Aggarwal College Ballabgarh

A Co-educational Post Graduate College Accredited 'A' Grade by NAAC with CGPA 3.40
College with Potential for Excellence (CPE) Status by UGC
Affiliated to M D University, Rohtak

Value added courses at Aggarwal College Ballabgarh

NASSCOM FOUNDATION

N·S·D·C National Skill Development Corporation
Transforming the skill landscape

NIIT Yuva Jyoti skills for jobs

RASCI Retailers Association's Skill Council of India

Principal's Message

Dr. Krishan Kant Gupta

Dear Students

Welcome to Aggarwal College family! At the onset, I congratulate all my colleagues and students for the unparalleled achievements in academics and other arenas in recognition to which the UGC has granted the prestigious status of 'College with Potential for Excellence' to our College. Kudos to all for their outstanding contribution!

To think beyond the common constitutes the fabric of the Vocational Programs, launched by your college. These are started with the aim to nurture young minds right from the beginning towards building a successful career.

Today's economy demand is characterized by skilled manpower, modern technology and effective implementation of imparted academic training. It gives me immense pleasure to get the students introduced to these courses. The courses will make them wholly prepared to accept several challenging fields as their career, rather it is our dream to make it happen. Our efforts will be to keep pace with the technological demands of industry and expanding universe of knowledge. We are committed to provide the best opportunities in education and overall skills development of our students in their pursuit of knowledge. We will work to provide a conducive atmosphere for talent identification and skill development to enable the target student population to attain hitherto untouched heights in scholastic excellence. Our main motto is to produce high quality manpower capable of catering the needs of the globalized economy.

Best wishes to all students, who will ever remain the prime impetus for us, with the note that they are welcome to enjoy the learning and skill building in our campus. Let us join our hands and stride towards a wonderful tomorrow.

Dr. Krishan Kant Gupta
(Principal)

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3.	2016-17	Advance Diploma Course in Retail Management

Certificate Courses

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Certificate Course in Computer Education

Paper L1.1: Fundamentals of Computers

Computer: Definition, Classification of Computers, Characteristics of Computers, Basic Applications of Computers, Generations of Computers.

Components of Computer System: Central Processing unit (CPU), Input/ Output Devices,

Computer: Memory; Primary and Secondary Memory, Magnetic and Optical Storage Devices, Concepts of Hardware and Software.

Data Processing: Concepts of Data Processing, Definition of Data and Information Basic data types, storage of Data/ Information as Files, Representation of Data/ Information.

Operating System: MS -Windows

Operating System - Definition & Functions, Basics of Windows, Basic Components of Windows, Icons, Types of Icons, Taskbar, Activating Windows, Using Desktop, Title Bar, Running Application, Exploring Computer, Managing Files and folders, Copying and Moving files and folders.

Control Panel - Display Properties, Adding and Removing Software and Hardware, Setting Date and Time, Screensaver and Appearance.

Using Windows Accessories.

Word Processing: MS Word

Word Processing Basic : An Introduction to Word Processing and MS-Word, Working with Documents, Using tables, pictures and charts Using mail merge and sending a letter to a group of people, Creating forms, letters and labels, Collaborating with Workgroups, Modifying a report, Macros.

Software Lab

MS-Windows

1. Create a new folder and do the following:

    1. Make a Word document in it.

    2. Make an Excel document in it.

    3. Make a new folder in it.

    4. Rename the initial folder

    5. Move the initial folder.

    6. Copy the initial folder.

    7. Delete the initial folder.

2. Implement the various well known features of Windows operating system such as Notepad, WordPad, Paint, System Tools, Entertainment etc. enclosed in Start o Programmes ->Accessories.

3. Implement various display properties by right clicking on the Windows Desktop.

4. Explore the taskbar of Windows.

5. Set the wall paper and screen saver.

6. Set the data / time.

MS-Word

1. Create a document and

    a. Put Bullets and Numbers

    b. Apply various Font parameters

    c. Apply Left, Right and Centre alignments.

    d. Apply hyperlinks

    e. Insert pictures

    f. Insert Clip Art

    g. Show the use of Word Art

    h. Add Borders and Shading

i. Show the use of Find and Replace.

j. Apply header/ footers

2. Create any document and show the use of File versions.

3. Create any document and show the difference between paste and paste special.

4. Create a document to show the use of Washout/ watermark.

5. Implement the concept of mail merge.

6. Implement the concept of macros.

7. Implement the concept of importing a file/ document.

8. Implement the concept of merging the documents.

9. Create a student table and do the following.

a. Insert new row and fill a data.

b. Delete any existing row.

c. Resize rows and columns.

d. Apply border and shading.

e. Apply merging/ splitting of cells.

f. Apply sort

g. Apply various arithmetic and logical formulas.

10. Create your resume using General Templates.

Paper-L1-II :Presentation Software and Computer Communication

Presentation Software - MS Power Point.

Creating and enhancing a presentation, creating and publishing a web presentation modifying a presentation, working with visual elements, delivering a presentation and designing a template. **Computer Communication**

Basic of Computer Networks: LAN, WAN, MAN.

Internet: Introduction to Internet and its Applications/ Services. Service on Internet :WWW and Websites, Electronics Mails, Communication on Internet.

Web Browsers: Internet Explorer, Netscape Communicator.

Surfing the Internet: Giving the URL Address, search, Moving Around in a website. Saving of Webpage, Printing of Webpage, downloading the data.

Chatting on Internet

E-Mail: Basic of Electronics Mail Creating, E-Mail Id, Mail box : Inbox and Outbox.

Using E-Mails: Viewing an E-mail, Sending an E- Mail, Saving E-Mail, Sending same mail to various users, Document Handling: Sending soft copy as attachment, Enclosures to E-Mail, Sending a Portion of Document as E-Mail.

MS-Outlook: Read mail and news Composing message, Sending and Replaying E-Mails, Maintaining address book, Findingpeople, Attaching files.

Software Lab

Presentation Software- MS Power Point

1. Make a presentation of College Education System using.

    a. Blank Presentation

    b. From Design Template

    c. From Auto Content Wizard

2. Make a presentation on "Wild Life" and apply the following:-

    a. Add Audio and Video effects

    b. Apply various Colour Schemes

c. Apply various Animation Schemes.

d. Apply Slide Show

Computer Communication Related Practical

1. Connect the Internet; open any website of your choice and save the Webpages.

2. Search any topic related to your syllabi using any search engine and download the relevant material.

3. Send any greeting card to your friend.

4. Create your E-Mail ID on any free E-Mail Server.

5. Login through your E-Mail ID and do the followings:-

a. Read your mail

b. Compose a new Mail

c. Send the Mail to one person.

d. Send the same Mail to various persons.

e. Forward the Mail

f. Delete the Mail

g. Send files as attachment.

6. Surf Internet using Google to find information about your State.

7. Surf Internet using Google to find Tourism Information about your State.

8. Surf Internet using Yahoo to find Hotels around your State.

9. Surf Internet using Google to find Information about Educational Institutes for teaching MS in Computer Science in India.

10. Surf Internet using Google to find information about Indian Cricket Team.

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Certificate Course in Retail Management

Duration	**6 Months**
Course Code	**Course Name**
BVRM-101	English
BVRM -102	Basics of marketing
BVRM -103	Fundamentals of Customer Services
BVRM -104	Basics of Retailing
BVRM -105	Project Work (Safety methods at work Place)
BVRM-106	Computer Practical-I (MS-Office)

BVRM -101: ENGLISH

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective:

- To make the students conversant and fluent in English
- RAS/ NO114 To Process credit applications for purchases
- RAS/ NO126To help customerschooseright products
- RAS/ NO130To create a positive image of self and organisation in
- The customers mind
- RAS/ NO132 To resolve customer concerns
- RAS/ NO134 To improve customer relationship
- RAS/NO 137 To work effectively in your team
- RAS/NO 138 To work effectively in your organisation

UNIT I
Tenses, Auxiliaries, Subject-Verb Concord, , Conjunction, Preposition, Articles.

UNIT II
Synonyms/Antonyms, Homophones, Prefix, Suffix, One Word Substitution.

UNIT III
Translation (Hindi to English),Retranslation(English to Hindi)Curriculum Vitae, Paragraph Writing on current and business issues.

UNIT IV
Comprehension, , Dialogues Writing, Voices, Narration

SUGGESTED READINGS:

1. Communication Skills in English by D.G. Saxena&KuntalTamang
2. *Word Power Made Easy* by Norman Lewis
3. Remedial English *Grammar* by *Frederick T. Wood*
4. Intermediate Grammar Usage & Composition by Tickoo M.L.

