

**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**



**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 members----Dr. B.K. Sinha (Principal)
3. Members-----
4. Invited members----
5. ....

# 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): ½ 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 42<sup>nd</sup> amendment.

iii. Right to equality,freedom,Constitutional remedies, Freedom of Religion,

iv. Fundamental Duties.

Unit 3: Emergency provision in Indian Constitution 04 classes

i. National Emergency.

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. 1<sup>st</sup> Generation,2<sup>nd</sup> Generation, 3<sup>rd</sup> Generation 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.

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## 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)

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.

08 classes

### **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

#### **4.Capital and Stock Market**

( Credit: Theory 02), Theory-30 Lectures  
Marks:10(MSE: ½ 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, Prasanna Chandra, Tata Mc Graw hill.

## 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 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

Banking and financial institutions in India: Commercial banks, Co-operative 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, The securities and Exchange Board of India (SEBI), need for establishment of SEBI. Objectives and role of SEBI.10-classes

#### References:

1. 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.
4. 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 Question 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

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

## 7. Human Resource Development

( Credit Theory 02), Theory-30 Lectures

Marks:10(MSE: ½ Hrs) +40 (ESE : 2 Hrs) =50.

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

Instruction to Question Setter for

Mid Semester Examination (MSE): ½ 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:**

1. Srivastava, M.P Human Resource Planning (1997). Inst. Of Applied Manpower Research, New Delhi.
2. Maheshwari, B.L.& Sinha, D.P. Management of Change through HRD (1991). Tata McGraw Hill, New Delhi.

4. 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.

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## **8. BUILDING MATHEMATICAL ABILITY**

11.

(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): ½ 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**

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

## **UNIT — 11**

13. **Linear equations**

<sup>14.</sup> 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. (08 classes)

### **UNIT — III**

#### <sup>15.</sup> **Statistics**

<sup>16.</sup> 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. (07 classes)

### **UNIT — IV**

#### <sup>17.</sup> **Probability**

<sup>18.</sup> 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 and manners

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: -

1. 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

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## 10. Science and Life

( Credit Theory 02),Theory-30 Lectures

Marks:10(MSE: 1/2hrs) +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 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.

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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, vegetables, 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.

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## **11. Indian history, Culture and Diversity**

(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-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 of india,Vikas,New Delhi,2007.

## **12.Soft Skills**

(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):1/2hrs. 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 Interview skills**

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 team building**

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 Edition