Concept of community nutrition
- 2. Nutrition problems of the community and implication for public health:-
 - Common health problems in India
 - Causes (Nutritional and non-nutritional)
 - Incidence of nutritional problems, signs and symptoms, treatment
 - PEM
 - Micro-Nutrient (Vit.A, Iron, Iodine)
 - Fluorosis
- 3. Hazards to community Health and Nutritional Status
 - Food adulteration
 - Food poisoning
 - Pesticide residues in Food
 - Food contamination
- 4. Schemes and programme to combat nutritional problem in India:
 - Midday Meal programme
 - ICDS

Recommended Books:

Upchararth Aahar and Samudayik Poshan
 Aahar & Poshan
 B.K. Bakshi
 Barma & Pandey

GENERAL/PASS COURSE SEMESTER-V DISCIPLINE SPECIFIC ELECTIVE PRACTICAL PAPER-1-A

HSC-G-DSE-501AP. Credits-2 Full Marks: 25 MID SEM:05 END SEM:20 HOURS: 3

<u>Instruction to Question setter for End Semester Practical Examination (ESE)</u>: The questions in practical examination will be of equal to 20 marks and will be of 3 hours duration distribution of marks in practical paper of an end semester examination will be of 60% in performance of experiment 20% in record/note book and 20% in viva-voce.

- 1. Planning a days meal for deficiency disease
 - a. Vitamin 'A' deficiency
 - b. Iodine deficiency
 - c. Anemia
 - d. Protein Calorie Malnutrition.
- 2. Visit to Block & Primary Center

GENERAL/PASS COURSE SEMESTER-V SKILL ENHANCEMENT COURSE-3

HSC-G-SEC-503T. Full Marks: 50
Credit-2, Lectures-30 MID SEM:10
END SEM:40

<u>Instructions of question setter for end semester examination (ESE):</u>

There will be two groups of questions five questions to be answered out of nine questions Group-A is compulsory and will contain two questions. Question No.1(A) will be MCQ of 1 marks (four questions). Question No. 1(B) will be short answer type to be answered in about 50 words of 2 marks (2 questions). Group B will contain descriptive type eight questions of eight marks each out of which any four are to answer. Each question carries 08 marks.

Syllabus Enclosed

GENERAL/PASS COURSE SEMESTER-VI DISCIPLINE SPECIFIC ELECTIVE THEORY 1-B NUTRITIONAL MANAGEMENT

HSC-G-DSE-601BT. Full Marks: 75
Credits-4 (Lecture-60) MID SEM:15
END SEM:60
HOURS: 3

<u>Instructions to Question Setter for End Semester Examination (ESE):</u>

There will be two groups of questions five questions to be answered out of nine questions Group-A is compulsory and will contain two questions. Question No.1(A) will be MCQ of 1 marks (six questions). Question No. 1(B) will be short answer type to be answered in about 50 words of 3 marks (2 questions). Group B will contain descriptive type eight questions of twelve marks each out of which any four are to answer. Each question carries 12 marks.

UNIT

- 1. Health: Definition & Dimensions.
- 2. A. Energy requirement for different age groups, factors affecting energy requirement.
 - B. Balance Diet
- 3. Meal Planning: Definitions, Importance, principles & factors affecting meal planning.
- 4. Nutritional requirement of infant, preschool children, school going children, adolescents, adult, old aged, pregnant & lactating women.

Recommended Books:

Aahar & Upcharatmak Poshan
 Aahariki
 Barma & Pandey
 Aahar & Poshan
 Barma & Pandey
 Dietetics
 Food & Nutrition
 Swaminathan

GENERAL/PASS COURSE SEMESTER-VI DISCIPLINE SPECIFIC ELECTIVE PRACTICAL PAPER-1-B

HSC-G-DSE-601BP.

Credits-2

MID SEM:05

END SEM :20

HOURS: 3

<u>Instruction to Question setter for End Semester Practical Examination (ESE)</u>: The questions in practical examination will be of equal to 20 marks and will be of 3 hours duration distribution of marks in practical paper of an end semester examination will be of 60% in performance of experiment 20% in record/note book and 20% in viva-voce.

- 1. Plan & prepare whole day menu for pregnant women.
- 2. Plan & prepare whole day menu for officer worker.
- 3. Plan & prepare whole day menu for lactating mother.
- 4. Plan & prepare whole day menu for school going children.
- 5. Plan & prepare whole day menu for adolescents.