Note: Latest and additional good books may be suggested and added from time to time.

BVRM-102 BASICS OF MARKETING

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective:

- To help students to understand the concept of marketing and its applications
- To expose the students to the latest trends in marketing.
- RAS/NO 135 to monitor and solve service problems
- RAS/NO 136 to promote continuous improvement in service
- RAS/NO 128 to maximize sales of goods & services
- RAS/NO 127 to provide specialist support to customers facilitating purchases
- RAS/NO 133 To organise the delivery of reliable service

Unit I
Introduction to Marketing: Meaning, Definition, Nature, Scope, Importance, difference between sales and marketing, The Holistic marketing, Target marketing.

Unit II
Marketing Environment: Components of modern marketing information system, analysing the marketing environment- Micro and Macro, Demand forecasting –need and techniques

Unit III
Consumer markets, Factors influencing consumer behaviour, buying decision process, analysing business markets- the procurement process

Unit IV
Market Segmentation: Bases for Market Segmentation,Market Targeting Strategies, designing and managing marketing channels, marketing mix

SUGGESTED READINGS:

1. Philip Kotler - Marketing Management
2. J.C. Gandhi - Marketing Management
3. William M. Pride and O.C. Ferrell – Marketing.
Note: Latest and additional good books may be suggested and added from time to time.

BVRM -103: FUNDAMENTALS OF CUSTOMER SERVICE

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective:

- 1. To help students understand the critical need for service orientation in the current business scenario.
- 2. RAS/ NO126 To help customers choose right products
- RAS/ NO130To create a positive image of self and organisation in the customers mind
- 4.RAS/ NO132 To resolve customer concerns
- RAS/ NO134 To improve customer relationship
- RAS/NO 137 To work effectively in your team
- RAS/NO 138 To work effectively in your organisation
- RAS/NO 125 to demonstrate products to customers.
- RAS/NO 135 to monitor and solve service problems
- RAS/NO 136 to promote continuous improvement in service
- 11.RAS/NO 128 to maximize sales of goods & services
- AS/NO 127 to provide specialist support to customers facilitating purchases
- RAS/NO 133 to organize the delivery of reliable service
- RAS/NO 129 to provide personalised sales & post- sales service support

Unit I
Focus on Customers: Understanding the Customers, Understanding Customer Service, and Service Triangle, Benefits of Exceptional Customer Service, Customer Delight, First Impressions, and Perception vs. Reality.

Unit II
Scanning Environmental and Cultural Influences: Environmental and Cultural Influences on Customer Behaviour, creating, delivering and sustaining value

Unit III
Building Customer Relationship: Why do People do Business with you, Ways to Address Human Needs, Building Relationships through Valuing the Customer, Building Rapport, Emotional Bank Account, the Value Equation.

Unit IV
Empathy, Empathy vs. Sympathy, Problem Solving, Customer Interaction Cycle. Communication Styles: Three Main Styles. (Aggressive, Passive and Assertive), Disagreement Process, Selective Agreement, Benefits of Assertive Communication

SUGGESTED READINGS:

1. Peeru Mohammed: Customer Relationship Management
2. Grover S K: Marketing: A Strategic Orientation
3. P. Kotler: Marketing Management
4. R. Saxena: Marketing Management
5. Stanton: Marketing Management

Note: Latest and additional good books may be suggested and added from time to time.

BVRM-104: BASICS OF RETAILING

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objectives:

- To get known to the students about prevailing, past and future scenario of retailing in India.
- RAS/NO 125 to demonstrate products to customers.
- RAS/ NO126 To help customers choose right products
- RAS/ NO130To create a positive image of self and organisation in the customers mind
- 5.RAS/ NO132 To resolve customer concerns
- RAS/ NO134 To improve customer relationship
- RAS/NO 137 To work effectively in your team
- RAS/NO 138 To work effectively in your organisation
- 9.RAS/NO 135 to monitor and solve service problems
- 10.RAS/NO 136 to promote continuous improvement in service
- 11.RAS/NO 128 to maximise sales of goods & services
- 12. RAS/NO 127 to provide specialist support to customers facilitating purchases
- 13.RAS/NO 133 to organise the delivery of reliable service
- 14. RAS/NO 146 to organise the display at the store
- 15. RAS/NO139 to plan visual merchandising

Unit – I

Introduction – Meaning, nature, scope,importance,growth and present size. Career options in retailing, Technology induction in retailing, future of retailing in India,

Unit – II

Types of retailing: stores classified by owners, stores classified by merchandising categories. Retailing formats, cash and carry business; Retailing models- franchiser

franchisee, directly owned; wheel of retailing and retailing life cycle; cooperation and conflict with other retailers.

Unit -III

Retail planning- importance and process; developing retailing strategies: objectives, action plans, pricing strategies and location strategies, visual merchandising and displays

Unit – IV

Retail Selling Skills: Pre-Check, Opening the Sale, Probing, Demonstration, Trial, Handling Objections, Closing, Confirmations & Invitations. Retail Audits, Online Retailing, and changing role of retailing in globalised world

SUGGESTED READINGS:

1. Swapna Pradhan, Retailing Management, Tata Mc Graw Hill Publishing Company, New Delhi
2. Barry Berman, Joel R. Evans, Retail Management, Pearson Education
3. A. J. Lamba, the Art of Retailing, Tata McGraw Hill Publishing Co. Ltd. New Delhi

Note: Latest and additional good books may be suggested and added from time to time.

BVRM-105: PROJECT WORK

Max Marks: 100
Total Credits as per Qualification pack: 5

Objectives:1. To learn students the practical tactics of retail business

2. RAS/NO 114 to process credit applications for purchases

3. RAS/NO 120 to keep store secure

4. RAS/NO to help maintain healthy and safety

5. RAS/NO 127 to provide specialist support to customers facilitating purchases

6. RAS/NO 128 to maximise sales of goods & services

7. RAS/NO 133 to organise the delivery of reliable service

Projects Based on Classification and Overview of Various Departments in Any Retail Set up,. Fundamentals of Retailing Operations, Foot falls, Conversion Rate, Basket size, Calculation of sales, Margins, Break-even point of a Retail business, Pre opening set up of a retail business, Divisions of organised Retail, Negotiations.

Foot falls: Location, Advertising, Brand, past experience

Conversion Rate: Right category,RightBrand,RightPrice,Right quantity

Basket size: Fill Rate, Store arrangement, Discount,Up selling, Tagging, Customer Care, Plano gram

Pre-opening Depts.: Purchase, Inspection, Masters Preparation, Schemes, Transportation, Rejections, Accounts and Finance.

Categories/Divisions in a Retail business: Food Items, Non- Food Items, Garments

Negotiations: Margin-Mark down , Delivery Time, Payment Terms, Freight & Insurance, Rejections, Damages, Expiries, Cash Discount, Display, Advisors, Testers, Quantity Based Inventories & Schemes, preparing purchase order,

Store security, Maintaining health and safety: measures of stores safety to be adopted, techniques and methods to keep employees healthy and safety measures in store.

BVRM -106: COMPUTER PRACTICALS-I (MS Office)

Max. Marks: 100
Total Credits as per Qualification pack: 5

PRACTICAL
Objective: To enhance the knowledge about the usage of the Computer and IT in retail business

I - MS WORD

1. Type Chairman's speech/ Auditor's report / Minutes/ Agenda and perform the following operations: Bold, Underline, Font Size, style, Background color, Text color, Line spacing, Spell Check, Alignment, Header & Footer, Inserting pages and page numbers, Find and Replace.

2. Prepare an invitation for the college function using Text Boxes and Clip Arts.

3. Design an Invoice and Account Sales by using Drawing Tool Bar, Clip Art, Word Art, Symbols, Borders and Shading.

4. Prepare a Class Time Table and perform the following operations: Inserting the Table, Data Entry, Alignment of Rows and Columns, Inserting and Deleting the Rows and Columns and Change of Table Format.

5. Prepare a Shareholders meeting letter for 10 members using mail merge operation.

6. Prepare Bio-Data by using Wizard/ Templates.

II- MS-EXCEL
1.Applications of a Spreadsheet; Advantages of an Spreadsheet; Features of Excel; Rows, Columns, Cell, Menus, Creating worksheet, Formatting, Printing, establishing worksheet links, Table creating and printing graphs, Macros, Using Built-in-functions.

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Certificate Course in Personal Computing and Digital Lifestyle

Objective
This Course enables the learner to use MS Office Excel 2013 to analyze and calculate complex data

Benefit
After completing this course, student will be able to apply advanced features of MS Excel 2013 and benefit at their work place by increasing productivity and efficiency.

