



St. Paul Institute of Professional Studies, Indore

An Autonomous Institute Affiliated to Devi Ahilya Vishwavidhyalaya, Indore

Accredited by NAAC with 'A' Grade

Phone No. 0731-2499911, 49661355, 4961356

E-mail: info@spipsindore.ac.in, Website: www.spipsindore.com



Format for Syllabus of Theory Paper

Part A Introduction		
Program: Certificate	Class': BBA	Year: I Year Session:2023-2024
Subject: COMMUNICATION SKILLS		
1	Course Code	BB-102
2	Course Title	COMMUNICATION SKILLS
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	(Core Course)
4	Pre-requisite (if any)	Not Required (Open for All)
5	Course Learning outcomes (CLO)	<ol style="list-style-type: none"> 1. Imagination, Ethical Theory and Skills to Interact, Students can learn how to do this ethically and effectively. 2. Students can learn and practice group communication skills. They will learn how to respond in discussions, interviews, conferences. 3. Students can learn nonverbal communication, listening and organizational culture. 4. Students can be equipped with knowledge of professional communication through the basic principles of writing professional papers and other documents.
6	Credit Value	(Credit) 6
7	Total Marks	Max. Marks: 30+70 I Min. Passing Marks:35

Part B Content of the Course		
Total No. of Lectures-Tutorials-Practical (in hours per week):3 Hours L - P: 90		
Unit	Topics	No. of Lectures
1	Historical background of Communication, Definition and Process of Communication, Essentials of Effective Communication, Barriers to Communication, Role of Communication in Organizational Effectiveness.	18
2	Public Speech - Composition Principles, Speech Delivering Skills, Group Discussion: Do's and Don'ts of Group Discussion, Communication in Committees, Seminars and Conference.	18
3	Non-Verbal Communication: Meaning, types and Importance, Listening, Difference between Listening and Hearing.	18
4	Business Correspondence, Essentials of Effective Business Correspondence, Structure of Business Letter, Types of Business Letter: Enquiry, Reply, Orders, Complaints and Circular Letter.	18
5	Drafting of Notices, Agendas, Minutes, Job Application Letters, Preparation of Curriculum Vitae.	18

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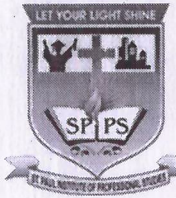
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Part C-Learning Resources	
Text Books, Reference Books, Other resources	
Suggested Readings:	
<ul style="list-style-type: none">• Ace of Soft Skills Attitude Communication and Etiquette for Success by Gopaldaswamy Ramesh, Pearson India• Rao N. and Das R. P., Communication Skills, Himalaya Publishing House, Mumbai.• Mehta D. & Mehta N. K., A Handbook of Communication Skills Practices, Radhub., New Delhi.• Sinha K.K., Business Communication, Galgotia Publishing House, New Delhi.• Murphy A. & Peck Charles E., Effective Business Communication, Tata McGraw Hill, New Delhi.• Dr. Praveen Kumar Agrawal & Dr. Avineesh Kumar Mishra, Communication Skills, Sahitya Bhawan, Agra (Hindi Medium)	
Suggested web links:	
<ul style="list-style-type: none">• https://booksszoo2le.co.in/hooks/about/Effective Business Communication.htm?rid=Dz0jjoI0IC	

Part D- Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks: 100		
Continuous Comprehensive Evaluation (CCE) : 30 marks University Exam (UE) : 70 marks		
Internal Assessment :	Class Test	30
Continuous Comprehensive	Assignment/Presentation	
Evaluation (CCE):30	E-quize	
External Assessment :	Section(A) : Six Very Short Questions	06 x 01 = 06
University Exam Section: 70	Section (B) : Five Short Questions	05 x 08 = 40
Time : 03.00 Hours	Section (C) : Two Long Questions	02 x 12 = 24 Total 70

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Part A: Introduction

Programme:	Certificate	Class: I Year	Session 2023-24
Subject :	Commerce		
Course Code:	EL-101		
Course Title :	Basics of Business Studies		
Course Type:	Elective		
Pre-requisite:	Not required (open for all)		
Course Learning Outcomes	<p>The successful completion of this course shall enable the student:</p> <p>The Course will be helpful to provide basic knowledge of business.</p> <p>Students will be capable to understand Business ethics to guide corporate sector and feel and perform its responsibility towards society.</p> <p>Students will be capable to understand ethical aspect of business, banking system, banking procedure.</p> <p>Students will be capable to understand practical banking, insurance system, insurance procedure, stock exchange system.</p> <p>To help them for employment in related field.</p>		
Credit Value	6		
Total Marks	Max.Marks 30+70	Min. Passing Marks 35	