GENERAL/PASS COURSE SEMESTER-VI SKILL ENHANCEMENT COURSE-4

HSC-G-SEC-604T.

Credit-2, Lectures-30

MID SEM:10

END SEM:40

<u>Instructions of question setter for end semester examination (ESE):</u>

There will be two groups of questions five questions to be answered out of nine questions Group-A is compulsory and will contain two questions. Question No.1(A) will be MCQ of 1 marks (four questions). Question No. 1(B) will be short answer type to be answered in about 50 words of 2 marks (2 questions). Group B will contain descriptive type eight questions of eight marks each out of which any four are to answer. Each question carries 08 marks.

Syllabus Enclosed

Format of question paper of End Semester Theory Examination



Binod Bihari Mahto Koylanchal University, Dhanbad

End-Semester Examination XXXX (Session: XXXX-XX)

Subject/Code:

		Sui	Jech Code:				
Full M	Full Marks: 60		ss Marks: 24	Time: 3 Hours			
		Genera	al Instructions:				
	Candidates are required to give their answers in their own words as far as practical						
		The Question	ns are of equal value.				
	I	Answer any five questions of th	e following in which Q.1 is	compulsory.			
		9	Group A				
1.	(A)	Multiple Choice Questions		(1x6=06)			
	(i)						
	(ii)						
	(iii)						
	(iv)						
	(v)						
	(vi)						
	(B)	Short answer type questions		(3x2=06)			
	(a)						
	(b)						
			Group B				
			ver type questions)				
		Answer any	four of the following	(12x4=48)			
2.				(1244–40)			
3.							
4.							
5.							
6.							
7. 8.							
0.	•••••						
9.		Short no	otes type questions	(6x2=12)			

(a)

(b)

(c)

(d)

.....

.....

.....

.....

Format of question paper of End Semester Theory Examination



Binod Bihari Mahto Koylanchal University, Dhanbad

End-Semester Examination XXXX (Session: XXXX-XX)

Subject/Code:

Full M	larks:	40 Pas	ss Marks: 16	Time: 2 Hours
		General	l Instructions:	
	Candi	dates are required to give their an	swers in their own words	as far as practicable.
		The Question	s are of equal value.	
	1	Answer any five questions of the	following in which Q.1	is compulsory.
			Group A	
1.	(A)	Multiple Choice Questions		(1x4=04)
	(i)			(111. 0.)
	(ii)			
	(iii)			
	(iv)			
	(B)	Short answer type questions		(2x2=04)
	(a)			
	(b)			
		(Long answ	Group B ver type questions) Your of the following	(8x4=32)
2.				(044–32)
3.				
4.				
5.				
6. 7.		•••••		
8.				
9.		Short not	tes type questions	(4x2=8)
<i>)</i> .	(a)	Short no	ics type questions	(412-0)
	(b)			
	(c)			

(d)

......

Format of question paper of Mid Semester Theory Examination



Binod Bihari Mahto Koylanchal University, Dhanbad

Mid-Semester Examination XXXX (Session: XXXX-XX)

Subject/Code:

Full M	Iarks:	15	Pass Marks: 06	Time: 1½ Hours
			General Instructions:	
	Candi	dates are required to gi	ive their answers in their own v	words as far as practicable.
		Th	ne Questions are of equal value	·
	A	nswer any three ques	stions of the following in whic	ch Q.1 is compulsory.
			Group A	
1.	Multij	ole Choice Questions		(1x5=05)
	(i)		••••	
	(ii)		••••	
	(iii)			
	(iv)			
	(v)		••••	
			Group B Long answer type questions) swer any two of the following	g
				(5x2=10)
1. 2.				

.....

Syllabus for

Bachelor of Science/Arts/Commerce in Skill Enhancement Course (SEC), Honours/Gen/Pass)

Under Choice Based Credit System

Academic Session:

w.e.f. 2020-2023



Page-01

for

All Constituent/Affiliated Colleges Under

Binod Bihari Mahto Koyalanchal University, Dhanbad

Members of Board of Studies of CBCS Under- Graduate Syllabus as per Guidelines of the Binod Bihari Mahto Koyalanchal University, Dhanbad.