Duration
50 Hours

Examination
Semester-1

Paper	Title of the paper
Paper-1	Understanding Data using MS Office
Paper-2	Data Analysis using MS Office Excel 2013

Course contents & Syllabus
Understanding Data using MS Office –Paper 1

- Organize, analyze and present data for operations and reporting purposes
    - Worksheets.
    - Workbook.
    - Cells.
    - Rows and columns.
    - Represent data in rows and columns
- Perform "what-if" & data analysis for developing financial, marketing and plans
    - Goal seeks.
    - Scenario Manager.
    - Solver.
- Use tools & techniques to process and enhance the usefulness of data
    - Conditional formatting.
    - Summarizing Data.

- Organize and process statistical, mathematical, financial, and logical data
    - Mathematical functions.
    - Financial functions.
    - Logical functions.

Data Analysis using MS Office Excel 2013– Paper 2

- Employ new approaches such as PowerPivot for tabulating and managing data.
    - Pivot tables.
    - Usage of Pivot tables.
    - Sorting and filtering.
    - Conditional formatting.
- Create management dashboards dynamically using PowerPivot &Power View
    - View selected data.
    - View data using charts.
- Translate analysis into meaningful charts and graphs for better visual appeal
    - Graphs
    - Different types of Graphs.
    - Representing data using graphs.
- Analyze, interpret, summarizing, and presenting data using PivotTables and PivotCharts
    - Pivot charts using pivot tables.
- Automate repetitive tasks to minimize manual labor in data analysis
    - Macros.
    - VB builder.

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Certificate Course in Advance Business Analysis tools and Techniques

Objective
This Course enables the learner to understand & apply scenario based problem solving techniques.

Benefit
After completing this course, student will be able to perform financial analysis and use financial techniques.

Duration
50 Hours

Examination

Paper	Title of the paper
Paper-1	Introduction of Business Analysis
Paper-2	Financial Analysis and Techniques

Course contents & Syllabus
Introduction of Business Analysis – Paper 1

- Financial Statements
    - Identify the three constituents of financial statements
    - Identify the uses of financial statements
    - Learn about appreciation and depreciation
    - Learn about ageing analysis
    - Identify the steps to process import data into excel from web
- Financial Calculations and Formulas
    - Learn to calculate the present value of an uneven cash flow
    - Understand the meaning of sinking fund
    - Identify the types of perpetuity
    - Learn to calculate the present value of perpetuity
    - Learn to calculate PMT, future value and NPV using excel formulas

- Bond and Equity Valuation
    - Identify the various methods of bond valuation
    - Identify the terms and terminologies associated with bond valuation
    - Identify common yield measures
    - Learn about investment risk and returns
- Ratio Analysis-Part 1
    - Identify the role of financial ratios in analysing financial data
    - Identify the types of liquidity ratios
    - Identify the types of turnover ratios
- Ratio Analysis-Part 2
    - Understand the meaning of accounting ratios
    - Identify the objectives of accounting ratios
    - Identify the types of capital structure ratios
    - Identify the types of coverage ratios

Financial Analysis and Techniques – Paper 2

- Budgets and Budgetary Control
    - Define budget
    - Identify the advantages of making budget
    - Understand the meaning of budgetary control
    - Define financial models and its components
    - Identify the objectives of budget
    - Identify the methods used for forecasting sales in an organisation
    - Define cash budget
    - Identify the limitations of budget
- Evolution of Money and Banking
    - Trace the evolution of money
    - Trace the evolution of banking
- Financial Intermediaries
    - Understand the need of financial intermediaries
    - Identify various types of financial intermediaries
- Role of Banks
    - Appreciate banking as a business trust
    - Define the loan or credit services offered by the banks
    - Define retail credit services offered by banks
    - Define wholesale or corporate credit offered by banks
    - Define the services offered by banks as consultant to the payment system
- Technology and Trends in Banking
    - Identify the role of technology in banking
    - Identify new products in banking leveraging technology

- KYC and AML Guidelines
    - Identify and follow the Know Your Clients (KYC) guidelines
    - Understand the KYC policy and procedures

Certification
Certificate in Advance Business Analysis tools and Techniques

Project: 20 hours
Using Advance Excel to do Analysis (Case Study).

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Certificate Course in Computerized Financial Accounting Using Tally ERP 9, level 1

Objective
This Course enables the learner to introduce accounting on computers Using Tally ERP 9.

Benefit
After completing this course, the learner acquires necessary knowledge & Skills required for effectively manage accounting & inventory.

Duration
52 Hours

Examination

Paper	Title of the paper
Paper-1	Introduction of Accounting
Paper-2	Fundamentals of Tally ERP 9

Course contents & Syllabus

Introduction of Accounting – Paper 1

- Fundamentals of Accounting
    - Understand the meaning of accounting
    - Identify the importance of accounting
    - Identify the terms used in accounting
    - Understand the accounting assumptions, concepts and principles
    - Identify the types of accounts
    - Learn and follow the golden rules of accounting
    - Understand the double entry system of accounting
- Journalizing and Posting of Transactions
    - Classify transactions according to their nature
    - Learn about subsidiary book and control accounts
    - Learn about trial balance

    - Learn about trading and profit & loss account
    - Match balance sheet
- Maintaining Chart of Accounts in Tally.ERP9
    - Gain knowledge about computerized accounting
    - Create a company
    - Select and shut a company
    - Set companies chart of accounts by creating ledgers and groups
    - Display the company chart of accounts
- Fundamental of Inventory Management
    - Understand the meaning of inventory
    - Learn about inventory management
    - Identify the terms used in inventory management
    - Identify different types of inventory valuation
- Stock Keeping Units
    - Create stock groups
    - Create units of measure
    - Create stock items and godowns
    - Define stock opening balance
- Recording of Day to Day Transactions
    - Record contra vouchers
    - Record payment and receipt vouchers
    - Record sales and purchase vouchers
    - Record credit note and debit note vouchers
    - Record journal and optional vouchers
    - Record memorandum voucher
    - Record inventory vouchers
    - Record stock transfers
- Accounts Receivable and Payable Management
    - Maintain party-wise bill details in Tally .ERP9
    - Keep track of receivable and payables
    - Set-off bills using the different methods of adjustment
    - Make partial and full payment entries
    - Record credit transactions
    - Manage outstanding credit limits
    - Manage performance of debtors
    -

Fundamentals of Tally ERP 9 – Paper 2

- Banking
    - Configure cheque printing
    - Manage cheque in Tally.ERP9
    - Print cash and cheque deposits slips
    - Print payment advice

    - Perform bank reconciliation
    - Record post-dated cheque
    - Activate auto bank reconciliation
    - Activate auto bank reconciliation in Tally.ERP9
    - Manage E-payments in Tally.ERP9
    - Check e-payments reports
- Incomes
    - Create and maintain the cost categories
    - View reports relating to cost centres and cost categories
    - Create and maintain cost centres class
    - Generate reports related to cost centre and categories
- MIS Reports
    - Identify and list the purpose of different MIS reports
    - Generate MIS reports in Tally .ERP9
    - Customize and analyse MIS reports in Tally .ERP9
- Storage and Classification of Inventory
    - Learn to manage godowns
    - Create and store inventories in godowns
    - Record purchase and sales vouchers with godowns
    - Identify stock categories
    - Maintain summary reports
    - Create and maintain batch-wise details
    - Record transaction by honouring the expiry date of batches
- Management of Purchase and Sales Cycle
    - Handle complete sales and purchase order processing
    - View order details and outstanding reports
    - Close orders due to cancellation, lack of stocks of return of goods etc
- Price Levels and Price Lists
    - Create and maintain price levels and price lists
    - Use price lists while passing invoice
- Manufacturing Process
    - Understand manufacturing process
    - Create manufacturing journal voucher
    - Record stock journal vouchers
    - Check reports like cost estimation and transfer analysis

Certification
Certificate in Computerized Financial Accounting Using Tally ERP 9, level 1

Aggarwal College Ballabgarh

A Post Graduate Co-educational College
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NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Course in Computerized Financial Accounting Using Tally ERP 9, level 2

Objective
This Course enables the learner to work on tax and Payroll management using Tally ERP 9.