Part B: Content of the course

Total No. of Lectures (in hours per week)- 4		
Unit	Topic	No. of lectures
1	<p>Concept of Business: Historical background of business in India. Meaning and objectives of business. Industry, trade and commerce. Business Sectors; Goods and services sectors.</p> <p>Concept and salient features of sole trade, partnership, LLP and co-operative society. Meaning, features and types of Joint stock company.</p> <p>Online Business: Need, importance limitations, process, dangers and</p>	12
2	<p>Business Ethics: Historical background of business ethics in India. Concept and significance of business ethics. Balancing between objectives of business and ethics of business. Evaluation of business ethics in India. Corporate Social Responsibility (CSR): Historical background of CSR, concept, objectives, need and importance of CSR. Contribution of Indian corporate sector under CSR. Evaluation of CSR in India.</p>	12

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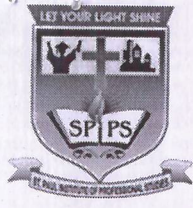
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3	<p>Banking: Historical background, classification of bank. Meaning, definition and functions of commercial bank. Role of banks in economic growth. Features of Indian banking system.</p> <p>Bank Deposits: Meaning and types. Features of bank accounts. Procedure to open and close bank accounts (Including online procedure).</p> <p>Loans and Advances: Principles to sanction loans and advances. Classification of loans and advances. Procedure to apply for house loan, personal loan, education loan and commercial loan.</p>	12
4	<p>Insurance: Origin and development of insurance. Meaning, principles and importance of insurance. Classification of insurance.</p> <p>Life Insurance: Meaning, objectives, principles and importance. Types of life insurance policy. Claim procedure and settlement.</p> <p>General Insurance: Meaning, objectives and importance. General Insurance Policies: Vehicle, health, household goods, commercial premises and goods and another available policies.</p>	12
5	<p>Stock Exchange: Historical background. Meaning, functions and importance. Important terminology related to stock exchange. Primary and secondary market. Procedure of dealing in primary and secondary market. NSE, BSE. Various index and interpretation of fluctuations in it.</p> <p>Mutual Funds: Concept, salient features, importance and types. Systematic Investment Plan (SIP). Performance of mutual funds in India.</p>	12
Key word: - Business, Ethics, General Insurance, Stock Exchange, Corporate Social Responsibility		

Part C learning Resources

Text books:

1. Dr C.B. Gupta Values & Ethics in Business Sultan Chand & sons New Delhi
2. Dr C.B. Gupta Business Organization & Management Sultan Chand & sons New Delhi
3. Rathi & Agrawal Investment Management & Security Analysis S. Chand & sons New Delhi
4. Dr S.C. Saxena & Dr. V.P. Agrawal Business Organization & Communication Sahitya Bhawan Pub. Agra.
5. Dr. O.P. Gupta & Dr. Sudhir Kumar Sharma Banking & Insurance Sahitya Bhawan Pub. Agra
6. Dr. R. L. Nolakhha Principles of Insurance R.B.D. Publication Jaipur

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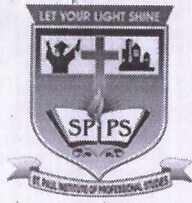
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Suggestive digital platforms, web links:

- 1 <http://cbseacademic.nic.in/web material/CurriculumMain20/SrSecondary/BusinessStudies.pdf> 2.
<https://ncertnic.in/textbook.php?kebs1=0-11>
3. http://www.opentextbooks.org.hk/system/files/export/6/6841/pdf/Business_Fundamentals_6841.pdf
4. <https://vtechworks.lib.vt.edu/bitstream/handle/10919/70961/Fundamentals%20of%20Business%20%>

Part D-Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks: 100 Continuous Comprehensive Evaluation (CCE): 30 marks University Exam (UE) 70 marks		
Internal Assessment: Continuous Comprehensive Evaluation (CCE):30	Class Test Assignment/Presentation - E-quiz	30
External Assessment: University Exam Section: 70 Time : 03.00 Hours	Section(A) : Six Objective Questions Section (B) : Five Short Questions Section (C) : Two Long Questions	06 x 01 = 06 05 x 08 = 40 02 x 12 = 24
Any remarks/ suggestions:		

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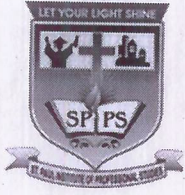
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Foundation Course: ENVIRONMENTAL EDUCATION