1.	Chairman Dr. Birendra Kumar
2.	External expert membersDr. B.K. Sinha (Principal)
3.	Members
1.	Invited members
5.	

Page-02

SKILL ENHANCEMENT COURSES(SEC)

1. Constitution of India and Human Right

(Credit: Theory-02), Theory-30 Lectures.

Marks: 10(MSE: 1/2 Hrs) + 40 (ESE: 2 Hrs) = 50.

Pass Marks: (MSE:04 + ESE: 16) =20

Instruction to Question Setter for

Mid Semester Examination (MSE): 1/2 Hrs.

One semester internal Assessment (SIA) of 10 marks

End Semester Examination(ESE):2 Hrs

There will be two groups of questions. Five questions to be answered out of Nine Questions. Question No.1(A) will be MCQ of 1 mark each (four questions).Question No.1 (B) will be short answer type to be answered in about fifty words of 2 marks (2 Questions).

Group B will contain descriptive type of eight questions of eight marks each, out of which any four are to answer. Each question carry 08 marks. The question no. 9 will be of short notes type, each carrying four marks (4x2=8) in which only two should be answered out of four options.

Unit 1: Characteristics of Indian Constitution

05 Classes

- i. Parliamentary form of Government.
- ii. Federal State
- iii. Rule Of Law.
- iv.Secular State
- v. Socialistic State
- Vi. Republic

Unit 2-Fundamental Rights and Duties

05 classes

- i. Natural Rights and Fundamental Rights.
- ii.Fundamental Rights and 42nd amendment.
- iii. Right to equality, freedom, Constitutional remedies, Freedom of Religion,
- iv. Fundamental Duties.

Unit 3: Emergency provision in Indian Constitution

04 classes

ii. president rule. iii. Financial Emergency. Unit 4: Evolution, Concept and Meaning of Human Rights. 05 classes i. Evolution of Human Rights a. Contribution of Rules. b. contribution of Religious Texts and Preachers. c. contribution of Thinkers. d. Contributions of Constitutional Measures. e. contributions of international organisations. ii. Contribution of International Organisations. 05 classes Unit 5 :Classification and Types of human rights i. Political, Social, Economic and Cultural Rights ii. 1st Generation, 2nd Generation, 3rdGeneration of Human Rights. iii. Positive and Negative Human Rights. iv. Individual Human rights and Collective Human Rights. v. Types Unit 6: Universal Declaration of Human Rights 1948 06 classes i. Importance ii. Preamble iii. Article 1-30 **Essential Reading:** 1. Bakshi, P.M. (2012) The constitution of India, New Delhi: Universal Law 2. Fadia B. L.(2013). Indian Government and Politics. Agra: Sahitya Bhawan 3. Ghai, K.K. (2012) Indian Government and Politics, New Delhi: PHI Learning.

i. National Emergency.

2. Environment and Public Health

(Credit: Theory 02), Teory-30 Lectures

Marks: 10(MSE: 1/2 Hrs) + 40 (ESE (ESE: 2 Hrs) = 50.

Pass Marks: (MSE:04 + ESE: 16) = 20

Instruction to Question Setter for

Mid Semester Examination (MSE): 1/2 Hrs

One semester internal Assessment (SIA) of 10 marks

End Semester Examination(ESE): 2Hrs

There will be two groups of questions. Five questions to be answered out of Nine Questions. Question No.1(A) will be MCQ of 1 mark each (four questions). Question No.1 (B) will be short answer type to be answered in about fifty words of 2 marks (2 Questions)

Page-04

Group B will contain descriptive type of eight questions of eight marks each, out of which any four are to answer. Each question carry 08 marks. The question no. 9 will be of short notes type, each carrying four marks (4x2=8) in which only two should be answered out of four options.

Unit I - Linkages between Environment and Health Hours Understanding linkages between Environment and Public Health: Effect of quality of air, water and soil on health. Perspective on Individual health: Nutritional, socio-cultural and developmental aspects, Dietary diversity for good health; Human developmental indices for public health. 06-classes

Unit II - Climate Change and Implications on Public Health Global warming - Agricultural practices (chemical agriculture) and Industrial technologies (use of non-biodegradable materials like plastics, aerosols, refrigerants, pesticides); Manifestations of Climate change on Public Health Burning of Fossil fuels, automobile emissions and Acid rain. 08 -classes