Benefit
After completing this course, the learner acquires necessary knowledge & Skills required for applying statuary compliance and implementing payroll using Tally ERP 9

Duration
52 Hours

Examination

Paper	Title of the paper
Paper-1	Basics of Taxes
Paper-2	Payroll Management using Tally ERP 9

Course contents & Syllabus

Basics of Taxis – Paper 1

- Getting Started with GST 1
    - Activate GST for a company in Tally.ERP9
    - Record and maintain GST registration details for the company
    - Transfer input credit
    - Print GST invoices
    - Record good return
    - Define tax rated at different level
    - Record GST tax payment
    - Generate GSTR-1 and GSTR-2 reports
    - Export GSTR 1 return
    - Learn about the accounting of supply of services and exempted services

- Getting Started with GST 2
    - Activate GST for a company in Tally.ERP9
    - Record and maintain GST registration details for the company
    - Transfer input credit
    - Print GST invoices
    - Record good return
    - Define tax rated at different level
    - Record GST tax payment
    - Generate GSTR-1 and GSTR-2 reports
    - Export GSTR 1 return
    - Learn about the accounting of supply of services and exempted services
- Tax Deduced at Source 1
    - Configure tax deducted at source in Tally.ERP9
    - Configure TDS at different levels
    - Record different types of TDS transactions
    - Handle expenses partly subjected to TDS
    - Manage the accounting of multiple expenses
    - Manage accounting of TDS at zero and lower rate
    - Manage accounting of TDS on fixed assets
    - Manage payment of TDS to government
    - Generate TDS reports and challans
- Tax Deduced at Source 2
    - Configure tax deducted at source in Tally.ERP9
    - Configure TDS at different levels
    - Record different types of TDS transactions
    - Handle expenses partly subjected to TDS
    - Manage the accounting of multiple expenses
    - Manage accounting of TDS at zero and lower rate
    - Manage accounting of TDS on fixed

Payroll Management using Tally ERP 9 – Paper 2

- Securing Financial Information
    - Learn to use security control features to secure financial data
    - Create and alter security levels in Tally.ERP9
    - Create users and passwords under different security levels
    - Learn to login with different user credentials
    - Use Tally Vault to secure the financial data
    - Identify the benefits of Tally Vault password
    - Understand the meaning of password policy
- Data Management and Financial Year End Process 1
    - Backup and restore company data in Tally.ERP9
    - Export and import data in Tally.ERP9
    - Export data in different formats like Excel and PDF

    - Know the E-mailing capabilities of Tally.ERP9
    - Learn to use E-mail facility in Tally.ERP9
    - Learn to split the company data
- Data Management and Financial Year End Process 2
    - Backup and restore company data in Tally.ERP9
    - Export and import data in Tally.ERP9
    - Export data in different formats like Excel and PDF
    - Know the E-mailing capabilities of Tally.ERP9
    - Learn to use E-mail facility in Tally.ERP9
    - Learn to split the company data

Certification
Certificate in Computerized Financial Accounting Using Tally ERP 9, level 2

Project: 20 hours

Implementation of TDS / TCS and Tax transactions.

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A Post Graduate Co-educational College
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NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Course in Corporate Finance and Management Accounting.

Objective
This Course enables the learner to understand corporate finance and Accounts Management.

Benefit
After completing this course, student will be able to understand capital Management and Capital budgeting.

Duration
48 Hours

Examination

Paper	Title of the paper
Paper-1	Fundamental of Financial Management
Paper-2	Corporate Finance and Accounts Management

Course contents & Syllabus

Fundamental of Financial Management – Paper 1

- Introduction to Financial Management
  - Describe subject of financial management
  - Identify the goals of the financial management
  - Understand the basics of Financial management
- Strategic Financial Management
  - Identify the Types of Finances.
  - Learn About the financial decision making.
  - Understand the fund requirement of the organization.
  - Understand the significance of strategic financial planning.

- Estimate financial requirements.
- Identify the methods and tools of financial management
- Identify the types of risks associated with business
- Learn to calculate operation and net profit
- Understand the relevance of time value of money in financial decisions
- Identify basic jargons used in finance
- Understand the nature of financial analysis

- Tools of Financial Analysis
  - Understand nature and types of financial analysis
  - Understand the advantages and disadvantages of financial analysis
  - Understand various tool of financial analysis
- Working Capital Management & Capital Budgeting :
  - Understand the various concepts relating to capital budgeting
  - Understand various concepts relating to capital investment decisions
  - Understand the factors affecting capital investments and project evaluation
- Capital Investment Decision
  - Understand various techniques of capital budgeting decisions making
  - Understand practical application of various capital budgeting techniques

- Capital Budgeting Principles and Techniques
  - Understand the meaning of risk and uncertainty
  - Identify the risk and investment proposals
  - Describe the risk and uncertainty incorporated methods of capital project evaluation
- Source of Finance
  - Gain knowledge about the long-term sources of finances
  - Gain knowledge about short term sources of finance
- Long Term Sources and Short term sources of finance
  - Choose between short-term and long-term source depending upon the objective
  - Determine the best suited resource among the various short-term and long term resources
  - Apply the characteristic features of new instruments and incorporate them in a given business depending upon their characteristic features and advantage
- Bank Finance
  - Understand Term Loan Concepts
  - Identify Steps involved in term loans
  - Identify the Terms and conditions for granting term loans for projects
  - Identify the Procedure for Loan Disbursement
  - Identify the term lending institutions in India
  - Identify the steps in Term Loan Processing
  - Identify the procedure for term loan
  - Know the Loan Amortization Schedule.
- Project Appraisal

    - Understand the concepts relating to Project Report
    - Understand elements of Financial Analysis
- Determination of capital structure
    - Get introduced to capital structure
    - Identify the features of appropriate capital structure
    - Identify the forms of capital structure
    - Identify the need for capital structure
    - Identify the key considerations in capital structure planning
    - Identify the factors influencing pattern of capital structure
    - Identify the determinant of capital structure
    - Identify the principles of capital structure decisions
    - Know the criteria for determining pattern of capital structure
    - Understand the capital structure theories
    - Learn about taxation and capital planning
    - Understand the relevance of debt-equity ratio in public enterprises

- Capital Structure and cost of capital
    - Learn and follow capital structure policies
    - Learn and follow guidelines for capital structure decisions
    - Understand the relationship between EBIT and EPS
    - Identify the importance of IT in finance
- Leverages
    - Identify the characteristics of leverage
    - Identify the types of leverage
    - Identify the uses of leverage
    - Analyse EBIT and EPS
    - Identify the importance of leverage
- Cost of Equity, Cost of Debt and Cost of retained earnings
    - Calculate cost of equity
    - Calculate cost of preference share capital
    - Calculate cost of retained earnings
    - Calculate cost of debt
    - Identify the managerial decisions effects on cost of capital
- Weighted Average Cost of Capital (WACC)
    - Understand the concept of WACC
    - Learn to calculate WACC
- Cost of capital and Required Rate of Returns
    - Learn about cost of capital and required rate of returns(RRR)
    - Identify the determinants of required rate of return
    - Understand the use of cost of capital in managerial decisions
    - Learn about the cost of capital strategy in business

Corporate Finance and Accounts Management –Paper 2

- Management of Finance
    - Identify balancing financial goals concerning substantial growth
    - Identify the changing paradigm in financial goals
    - Understand the shifting approach in finance organization

- Working With Capital Management
  - Estimate the different components of current assets
  - Learn how to arrive at required working capital requirements
- Cash Management
  - Understand practical aspects of cash management
  - Understand relevance of cash management in finance
- Receivable Management
  - Understand the importance of receivable management
  - Identify the credit management process
  - Identify the factors affecting policies for managing accounts receivables
- Inventory Management
  - Identify the techniques of inventory management
  - Identify the steps for integrated working capital planning
  - Learn about the inventory management strategy and systems
  - Learn to reduce cost through inventory management
- Indian Financial Market.
  - Identify the constituents of a financial system
  - Learn about money market and capital market
  - Understand the regulatory framework
  - Learn about the financial market development in India
  - Learn about stock exchanges
- Financial Market Operations
  - Gain knowledge about Indian financial system reforms
  - Learn about public issue
  - Learn about underwriting of shares
  - Learn about corporate governance
- Management of Financial Services
  - Identify the agencies providing financial services
  - Classify financial intermediaries in India
  - Identify the scope of financial services
  - Identify new financial products and services
  - Identify the sources of revenue of financial intermediaries
  - Identify the challenges faced by financial services sector saving mobilisation
  - Identify the modern activities of financial services
  - Understand the financial services operations in India
- Globalization of Financial Markets International Financial Management
  - Identify the facets of globalization and their manifestations
  - Identify the constituents of sound governance in the contemporary world
  - Learn about the developments in global finance
  - Identify the recent changes in global financial markets
  - Understand AS-31 and AS-32
  - Learn about European monetary system
  - Learn about American depositary receipt and global depositary receipt (GDR‘s)
  - Identify the functions ofLearn and identify the meaning and scope of international finance
  - Learn about foreign exchange market
- Financial Derivatives