PART A: Introduction			
•	Program: UG Level Certificate	Class: UG -I Year	Year: I Year
			Session: 2023-24
Subject: Environmental Education			
1.	Course Code	FC-102	
2.	Course Title	Environmental Education	
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational)	Foundation Course	
4.	Pre-Requisite (if any)	A course intended to create awareness about the life of human beings 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 senior secondary, class 12 th level:	
5.	Course Learning Outcomes (CLO)	<ol style="list-style-type: none">1. To understand various aspects of life forms, ecological processes, and the impacts on them by the human during anthropogenic era.2. To 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. To develop empathy for all life forms, awareness, and responsibility towards environmental protection and nature preservation.4. To develop the critical thinking for shaping strategies such as; scientific, social, economic, administrative & legal, environmental protection, conservation of biodiversity, environmental equity and sustainable development.5. To prepare for the competitive exams.	
6.	Credit Value	2	
7.	Total Marks	Max. Marks : 50	Min. Passing Marks:17

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PART C: Learning Resources			
Textbooks, Reference Books, Other Resources			
<ul style="list-style-type: none">• Singh; J.S., Singh S.P. and Gupta, S.R.; "Ecology; Environment Science and Conservation ", S Chand publishing , New Delhi , (2018)• Divan, S. and Rosencranz , A. , "Environmental Law and Policy in India :Cases, Material & Status" Oxford University Press , India , (2002) 2nd Edition .• Odum , E.P. , "Fundamentals of Ecology " , Philadelphia Saundres , (1971)• Bharucha , Erach , "Environmental studies " Universities Press India Pvt. Ltd. Hyderabad (2014) (Hindi Edition also available).• Kaushik, Anubha , Kaushik , C.P. "Perspectives in Environmental Studies "New age International Publishers , (2018), 6th Edition .• Asthana, D. K Asthana Meera, "A Textbook of Environmental Studies", S. Chand.Publishing, New Delhi, (2007)• National Digital Library (https://ndl.iitkgp.ac.in/homestudy/science)• Epg- pathshala (https://epgp.inflibnet.ac.in/Home/Download)• NPTEL (https://nptel.ac.in/course.html)• Coursera (https://www.coursera.org/search?query=environmental+science&page=1)			
Suggested equivalent online course — <ul style="list-style-type: none">i. The Health Effects of Climate Change (edx)ii. Climate Change: Financial Risks and Opportunities (edx)iii. Introduction to Environmental Law and Policy (coursera)iv. Women in environmental biology (coursera)v. Our Earth: It's Climate, History, and Processes (coursera)vi. Ecology, physiology, environmental science (national digital library)			
Part D: Assessment and Evaluation			
Max Marks: 50	Min Marks: 17	University Exam (UE)	Total: 50
	External Assessment (UE)	Time: 2 Hours	
Fifty Multiple Choice /Objective/True-False type questions to be asked. Each question carries one mark			

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PART A: Introduction			
Program: UG Level		Year: I Year	Session: 2023-24
Subject: Foundation Course (English)			
1.	Course Code	FC-101	
2.	Course Title	English Language and Indian Culture	
3.	Course Type (Core Course/Elective Generic Elective/ Vocational)	Foundation Course	
4.	Pre-Requisite (if any)	To study this course, a student should have basic knowledge of English language. This course will be studied by all the students of UG level under the Foundation Course category.	
5.	Course Learning Outcomes (CLO)	Through this course the students will be able to: <ol style="list-style-type: none">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 usages.5. Inculcate values which make them aware of national heritage and environmental issues, making them responsible citizens.	
6.	Credit Value	2 Credits	
7.	Total Marks	Max Marks: 50	Min. Passing Marks: 17

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Part B: Content of the course		
Total No. of Lectures-Tutorials- Practical (in hours per week): L-T-P		
Total No. of Lectures: 15		
Unit	Topics	No. of Lectures
I	Reading, Writing and Interpretation Skills: 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: Indianness] 5. Preface to the Mahabharata C. Rajagopalachari [Key Word: Indian Mythology]	05
II	Comprehension Skill: Unseen Passage followed by Multiple choice questions	05
III	Basic Language Skills: 1: Vocabulary Building: Suffix, Prefix, Synonyms, Antonyms, Homophones, Homonyms and One-word substitution. 2: Basic Grammar: Noun, Pronoun, Adjective, Verb, Adverb, Prepositions, Articles, Time and Tense	05

PART C: Learning Resources	
Textbooks, Reference Books, Other Resources	
Suggested Readings <ul style="list-style-type: none">• Essential English Grammar - Raymond Murphy, Cambridge University Press.• Practical English Grammar Exercises 1- A. J. Thomson & A. V. Martinet, Oxford India.• Practical English Usage - Michael Swan, Oxford• English Grammar in Use - Raymond Murphy, Cambridge University Press.	