Unit III - Perspectives and Interventions in Public Health Epidemiological perspectives — Disease burden and surveillance; Alternative systems of medicine - Ayurveda, Yoga, Unani, Siddha and Homeopathy (AYUSH); Universal Immunization Programme (UIP); Reproductive health-Youth Unite for Victory on AIDS (YUVA) programme of Government of India. Occupational health hazards-physical-chemical and biological. Occupational diseases- prevention and control. 08 -classes

Unit IV - Environmental Management Policies and Practices Municipal solid waste management: Definition, sources, characterization collection and transportation and disposal methods. Solid waste management system in urban and rural areas. Municipal Solid waste rules. Policies and practices with respect to Environmental Protection Act, Forest Conservation Act, Wild life protection Act, Water and Air Act, Industrial, Biomedical and E waste disposal rules. 08classes

3. Computer Applications and Information Technology

(Credits: Theory-02), Theory-30 lectures.

Marks: 10(MSE: 1/2 Hrs) + 40 (ESE: 2 Hrs) = 50.

Pass Marks: (MSE:04 + ESE: 16) = 20

Instruction to Question Setter for

Mid Semester Examination (MSE): 1/2 Hrs

One semester internal Assessment (SIA) of 10 marks

End Semester Examination(ESE): 2 Hrs

There will be two groups of questions. Five questions to be answered out of Nine Questions. Question No.1(A) will be MCQ of 1 mark each (four questions).Question No.1 (B) will be short answer type to be answered in about fifty words of 2 marks (2 Questions).Group B will contain descriptive type of eight questions of eight marks each, out of which any four are to answer. Each question carry 08 marks.The question no. 9 will be of short notes type, each carrying four marks (4x2=8) in which only two should be answered out of four options.

Unit-01 (9L)

Fundamentals of computer (with Computer architecture); Multimedia: Introduction, Definitions, Where use Multimedia-Multimedia in Business, School, Home, Public Places, Virtual; Delivering Multimedia.

Text: Meaning, Fonts and Faces, Using Text in Multimedia, Computer, and Text, Font Editing, and Design Tools, Hypermedia and Hypertext;

Sound: The power of Sound, Digital Audio, MIDI Audio, MIDI vs Digital Audio, Multimedia System Sounds, Audio File Formats.

Unit-02 (5L)

Cloud computing The Internet and Multimedia: Internet History, Internetworking, Multimedia on the Web.

Computer Network: Components of the Network, Communication medium, LAN, WAN, HTTP protocol, Server, Client

Unit-03 (9L)

Introduction to Information Security: Introduction, History of Information security, what is security, Critical characteristics of information, components of information system, approaches to information security implementation; Cloud computing, Artificial Intelligence

Unit-04 (7L)

Security for Business, threats, attacks, secure software;

Hacking: Introduction, Legal, Ethical and Professional Hacking, International Laws and Legal bodies

Reference Books -

Nishit Mathur, Fundamentals of Computer, Aph publishing corporation (2010)

Misty E. Vermaat, Microsoft word 2013 1st Edition (2013).

Satish Jain, M.Geeta, MS- Office 2010 Training Guide, BPB publication (2010) Joan Preppernau, Microsoft PowerPoint 2016 step by step, Microsoft press(2015) Douglas E Corner,

The Internet Book 4th Edition, prentice –Hall(2009) Faithe wempen, word 2016 in depth 1st edition, que publishing(2015) Steven welkler, Office 2016 for beginners, Create Space Independent

Page-06

4. Capital and Stock Market

(Credit: Theory 02), Theory-30 Lectures

Marks: $10(MSE: \frac{1}{2} Hrs) + 40 (ESE: 2 Hrs) = 50.$

Pass Marks: (MSE:04 + ESE: 16) = 20

Instruction to Question Setter for

Mid Semester Examination (MSE): 1/2 Hrs

One semester internal Assessment (SIA) of 10 marks

End Semester Examination(ESE):2 Hrs

There will be two groups of questions. Five questions to be answered out of Nine Questions. Question No.1(A) will be MCQ of 1 mark each (four questions). Question No.1 (B) will be short answer type to be answered in about fifty words of 2 marks (2 Questions).

Group B will contain descriptive type of eight questions of eight marks each, out of which any four are to answer. Each question carry 08 marks. The question no. 9 will be of short notes type, each carrying four marks (4x2=8) in which only two should be answered out of four options.