    - Identify the basic financial derivatives
    - Identify the features of financial derivatives
    - Learn about financial engineering growth and development
    - Identify the characteristics of financial engineering
    - Identify the reasons for rapid growth in financial engineering
    - Identify the tools of financial engineering
    - Identify the benefits of financial engineering
    - Identify the uses of financial engineering
- Restructuring of Business
    - Discuss the meaning and Different forms or types of Corporate Restructuring
    - Understand the terms used in Corporate Restructuring and Categories of Corporate Restructuring
- Financial Reporting Regulations
    - Understand IFRS and Indian Situation
    - Understand GAPP (Generally Accepted Accounting Principles
- Investment Analysis
    - Learn the concepts of Investment Analysis
    - Understand CAPM and APT Model
- Portfolio Management
    - Understand the concepts of Portfolio Management
    - Learn the measures of Portfolio
- Dividend Policy
    - Understand the meaning of dividend
    - Identify the types and purpose of Dividend
    - Identify various factors which influence the determination of Dividend Policy
- Performance Measurement Criteria
    - Understand the concept of Corporate Governance
    - Understand corporate governance in financial sector
- Ethical issues in Financial Management
    - Understand the importance of Ethics in Business Finance
    - Understand Ethical Issues in financial Management

Certification
Certificate in Corporate Finance and Management Accounting.

Aggarwal College Ballabgarh

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NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Course in Capstone Project using Tally ERP 9

Objective
This Course enables the learner to implement the tools & techniques learnt in the entire program and helps student to develop inter personal skills.

Benefit
After completing this course, student will be well versed with all contents learnt in previous semesters

Duration
48 Hours

Examination

Paper	Title of the paper
Paper-1	Professional Skill Development
Paper-2	Project Study on TDS, Finance and Accounts

Course contents & Syllabus

Professional Skill Development –Paper 1

- Effective Conversation.
  - Identify the importance of conversation in communication
  - Explain the stages in a conversation
  - Identify the constituents of a good conversation
  - Understand the techniques to improve conversation
  - Identify common errors in speech
  - Practice conversational skills tough role play
- Assertive Communication
  - Assess your assertive communication skills
  - Identify the features of assertive communication
  - Understand the techniques for assertiveness
  - Understand types of questions
  - Practice asking quality questions

- Written Communication
    - Identify the need of effective business writing
    - Understand the types of business writing
    - Appreciate and use five C‘s of effective writing
    - Identify and correct mistakes in writing
    - Identify how to make business writing effective
- Self-Presentation
    - Understand the concept and importance of first impressions
    - Understand the concept of 'self-brand'
    - Understand the importance of creating a visual identity
    - Understand grooming guidelines
- Working in Teams.
    - Understand teamwork and the importance of working in teams
    - Understand team roles and the responsibilities of a team member
    - Explain effective leadership
- Critical Thinking and Problem Solving
    - Apply critical thinking and problem solving techniques and processes
    - Summarise the process and conclusions derived
    - Perform project management activities to fulfil the requirement of the assigned project
- Health, Safety and Security
    - Explain the need for workplace safety
    - Explain the basic workplace safety guidelines
    - Identify the common safety signs used
    - Identify and address security teats and risks
- Planning and Prioritizing
    - Explore the various strategies of effectively utilizing the available time
    - Create an action plan to manage time
    - Identify your role and responsibilities in carrying out your work
    - Identify the need to plan and organize your work to achieve targets and deadlines
- Values and ethics concepts
    - Understand the importance of business ethics
    - Understand the importance of business values
    - Identify the role of business values on quality and business growth
    - Evaluate what is responsibility and how to become responsible
    - Apply the guidelines for showing respect and maintaining integrity
- SWOT and Self-Awareness
    - Recognize personal strengths and weaknesses
    - Understand Personal Quality Initiative (PQI)
    - Create a self-development plan
- Providing Data in Various Formats
    - Understand the importance of presenting data in professional life
    - Identify the guidelines when presenting data
    - Identify the tools used to present and report data
    - Identify the different formats and reporting types used in professional life
- Develop your knowledge, skills, and competence
    - Provide data/ information in standard formats
    - Identifying training needs
    - Understanding Organization Policies and Procedures
    - Aptitude Test practice
- Understanding Organization Policies and Procedures

- Understand the need of organization policies and procedures
- Identify the common policies and procedures used in organizations

Project Study on TDS, Finance and Accounts –Paper 2

Case Study based project using the tools & techniques learnt in the entire program.

- Create the company in Tally ERP9.
- Creation of Master
- Creation of ledgers as per opening Trial Balance.
- Create Stock Group.
- Create Stock items.
- Enter transactions for April to 1st Jul 2017.
- Enter transactions for 2nd Jul 2017 to Aug 2017.
- Configure TDS in Tally.ERP9.
- Enter transactions related to TDS.
- Generate TDS report.
- Create Stock Summary as on 2nd Jul 2017.
- Display Trial Balance as on 2nd Sep 2017.
- Daybook Report from 1st Jul 2017 to 02nd Sep 2017.
- Clear backlog (if any).

Certification

Certificate in Capstone Project using Tally ERP 9

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Certificate Course in Computer Overview and Programming Structure and Methodology

Objective

This program will enable the students to get overview of the computers and program structure and methodology.

Benefit

Core concepts of program structure and methodology which enables student to get basics of programming.

Duration

59 hours

Examination

Paper	Title of the paper
Paper-1	Introduction to computer and Operating System
Paper-2	Understanding Programming and Software Applications

Course contents & Syllabus

Introduction to computer and Operating System – Paper 1

- Identify various computer systems
  - Mini computers
  - Micro Computers
  - Desktop computers
  - Laptop
  - Palmtop
  - Super computers
- Identify components of a PC system
  - Motherboard
  - Hard disk
  - LAN card
  - Pen drive
  - Floppy drive
  - CD Drive

    - Printers
    - Plotters
    - Keyboard
    - Monitor
    - Central Processing Unit
    - Mouse
  - Identify types of files used to organize data
- Work with Windows
    - User Interface
    - Graphical user interface
    - Character user interface
    - Desktop
    - My computers
    - Folders and files
    - Cut copy and paste.
- Work with Linux
    - Why Linux.
    - Properties of operating system.
    - Commands in Linux.
    - Graphical user interface in Linux.

Understanding Programming and Software Applications – Paper 2

- Use Internet and Social Networking media
    - How to use
    - Why to use.
    - Search engines
- Understand the need of Critical Thinking and Problem Solving in programming
    - What is Critical Thinking?
    - Why is critical thinking required?
    - Demonstration of critical thinking through practical.
- Get acquainted with Digital Data
    - What is digital data and where we use it.
- Use algorithms for designing programs
    - Logic building.
    - Create flow charts.
    - Write pseudo codes.
- Identify and apply software testing techniques
    - What is a need to software testing?
    - Different tools of software testing.
- Work with MS word 13
    - Create Documents.
    - Open, save documents.
    - Print documents.
    - Cut Copy Paste
    - Mail merge
    - Representing Data in Tabular form.
    - Inserting data from different sources.

Certification

Certificate in Computer Overview and Programming Structure and Methodology

Aggarwal College Ballabgarh

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Certificate Course in Working with MS Office 2013

Objective
Create documents, Analyze data and make presentations

Benefit
Create professional documents using Word, Analyze and manipulate data using Excel and create professional presentation using PowerPoint

Duration
60 hours

Examination

Paper	Title of the paper
Paper-1	Fundamental of Data with Data Tools
Paper-2	MS Office Fundamental

Course contents & Syllabus

Fundamental of Data with Data Tools – Paper 1

- Get introduced to IT Fundamentals and computer.
  - Recap of first semester.
- Work with MS Excel 2013
  - Worksheets and Workbook.
  - All functions.
  - Charts.
  - Pivot table.

MS Office Fundamental – Paper 2

- Work with MS Power Point 2013
  - Creating presentation.
  - Different views of slides.
  - Inserting clipart.
  - Animation in PowerPoint.
- Work with MS Outlook 2013

    - Configure Outlook.
    - Managing mails in different folders.
    - Usage of Calendar.
    - Usage of meetings.
- Get introduced to Digital Lifestyle.
    - What is digital lifestyle?

Certification
Certificate in Working with MS Office 2013

Project
Project using Microsoft EXCEL 2013 and get presented using PowerPoint.