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A. Yadav 11/12/23
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Part D: Assessment and Evaluation			
Max Marks: 50	Min Marks: 17	University Exam (UE)	Total: 50
External Assessment (UE)		Time: 2 Hours	
Fifty Multiple Choice /Objective/True-False type questions to be asked. Each question carries one mark			

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Part C- Learning Resources

Suggested Readings:

1. Andrews, Sudhir (1988). How to Succeed at Interviews. 21st (rep.) Tata McGraw-Hill, New Delhi.
2. Covey, Stephen. (1989). The 7 Habits of Highly Effective People. NY: Free Press
3. Hindle, Tim (2003). Reducing Stress. Essential Manager series. Dk Publishing. Lucas, Stephen (2001). Art of Public Speaking. Tata - Mc-Graw Hill, New Delhi.

Petes S. J., Francis (2011). Soft Skills and Professional Communication. Tata McGraw- Hill Education, New Smith, B. (2004). Body Language. Rohan Book Company, Delhi.

Part D- Assessment and Evaluation

Suggested Continuous Evaluation Methods:		
Maximum Marks: 100		
Continuous Comprehensive Evaluation (CCE) : 30 marks University Exam (UE) :70 marks		
Internal Assessment :	Class Test	30
Continuous Comprehensive Evaluation (CCE):30	Assignment/Presentation	
	E-quiz	
External Assessment :	Section(A) : Six Very Short Questions	06 x 01 = 06
University Exam Section: 70	Section (B) : Five Short Questions	05 x 08 = 40
Time : 03.00 Hours	Section (C) : Two Long Questions	02 x 12 = 24
		Total 70

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Format for Syllabus of Theory Paper

Part A Introduction		
Program: Certificate/Diploma Degree/	Class: BA I Year	Session: 2023-24
Subject: Political Science		
1	Course Code	EL-103
2	Course Title	Indian Political System
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Elective
4	Pre-requisite (if any)	Open for all.
5	Course Learning outcomes (CLO)	<ol style="list-style-type: none">Students will be able to understand nature of Indian Political System and its determinants.They will be able to answer questions related to the functions and role of the President, Prime Minister, Parliament and Supreme Court, party settings of Indian Political System.They will be able to understand basic problems of Indian Political System.They will be able to identify the challenges of Indian Political System.
6	Credit Value	6
7	Total Marks	Max. Marks:30+70 Min. Passing Marks:35

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Part B- Content of the Course		
Total No. of Lectures (in hours per week): 4 Hours per week Total Lectures- 60 Hours		
Unit	Topics	No. of Lectures
1	Fundamentals of Indian Political System 1. Nature of Indian Political System 2. Determinants of Indian Political System: 2.1. Salient Features of Indian Constitution 2.2. Preamble 2.3. Fundamental Rights 2.4. Directive Principles of State Policy 3. Federal System 4. Parliamentary system	15 15
2	Institutional Settings of Indian Political System 1. Role and Functions of President, Prime Minister and Council of Ministers 2. Parliament and its working 3. Supreme Court and Judicial Review 4. Panchayati Raj Institutions	15 15
3	Problems of India Political System: 1. Linguism 2. Regionalism 3. Casteism 4. Communalism	15 15

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4	Challenges of India Political System: 1. Poverty 2. Social justice 3. Gender Justice 4. Defection politics 5. Election Reforms	15
Keywords/Tags:		
Part C-Learning Resources		
Text Books, Reference Books, Other resources		
Suggested Readings:		
<ol style="list-style-type: none">1. Austin, G. "The Indian Constitution: Cornerstone of a Nation", Oxford University Press, Delhi, 1966.2. Basu, D.D., "An Introduction to the Constitution of India", 24th edition, Lexis Nexis publication, Gurgaon, Haryana, 20203. Jayal, Nirja Gopal and Pratap Bhanu Mehta, "Companion to Politics in India Student Edition", Oxford University Press New Delhi, 20104. Kashyap, Subhash, "Our Constitution: An Introduction to India's Constitution and Constitutional Law", National Book Trust, India, 20115. Kashyap, Subhash, "Constitution of India", National Book Trust, India, 20046. Kaviraj, "Politics In India", Oxford University Press, Delhi, 1970.7. Kothary, R., "Politics in India", Orient Longman, New Delhi, 19708. M. Laxmikant, "Indian Polity", McGraw Hill Education, New Delhi, 6th Edition 2019.9. Narang, A.S. 'Indian Government and Politics', Geetanjali Publishing House, New Delhi, 1996 (Latest edition)10. Sharma, B. K. "Introduction to the Constitution of India", PHI Learning Delhi, 2019.11. Pylee, M.V. "Constitutional Government in India, Asia Publishing House", Bombay, 1977.12. Singh, M.P., & Saxena, R. "Federalizing India in the Age of Globalization", Primus Books, New Delhi, 2013.13. Roy, H., & Singh, M. P. "Indian Political System", Pearson, Delhi, 2018.		

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