Unit-I

Introduction of capital market, difference between capital and stock market. SEBI guideline for capital and stock market. 10 classes

Unit-II

Calculation of Net Present Value (NPV) for single payment, calculation of NPV for PVIFA, FV and Future Value Interest Factor Annuity (Mathematical Calculations).10- classes

Unit-III

Valuation of Equity by Balance Sheet, Dividend Discount Model (DDM), Price Equity Method (PEM), Capital Asset Pricing Method (CAPM), Valuation of Preference Share and Bond.10-classes

References:

- 1. Financial Management, I.M. Pandey, Vikash Publication.
- 2. Financial Management, PrasannaChandra, Tata Mc Grawhill.

5.Banking and Finance

(Credit Theory 02), Theory-30 Lectures

Marks: 10(MSE: 1/2 Hrs) + 40 (ESE: 2 Hrs) = 50.

Pass Marks: (MSE:04 + ESE: 16) =20 Instruction to Ouestion Setter for

Mid Semester Examination (MSE):1/2 Hrs

One semester internal Assessment (SIA) of 10 marks

End Semester Examination(ESE): 2 Hrs

There will be two groups of questions. Five questions to be answered out of Nine Questions. Question No.1(A) will be MCQ of 1 mark each (four questions). Question No.1 (B) will be short answer type to be answered in about fifty words of 2 marks (2 Questions).

Group B will contain descriptive type of eight questions of eight marks each, out of which any four are to answer. Each question carry 08 marks. The question no. 9 will be of short notes type, each carrying four marks (4x2=8) in which only two should be answered out of four options.

Unit. I

Banking and financial institutions in India: Commercial banks, Cooperative Banks, Regional Rural banks, Agriculture and Rural Development Banks (SLDBs), Development Banks and NBFCs; their constitution, Functions, working and evolution.10-classes

Unit.II

Financial markets: Structure, institution and operating mechanism and its role in Economic Development. Developed and Underdeveloped Markets, Money Market in India: Importance, features instruments.10-classes

Unit.III

Capital Markets in India: New issue market and stock exchange, importance of stock exchanges: National stock exchange, methods of floating new issues, types of shares and debentures, Thesecurities and Exchange Board of India (SEBI), need for establishment of SEBI. Objectives and role of SEBI.10-classes

References:

- Practice of Law of banking by H.R Soneji
- 2. Banking Law and Practice by P.N. Varshney.
- 3. Practice of banking Advances by Bedi and Hardikar.
- Law and Practice of Banking by P.N. Varshney and Gopal Swaroop.
- 5. Banking-Theory, Law and Practice by Gordon & Natarajan.

6. Entrepreneurship

(Credit Theory 02), Theory-30 Lectures

Marks: 10(MSE: 1/2 Hrs) + 40 (ESE: 2 Hrs) = 50.

Pass Marks: (MSE:04 + ESE: 16) =20 Instruction to Ouestion Setter for

Mid Semester Examination (MSE): 1/2 Hrs One semester internal Test (SIA) test of 10 marks

End Semester Examination(ESE): 2Hrs

There will be two groups of questions. Five questions to be answered out of Nine Questions. Question No.1(A) will be MCQ of 1 mark each (four questions). Question No.1 (B) will be short answer type to be answered in about fifty words of 2 marks (2 Questions).

Group B will contain descriptive type of eight questions of eight marks each, out of which any four are to answer. Each question carry 08 marks. The question no. 9 will be of short notes type, each carrying four marks (4x2=8) in which only two should be answered out of four options.

Unit-I

Meaning, concept, characteristics and types of entrepreneurs.

Development of entrepreneurship, Culture, Stages in

Entrepreneurshipprocesses. 06 -classes.

Unit-II

Micro, small and medium Enterprise Industries in India.

08-classes

Unit-III

Public and private system of stimulation, support and sustainability of Entrepreneurship, Requirement, Availability and access to Finance, Marketing Assistance, Technology and Industrial Accommodation.08-classes

Unit-IV

Identification of Business idea, project formulation and Business plan, Project report, Appraisal.08-classes

Book Recommended:

- 1. 1. Desai. V. Dynamic of Entrepreneurial Development and Management.
- 2. 2. Batra Dangwal, Entrepreneurship and scale Industries.
- 3. Malhotra I. S and Gupta S.L. Management of small-scale Industries. New Delhi, Galgotia
- 4.Drucker, Peter Innovation and Entrepreneurship. East West Press (P) Ltd.,1992.
- 5. Gupta, C.B and Srinivasan, Entrepreneurial Development in India