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Certificate Course in Logic Building and Effective Problem Solving

Objective
The learner will be able to learn Logic Building and Effective Problem Solving

Benefit
The Learner will be able to create flowcharts and write pseudo codes.

Duration
70 hours

Paper	Title of the paper
Paper-1	Introduction of programming component
Paper-2	Data Management System

Course contents & Syllabus

Fundamental of Programming Part 1 – Paper 1

- Identify the input and output requirements of a computer problem
  - What is input?
  - What is output?
  - Diagrammatic representation of input and output.
- Explain programs and programming languages
  - What is a program?
  - What is a programming language?
  - Different types of languages.
- Identify the various tools for problem solving
  - Input box
  - Output box
  - Start
  - Terminator.
  - Decision Box.
  - Flow of data.
- Solve problems using flowcharts
  - Represent log of the different problems using Flowcharts.

- Represent decisions and repetitive processes in a flowchart
    - Iterative Data.
    - Loops.

Fundamental of Programming Part 2 – Paper 2

- Solve problems using a pseudo code
    - What is a Pseudo code?
    - Representation of logic using pseudo codes.
- Use variables and constants
    - What is a variable and constants?
    - What is memory allocation?
- Identify data types
    - Different Data Types
    - Integer, character, float, double , string.
- Identify operators
    - Arithmetic operators.
    - Logical operators.
    - Boolean operators.
- Perform the conditional execution
    - If else conditions.
    - When then

Certification

Certificate in Logic Building and Effective Problem Solving

Aggarwal College Ballabgarh

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NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Course in Information Systems and Common Business Processes

Objective
This program focuses on enterprise resource planning, sales and marketing and managing data using SQL

Benefit
This program imparts of information system and common Business Processes and Manage data using SQL

Duration
66 hours

Examination

Paper	**Title of the paper**
Paper-1	Introduction of programming component
Paper-2	Data Management System

Project:
Project using SQL data base

Course contents & Syllabus

Introduction of programming component – Paper 1

- Implement iterative processes
  - Loops.
  - While loop.
  - Do while Loop.
- Implement modular programming
  - Functions.
  - Batches.
  - Procedures.
- Work with arrays
  - What is an array?
  - What is the difference between variable and Array.

    - Single dimensional Array
    - Double Dimensional Array.
    - Manipulate arrays using loops

- Understand Organization and their Business Processes
    - What is organization?
    - What are different business processes?
- Understand Information Systems
    - What is information Systems?
    - How to implement Information systems
- Identify the need of Enterprise Resource Planning
    - Resource Planning.
    - Enterprise resource planning.
- Manage Sales and Marketing Using Information Systems
    - What is sales and Marketing?
    - Why Sales and Marketing?
    - How to implement Sales and Marketing using Information systems.

Data Management System – Paper 2

- Manage Production Using Information Systems
- Manage Logistics Using Information Systems
- Learn about Human Resource Management Using Information Systems
    - What is Human Resource?
    - What are the different Job roles of Human Resource?
    - How we can manage Human Resources using Information Systems.
- Manage Financial Accounting Using Information Systems
    - Idea of Financial Accounting?
    - Different tools in Information
- Create Financial Statements.
    - Trading Account.
    - Profit and loss Account.
    - Balance sheet.
    - Cash flow statement.
- Manage The Supply Chain Using Information Systems
    - Subsidiary books.
- Learn about Data Models
    - What is a Data Models.
    - Different types of Data Models.
- Create Database Design
    - What is a database?
    - Create database.
    - Manage database.
- Normalize and De-normalize Data
    - What is normalization?
    - Why to normalize data?
    - Different forms of Normal Form.
- Manipulate Data in Tables
    - What is a table?
    - What is tupple?
    - What is a field?
- Implement Indexes, Views, and Full-Text Search
    - What is an Index.

    - Why we need indexing.
    - Different types of Indexes.
    - Full-Text Search.
    - Why Views.
- Implement Stored Procedures and Functions
    - Stored procedures.
    - Stored procedures with input parameters.
    - Stored procedures with Output Parameters.
    - Functions
    - Difference between function and stored procedure.
- Work with Triggers and Transactions
    - Triggers.
    - Different types of Triggers.
    - Insert, update and delete Trigger.
- Monitor and Optimize Performance

Certification
Certificate in Information Systems and Common Business Processes

Project
Project using SQL data base

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Certificate Course in JAVA 7

Objective
The objective of this course is to familiarize students with the knowledge of object oriented programming language using Java

Benefit
Create object-oriented applications using Java. The Programming in Java course is mapped with Oracle Certified Professional, Java SE 7

Duration
77 hours

Examination

Paper	Title of the paper
Paper-1	Fundamental of Java
Paper-2	Data Structure with Java and Concurrency API

Course contents & Syllabus

Fundamental of Java – Paper 1

- Get overview of Java
  - Java Programs Are Platform-Independent
  - Java SE Platform Versions
  - The Java Community, Open jdk
  - Class Structure , A Simple Class , Code Blocks , Primitive Data Types
  - Java SE 7 Numeric and Binary Literals
  - Strings and String operation , if-else
- Implement Operators
  - Logical Operators , Relational Operator, Arithmetic Operator
- Work with Conditional and Loop Constructs
  - Loop , for loop , while , do- while
  - Arrays and for-each Loop
  - String switch Statement
  - Class and Object, Method, Constructor , Creating an Instance of an Object
  - package Statement , import Statement
- Work with Arrays, Enums, and Strings
- Implement Inheritance and Polymorphism
  - Define Inheritance and Types of Inheritance
  - Abstract Class and Interface
  - Compile-time and Run-time Polymorphism
- Handle Errors and Events

    - Exception Categories , Exception Handling
    - The try-catch Statement , finally clause
    - Declaring and Throwing Exceptions
    - Layout Manager and Event Handling
- Work with Streams
    - Data Within Streams
    - Byte Stream Input Stream and Output Stream Methods
    - Character Stream Reader and StreamWriterMethods
    - Processing Streams
    - Writing to Standard Output , Reading from Standard Input , Channel IO
    - Persistence , Serialization and Object Graphs , Transient Fields and Objects
- Work with NIO Classes and Interfaces
    - New File I/O API (NIO.2) , Limitations of java.io.File , File Systems, Paths, Files
    - Relative Path Versus Absolute Path , Java NIO.2 Concepts
    - Path Interface
    - Removing Redundancies from a Path
    - Creating a Subpath , Joining Two Paths , Creating a Path Between Two Paths

Data Structure with Java and Concurrency API – Paper 2

- Get Introduced to JDBC
    - Using a Vendor‘s Driver Class
    - Create Applications Using Advanced Features of JDBC
    - Using a ResultSet Object , Controlling ResultSet Fetch Size
    - ResultSetMetaData
    - Using PreparedStatement , Using CallableStatement
- Apply Inner Classes and Type Casting
    - Anonymous Inner Classes
    - Nested Classes
    - Autoboxing and Autounboxing
- Work with Regular Expression and Localization
    - Pattern and Matcher
    - Character Classes , Predefined Character Classes
    - Quantifiers , Greediness , Boundary Matcher
    - Why Localize?
    - Locale , Resource Bundle , Resource Bundle File , Date and Currency
- Work with Generics
    - Simple Cache Class Without Generics
    - Generic Cache Class , Generics in Action , Generics with Type Inference Diamond
- Work with Collections
    - Collection Types , List Interface
    - ArrayList Implementation Class , ArrayList Without Generics
    - Set Interface and classes
    - Map Interface and classes
- Work with Threads
    - The Thread Class , Extending Thread , Starting a Thread
    - Implementing and executing Runnable
- Implement Thread Synchronization and Concurrency
    - The java.util.concurrent Package
    - The java.util.concurrent.atomic Package
    - The java.util.concurrent.locks Package

Certification: Certificate in JAVA 7

Aggarwal College Ballabgarh

A Post Graduate Co-educational College
(Affiliated to M. D. University, Rohtak)
NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Course in Professional skills

Objective
This course will enable student to; enhance their Interview handling skills, identify and develop knowledge and skills
Benefit
Professional skills also include learning every aspect of a job and doing it to the best of one's ability
Business writing skills and ability to provide data in standard formats is a key skill, employers look for.