7. Human Resource Development

(Credit Theory 02), Theory-30 Lectures

Marks: $10(MSE: \frac{1}{2} Hrs) + 40 (ESE: 2 Hrs) = 50.$

Pass Marks: (MSE:04 + ESE: 16) =20 Instruction to Ouestion Setter for

Mid Semester Examination (MSE): 1/2 Hrs

One semester internal Assessment (SIA) of 10 marks

End Semester Examination(ESE): 2 Hrs

There will be two groups of questions. Five questions to be answered out of Nine Questions. Question No.1(A) will be MCQ of 1 mark each (four questions). Question No.1 (B) will be short answer type to be answered in about fifty words of 2 marks (2 Questions).

Group B will contain descriptive type of eight questions of eight marks each, out of which any four are to answer. Each question carry 08 marks. The question no. 9 will be of short notes type, each carrying four marks (4x2=8) in which only two should be answered out of four options.

Objective: This is a follow up course of Personnel Management into a broader area and perspective. The purpose of this course is to provide an in-depth knowledge of the concepts, principles, methods of HRM.

Unit I

Definition of HRD, Nature and scope of HRD, HRM and FIND - Comparison and contrast; Concepts., objectives, processes, issues and emerging trends. (10 classes)

Unit II

Career Planning and Development: Introduction, Meaning and objectives, Individual Career Planning, Career Management Meaning and Element, Benefits of career Planning and Development, Limitations and Steps in Effective Career Planning and Development. (10 classes)

Unit III

Learning Processes, principles, Management development methods and Benefits of Management developments Programs; HRD experiences at Indian Corporate Level. (10 classes)

References:

- Srivastava, M.P Human Resource Planning (1997). Inst. Of Applied Manpower Research, New Delhi.
- Maheshwari, B.L.& Sinha, D.P. Management of Change through HRD (1991). Tata McGraw Hill, New Delhi.
- Pareek, Udai and Nair, M.R. Managing Transitions; The HRD Response (1992) Tata McGraw Hill, New Delhi.
- 5. Silvere, D.N. HRD; The Indian Experience, (1991), New Delhi.
- ⁶ Brinkerhoff, Robert O. Achieving Results from Training; How to evaluate HRD to strengthen Programmers and Increase Impact (1987), Jossey Bas, San Francisco.

7. 8. 9.

8.BUILDING MATHEMATICAL ABILITY

(Credit Theory 02), Theory-30 Lectures

Marks:10(MSE:1/2 Hrs) +40 (ESE: 2 Hrs) =50.

Pass Marks: (MSE:04 + ESE: 16) =20 Instruction to Ouestion Setter for

Mid Semester Examination (MSE): 1/2 Hrs

One semester internal Assessment(SIA) of 10 marks

End Semester Examination(ESE): 2 Hrs

There will be two groups of questions. Five questions to be answered out of Nine Questions. Question No.1(A) will be MCQ of 1 mark each (four questions). Question No.1 (B) will be short answer type to be answered in about fifty words of 2 marks (2 Questions).

Group B will contain descriptive type of eight questions of eight marks each, out of which any four are to answer. Each question carry 08 marks. The question no. 9 will be of short notes type, each carrying four marks (4x2=8) in which only two should be answered out of four options.

Unit-I

Number System

Introduction to Natural numbers, integers, rational, real, Complex and prime numbers. There sums and products. Euclid division algorithm. Encryption and prime numbers. (08-classes)

Page-12

UNIT — 11

Linear equations

Linear equations and inequations in two variables x and y. Introduction to 202 matrices. Solution of simultaneous linear equations by matrix. Linear equations represented by straight lines. Finding region bounded by a set of linear inequations. (08classes) **UNIT — III**

Statistics

Data and its collection in Statistics. Tally sign and frequency table. Presentation of data by charts and curves — dot plots, bar graphs, line graphs, frequency curves. Mean, median, mode of a data. Population *and* sample. (07classes)

UNIT — IV

15. Probability

Experiment, outcomes, events, types of events, sample space. Probability of occurrence of an event. Addition and multiplication formulae. Simple problems on probability. (07-classes)

Reading List

- 1. Building Mathematical Ability By S.Chand-S.Chand Publishing.
- 2.Parks,H.M.(2007)A Mathematical View of our world (1 ed.). Thomsons Brooks Cole.