Duration
68 hours

Examination

Paper	Title of the paper
Paper-1	Professional Skill Development Part 1
Paper-2	Professional Skill Development Part 2

Project
Project using Core JAVA

Course contents & Syllabus

Professional Skill Development Part 1 – Paper 1

- Effective Conversation.
  - Identify the importance of conversation in communication
  - Explain the stages in a conversation
  - Identify the constituents of a good conversation
  - Understand the techniques to improve conversation
  - Identify common errors in speech
  - Practice conversational skills tough role play
- Assertive Communication
  - Assess your assertive communication skills
  - Identify the features of assertive communication
  - Understand the techniques for assertiveness
  - Understand types of questions
  - Practice asking quality questions

- Written Communication
    - Identify the need of effective business writing
    - Understand the types of business writing
    - Appreciate and use five C‘s of effective writing
    - Identify and correct mistakes in writing
    - Identify how to make business writing effective
- Self-Presentation
    - Understand the concept and importance of first impressions
    - Understand the concept of 'self-brand'
    - Understand the importance of creating a visual identity
    - Understand grooming guidelines
- Working in Teams.
    - Understand teamwork and the importance of working in teams
    - Understand team roles and the responsibilities of a team member
    - Explain effective leadership
- Critical Thinking and Problem Solving
    - Apply critical thinking and problem solving techniques and processes
    - Summarise the process and conclusions derived
    - Perform project management activities to fulfil the requirement of the assigned project

Professional Skill Development Part 2 – Paper 2

- Health, Safety and Security
    - Explain the need for workplace safety
    - Explain the basic workplace safety guidelines
    - Identify the common safety signs used
    - Identify and address security teats and risks
- Planning and Prioritizing
    - Explore the various strategies of effectively utilizing the available time
    - Create an action plan to manage time
    - Identify your role and responsibilities in carrying out your work
    - Identify the need to plan and organize your work to achieve targets and deadlines
- Values and ethics concepts
    - Understand the importance of business ethics
    - Understand the importance of business values
    - Identify the role of business values on quality and business growth
    - Evaluate what is responsibility and how to become responsible
    - Apply the guidelines for showing respect and maintaining integrity
- SWOT and Self-Awareness
    - Recognize personal strengths and weaknesses
    - Understand Personal Quality Initiative (PQI)
    - Create a self-development plan
- Providing Data in Various Formats
    - Understand the importance of presenting data in professional life
    - Identify the guidelines when presenting data
    - Identify the tools used to present and report data
    - Identify the different formats and reporting types used in professional life
- Develop your knowledge, skills, and competence

    - Provide data/ information in standard formats
    - Identifying training needs
    - Understanding Organization Policies and Procedures
    - Aptitude Test practice
- Understanding Organization Policies and Procedures
    - Understand the need of organization policies and procedures
    - Identify the common policies and procedures used in organizations

Certification
Certificate in Professional skills

Project
Project using Core JAVA

Aggarwal College Ballabgarh

A Post Graduate Co-educational College
(Affiliated to M. D. University, Rohtak)
NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Course in Capstone Project using Tally ERP 9 with GST and implementation of TDS transactions.

Objective
This Course enables the learner to implement the tools & techniques learnt in the entire program and helps student to develop inter personal skills.

Benefit
After completing this course, student will be well versed with all contents learnt in previous semesters

Duration
48 Hours

Examination

Paper	Title of the paper
Paper-1	Professional Skill Development
Paper-2	Project Study on Taxes, Finance and Accounts

Course contents & Syllabus

Professional Skill Development –Paper 1

- Effective Conversation.
  - Identify the importance of conversation in communication
  - Explain the stages in a conversation
  - Identify the constituents of a good conversation
  - Understand the techniques to improve conversation
  - Identify common errors in speech
  - Practice conversational skills tough role play
- Assertive Communication
  - Assess your assertive communication skills
  - Identify the features of assertive communication
  - Understand the techniques for assertiveness
  - Understand types of questions
  - Practice asking quality questions

- Written Communication
    - Identify the need of effective business writing
    - Understand the types of business writing
    - Appreciate and use five C‘s of effective writing
    - Identify and correct mistakes in writing
    - Identify how to make business writing effective
- Self-Presentation
    - Understand the concept and importance of first impressions
    - Understand the concept of 'self-brand'
    - Understand the importance of creating a visual identity
    - Understand grooming guidelines
- Working in Teams.
    - Understand teamwork and the importance of working in teams
    - Understand team roles and the responsibilities of a team member
    - Explain effective leadership
- Critical Thinking and Problem Solving
    - Apply critical thinking and problem solving techniques and processes
    - Summarise the process and conclusions derived
    - Perform project management activities to fulfil the requirement of the assigned project
- Health, Safety and Security
    - Explain the need for workplace safety
    - Explain the basic workplace safety guidelines
    - Identify the common safety signs used
    - Identify and address security teats and risks
- Planning and Prioritizing
    - Explore the various strategies of effectively utilizing the available time
    - Create an action plan to manage time
    - Identify your role and responsibilities in carrying out your work
    - Identify the need to plan and organize your work to achieve targets and deadlines
- Values and ethics concepts
    - Understand the importance of business ethics
    - Understand the importance of business values
    - Identify the role of business values on quality and business growth
    - Evaluate what is responsibility and how to become responsible
    - Apply the guidelines for showing respect and maintaining integrity
- SWOT and Self-Awareness
    - Recognise personal strengths and weaknesses
    - Understand Personal Quality Initiative (PQI)
    - Create a self-development plan
- Providing Data in Various Formats
    - Understand the importance of presenting data in professional life
    - Identify the guidelines when presenting data
    - Identify the tools used to present and report data
    - Identify the different formats and reporting types used in professional life
- Develop your knowledge, skills, and competence
    - Provide data/ information in standard formats
    - Identifying training needs
    - Understanding Organization Policies and Procedures
    - Aptitude Test practice
- Understanding Organization Policies and Procedures

- Understand the need of organisation policies and procedures
- Identify the common policies and procedures used in organizations

Project Study on Taxes, Finance and Accounts –Paper 2

Case Study based project using the tools & techniques learnt in the entire program.

- Create the company in Tally.ERP9.
- Configure GST in Tally.ERP9.
- Creation of master for GST.
- Creation of ledgers as per opening Trial Balance.
- Create Stock Group.
- Create Stock items.
- Enter transactions for April to 1st Jul 2017.
- Enter transactions for 2nd Jul 2017 to Aug 2017.
- Configure TDS in Tally.ERP9.
- Enter transactions related to TDS.
- Generate TDS report.
- Generate GST report.
- Create Stock Summary as on 2nd Jul 2017.
- Display Trial Balance as on 2nd Sep 2017.
- Daybook Report from 1st Jul 2017 to 02nd Sep 2017.
- Clear backlog (if any).

Certification

Certificate in Capstone Project using Tally ERP 9 with GST and implementation of TDS transactions.

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NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Course in French (Foreign Language)

Annexure : 1

1. A preliminary Intelligence quotient test (IQ TEST) will be conducted prior to start classes.
2. Classes will be conducted 2 days in a week for 2 hours at a stretch for different groups so as to provide personalized attention and cater their requisites.
3. Batches strength would be from 40 to 45 students in each group.
4. Study material will be provided by the college itself.
5. As regards to notes and internal examination to be conducted during the course same shall be provided by the CLA
6. As regard certification CLA would issue its own certificate, after conducting, the Final Internal Exam of enrolled students in the course subject to 90% attendance.
7. The final selection of students to appear in DELF (Alliance Francaise) exam will be shortlisted on the basis of result of final internal Exam
8. Fees for the DELF examination shall be borne by the students themselves
9. The transportation cost of students for the same would be mutual arrangement of college and students, CLA will provide staff and support for the same.

CLA ACADEMIC ASSOCIATION

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BALLABGARH (FBD)

Annexure :2

1. Course duration for one batch shall be for 3 months(50- 60HRS i.e A1 level) taking this into consideration for approx 40 students(±10 %) total amount will be Rs 1.5 lacs only.

2. To and fro transportation charges of faculty shall be included in the same amount .

3. The amount of consideration shall be disbursed in three equal installments by 5th of next month.

GLA ACAL...

Auth. Signatory

GLA ACADEMY OF EDUCATION

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AGGARWAL COLLEGE
BALLABGARH (FBD)

Annexure 3

AIMS

This course is designed with the aim to link interdisciplinary subjects of the students and expansion of knowledge of other languages as well which provides an opportunity to appreciate cultural values.

OBJECTIVES

This program me is ideal for developing and evaluating the knowledge regarding the importance of French second language programme.

BENEFITS

In a period of three months, this programme will gives you a macro and micro perspective of French as foreign language, is along with the practical understanding of various elements.

DURATION

Total course duration (including practice and tests) will be of 60 hours(max). The classes will be scheduled twice a week for three months.

EXAMINATION

After the completion of course contents and duration, the examination will be conducted. The pattern of the exam will be objective type. Two or three class test will be taken and one final test at Alliance francaise.