9.Life Skill & Personality Development

(Credit Theory 02), Theory-30 Lectures Marks: 10(MSE: ½ Hrs) +40 (ESE: 2Hrs)=50.

Pass Marks: (MSE:04 + ESE: 16) =20

Instruction to Question Setter for

Mid Semester Examination (MSE):1/2 hrs.

One semester internal Assessment (SIA) of 10 marks

End Semester Examination(ESE):2 Hrs

There will be two groups of questions-Group A and Group B

Five questions to be answered out of Nine Questions.

Question No.1(A) Of Group A will be MCQ of 1 mark each (four

questions). Question No.1 (B) of Group A will be short answer type to be answered in about fifty words of 2 marks (2 Questions).

Group B will contain descriptive type of eight questions of eight marks each, out of which any four are to answer. Each question carry 08 marks. The question no. 9 will be of short notes type each carrying four marks (4x2=8) in which only two should be answered out of four options.

Objective: -The objective of this paper is to acquaint the students with life skill and Personality Development. This paper act as a guideline for the students who are ready to plunge into highly competitive world.

Unit I

Self-awareness and creating self-image: -

Concept of Life Skill, SWOT analysis, intrapersonal Emotional quotient, Self-confidence, Self-esteem, Self —development, Self-respect, Personal hygiene, grooming and dress code.

Unit II

Effective communication Skill: -

Concept of communication, nature of communication, importance of communication, process of communication, building rapport, how to ask questions intelligently, facing the interview, how to write impressive resume, adequate andmanners

Unit III

Know Your Personality: -

Concept of Personality Development, Stages of Personality Development, Determinants of Personality developments, Ethics and Values, attitudes and behavior, Perceptions, Self-motivation, Legacy, Interpersonal relationship.

References:

- I. Bhatia, R.C, Personality Development, one books Pvt. Ltd., New Delhi.
- ² Madhukar. R. K, Business Communication, Vikash Publication House, Pvt.Ltd, New Delhi.

Bruckmaan. G.C& Hartley Peter, Business Communication, Ane Books Pvt.Ltd, New Delhi

10. Science and Life

(Credit Theory 02), Theory-30 Lectures

Marks: 10(MSE: 1/2hrs) + 40 (ESE:2Hrs) = 50.

Pass Marks: (MSE:04 + ESE: 16) =20

Instruction to Question Setter for

Mid Semester Examination (MSE): 1/2 Hrs One semester internal Assess(SIA) of 10 marks

End Semester Examination(ESE): 2 Hrs

There will be two groups of questions-Group A and Group B

Five questions to be answered out of Nine Questions.

Page-15

Question No.1(A) Of Group A will be MCQ of 1 mark each (four

questions).Question No.1 (B) of Group A will be short answer type to be answered in about fifty words of 2 marks (2 Questions).

Group B will contain descriptive type of eight questions of eight marks each, out of which any four are to answer. Each question carry 08 marks. The question no. 9 will be of short notes type each carrying four marks (4x2=8) in which only two should be answered out of four options.

Unit-I

Basic components of science and its brief idea.

- i. Life science:-cell and its structure. Brief idea of respiration, digestion and growth.
- ii.Chemical science: Organic and inorganic molecules. Macro and micronutrients with special reference to carbohydrate, fat and protein.
- iii. Physical science: basic idea of diffusion, osmosis and turgor pressures. Light as source of energy, Gravitation and gravitational forces.

Unit-2

Science and Human Health.

- I. Different type of vitamins, their sources and diseases caused by their deficiency
- ii. Diseases caused by microbes. Their preservation.
- iii. Common medicinal plants-crops, vrgetables, fruits, spices.

Unit-III

Science and Food security.

- I. Green revolution and second green revolution.
- ii.Common food plants-crops, vegetables, fruits spices.
- iii. Agricultural sciences of Jharkhand.

Unit-IV

Science Environment and Man.

- i. Basic idea of climate changes and its impact.
- ii. Environmental problem, its impact and management.
- iii. Environmental awareness.

11.Indian history, Culture and Diversity

Under Graduate Department of Home Science Binod Bihari Mahto Koylanchal University, Dhanbad

(Credit Theory 02), Theory-30 Lectures

Marks:10(MSE:1/2 Hrs) +40 (ESE: 2 Hrs)=50.

Pass Marks: (MSE:04 + ESE: 16) =20 Instruction to Ouestion Setter for

Mid Semester Examination (MSE): 1/2 Hrs

One semester internal assessment (SIA) of 10 marks

End Semester Examination(ESE): 2 Hrs

There will be two groups of questions-Group A and Group B

Five questions to be answered out of Nine Questions.

Question No.1(A) Of Group A will be MCQ of 1 mark each (four

questions). Question No.1 (B) of Group A will be short answer type to be answered in about fifty words of 2 marks (2 Questions).

Group B will contain descriptive type of eight questions of eight marks each, out of which any four are to answer. Each question carry 08 marks. The question no. 9 will be of short notes type each carrying four marks (4x2=8) in which only two should be answered out of four options.

Unit-I

History and Culture through the Ages:

- i. Ancient India.
- ii. Medieval India.
- Iii. Modern India.
- iv. Indian languages and literature.

Unit- II

Religion and Philosophy

- i. Religion and Philosophy in Ancient India
- ii. Religion and Philosophy in medieval India
- iii. Religion and social reform movement in modern India.
- iv. Folklore and oral traditions.

Unit-III

Painting, performing Arts and Architecture:

- i. Indian painting
- ii.Indian music, dance and drama
- iii. Indian architecture and Sculpture
- iv. Tribal arts and crafts in Jharkhand in Jharkhand

Unit-IV

Ethnic and cultural Diversity:

- i. Tribal movements in Jharkhand and their leaders.
- ii. Fairs, festivals and socio-cultural traditions with special reference to Jharkhand.
- iii. Indian sports and games.
- iv. Socio-cultural issues in contemporary India.

Suggested readings:-

- 1. Basham, A.L., The wonder that was India, Picador, pan macmillan, London, 2004
- 2. Bose, N.K., Culture and Society in India, Asia Publishing House, 1967.
- 3. Chandra, satish, Medieval India, Vol, I and II, Har-Anand, New Delhi, 2015.
- 4. Chandra, Bipan, History of Modern India, orient Blackswan, New Delhi, 2016
- 5. Dube, S.C., Tribal heritage ofindia, Vikas, New Delhi, 2007.

12.Soft Skills

(Credit Theory 02), Theory-30 Lectures,

Marks: 10(MSE: 1/2 hrs.) + 40 (ESE: 2Hrs) = 50

Pass Marks: (MSE:04 + ESE: 16) =20 Instruction to Ouestion Setter for

Mid Semester Examination (MSE):1/2hrs. Hrs

One semester internal Assessment (SIA) of 10 marks

End Semester Examination(ESE): 2 Hrs

There will be two groups of questions-Group A and Group B

Five questions to be answered out of Nine Questions.

Question No.1(A) Of Group A will be MCQ of 1 mark each (four

questions). Question No.1 (B) of Group A will be short answer type to be answered in about fifty words of 2 marks (2 Questions).

Group B will contain descriptive type of eight questions of eight marks each, out of which any four are to answer. Each question carry 08 marks. The question no. 9 will be of short notes type each carrying four marks (4x2=8) in which only two should be answered out of four options.

Course Description

The course intends to transfer soft skills and numeric ability skills to the students which will help them in accessing job opportunities particularly in the banking sector

1. Resume writing and Interviewskills

Resume Writing: What is Resume? Types of Resume? Chronological, Functional and Mixed Resume, Steps in preparation of Resume. Interview Skills: Common interview Questions, Attitude, Body Language, The mock interviews, Phone interviews, Behavioral Interviews. 10 classes

2. Group discussion (GD) and teambuilding

Group Discussion: Group Discussion Basics, GD Topics for Practice, Points for GD Topics, Case- Based and Article based Group Discussions, Points for Case Studies, and Notes on Current Issues for GD. 10 classes

3. Numerical Ability

Average, Percentage, Profit and Loss, Simple Interest, Compound Interest, Time and Work, Pipes and Cisterns, -Time and Distance, Problems on Trains, Boats and Streams Calendar, Ratios and Proportions. 10 classes

Basis Readings:

1. Agarwal.R. S (2010) Quantitative Aptitude, S. Chand and Sons

2. Prasad. L.M (2000)

Organizational Behavior S.

Chand Khera. Shiv. You Can

Win MC Millan Books,

Revised Edison