SEATS

Maximum two batches of approx 40 -45 students .

TEACHING METHODOLOGY

The teaching methodology shall be based on modern strategies which includes lecture cum discussion and demonstration.

COURSE CONTENTS

CLA ACADEMY OF EDUCATION

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BALLABGARH (FBD)

- Dialogues
- Listening
- Writing

- Ability to talk in daily's need

- Theory and practice of the present course includes practical approach in learning a particular subject.
- The course is based on general and interdisciplinary understanding of the students.
- Teaching methodology consists of demonstration, observation, assisting/correcting instruction, Lecture cum discussion method Discussion and Group Discussions.
- Enhancement in knowledge shall be our prime consideration.
- The learner's confidence shall be developed through interactive activity classes.

SYLLABUS

1. Do you Understand
2. At work
3. About hobbies/activities
4. Tell me
5. Good Journey
6. Good Appetite
7. What a day
8. What is good here
9. Do you remember
10. We call someone
11. A good Advice
12. Tell me about you.

GUIDELINES & RULES FOR PARTICIPANTS:

The students are expected to follow the following rules for deriving maximum benefits of the course:

- Take responsibility of your own work.
- Follow the time table.
- Don't leave the campus without permission. In case of emergency, written permission from the course Coordinator is required.

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BALLABGARH (FBD)

- Be punctual and at the end all sessions, Lectures and other activities.
- Participate in all activities.
- Appreciate rather than criticize.
- The home assignments and projects should be submitted within the stipulated time period.
- A minimum of 90% attendance is compulsory for all the learners.
- In case of illness you are requested to contact the Medical Officer immediately.
- Course Coordinator/Management reserves the right to enforce requisite/additional rules, if any required for mutual benefits.

12 General Clauses Act

That with regard to issues undiscussed in the above Memorandum of Understanding Provisions of General clauses Act shall be Applicable upon both the parties.

The objective of the CLA is to synchronize educational finesse with human excellence, to promote self- development and creativity in a stress free atmosphere, to emphasize on providing the most modern and sophisticated learning environment coupled with the Indian Heritage.

CLA ACADEMY OF EDUCATION

Auth. Signatory

Witness1

First Party

Witness2

Second party

PRINCIPAL
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BALLABGARH (FBD)

Place Faridabad

Date 30.12.2017

Aggarwal College Ballabgarh

A Post Graduate Co-educational College
(Affiliated to M. D. University, Rohtak)
NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Course in MS-Office

SSDN TECHNOLOGIES
Evolving Your Skills

Value Added Certificate Course In MS-Office

Courses List: MS-Office

Microsoft Office including MS Excel, MS Word, MS PowerPoint and Outlook etc. are used by individuals both in their personal and professional sphere. In fact, knowledge of Microsoft usage is one of the basic requirements for most of the job profiles. Be it accounting, business analysis, marketing or coding, you need to have adequate awareness of Microsoft programs.

Almost all of us are familiar with Microsoft functions. We use MS Excel and MS Word on Day to Day basis. But it is majorly confined to typing letters, changing fonts and formats, creating a table and few other basic functions. Besides that, we might not know how different formulas can be used for sorting a table or formatting one and so on. In order to improve our skills and qualify as a skilled Microsoft expertise, there are different MS certification programs. These credentials validates our skills and expertise in using Microsoft tools and functions.

Microsoft is not just used by individuals but is also very important for companies as well. Therefore, most of the companies value Microsoft certification and considers certified professionals over the non-credential peers. Below are 5 of the benefits for you to choose Microsoft certification.

MS Word

Module 1: Advanced Formatting
Module 2: Working with Tables
Module 3: Working with Images
Module 4: Page Layout
Module 5: Working with Illustrations
Module 6: Viewing Your Documents
Module 7: New Features Since 2013

MS- PowerPoint

Module 1: Customizing Presentations
Module 2: Presentation Masters
Module 3: Working with Special Effects
Module 4: Using SmartArt
Module 5: Multimedia
Module 6: Setting Up the Slide Show
Module 7: Outlines and Slides
Module 8: Managing Multiple Presentations
Module 9: Sharing and Securing a Presentation
Module 10: Features New since PowerPoint 2013

SSDN Technologies Pvt. Ltd. Sector-14 Gurgaon

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Website – www.ssdntech.com, Email –prabodh.k@ssdntech.com

Module 11: New Features in PowerPoint 2016
Module 12: Cloud

MS-Outlook

Module 1: Working with Tasks and Notes
Module 2: Using Signature and Themes
Module 3: Managing Your Inbox
Module 4: Working with Multiple Email Accounts
Module 5: New Features in Outlook 2016

Excel

Module1: Create and Manage Worksheets, Workbooks
Module 2: Create Cells and Ranges
Module 3: Create Table
Module 4: Apply Formulas and Functions
Module 5: Create Charts and Objects

Advance Excel

Module 1: Using Pivot Tables
Module 2: Auditing Worksheets
Module 3: Data Tools
Module 4: Working with Others

About:

- ✓ Course: MS-Word, Power Point, Outlook, Excel, Advance Excel
- ✓ Length: 32 Hours
- ✓ Language: English
- ✓ Training Content: Standard

Outcomes:

Saves you a lot of Time

If you are a small entrepreneur or a freelance employee, advanced training in Microsoft can help you save a lot of time. Organizing and analyzing data properly with basic excel skills requires a lot of time, but if you are aware of all the complex functions and technique of Microsoft excel than you can do the same task in a very short period of time. Training of advanced excel in this way can prove to be very productive for your business and your career because in today's business world time means everything.

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SSDN TECHNOLOGIES
Evolving Your Skills

Enhance your Knowledge and Management Skills

Advanced training in Microsoft not only means you become a Microsoft expert but it also enhances your knowledge and management skills.

Ability to collate data together

Data in today's world really means something. In order to support your view or idea, you need adequate data to put forward. In such situations, MS Excel is one of the best programs to rely on. This application can be used for extensive formatting and data collation. You can bring different files together and sort data.

Flexibility of work

Microsoft program being available online is a generation next big thing. You can share your work with business leaders and stakeholders through online from anywhere. This makes work more flexible and your ability to function MS programs easily make you a star leader at work.

Better career prospects

Besides making your office work easy and effective, Microsoft certification also opens up greater career prospects for you. You can vouch for challenging leadership and analytical roles with your MS credential. You can demand for salary hike and better positions with your expertise to fluently use the Microsoft program towards better business and success. Also, in many instances this credential is a must to get a job.

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NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Course in Digital Marketing

SSDN TECHNOLOGIES
Evolving Your Skills

Value Added Certificate Course In Digital Marketing

Course Name: Digital Marketing

Course Details: As the Digital Marketing landscape continues to grow at a rapid pace, marketers are faced with new challenges and opportunities within this digital age. This course is an initiative designed to educate students in the area of Digital Marketing. Students that plan to undertake the Google Online Marketing Challenge are encouraged to complete the Digital Marketing Course, as the skills learned in this course will help shape your advertising goals and strategy for the Google Online Marketing Challenge.

- INTRODUCTION DIGITAL MARKETING
- WEBSITE OVERVIEW
- SEARCH ENGINE OPTIMIZATION (SEO)
- SOCIAL MEDIA OPTIMIZATION (SMO)
- SOCIAL MEDIA MARKETING (SMM)
- EMAIL MARKETING
- MOBILE MARKETING
- GOOGLE ANALYTICS
- E-COMMERCE MARKETING
- GOOGLE AD WORD (PPC)
- SPECIAL MODULES

About:

- ✓ **Course:** Digital Marketing
- ✓ **Length:** 32 Hours
- ✓ **Language:** English
- ✓ **Training Content:** Standard

Pre-requisites:

No qualifications are needed to gain this knowledge as it is designed for anyone who either works with computers or deals with personal administration online.

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SSDN Technologies, M-44 & M-50, Sec-14, Gurgaon -122001, Contact: 9549178444
Website – www.ssdntech.com, Email –prabodh.k@ssdntech.com

Outcomes:

Global Reach - A website allows you to find new markets and trade globally for only a small investment.

Lower Cost - A properly planned and effectively targeted digital marketing campaign can reach the right customers at a much lower cost than traditional marketing methods.

Trackable, Measurable Results - Measuring your online marketing with web analytics and other online metric tools makes it easier to establish how effective your campaign has been. You can obtain detailed information about how customers use your website or respond to your advertising. Web analytics can be set up to show you exactly how much money you make from each digital tactic.

Personalisation - If your customer database is linked to your website, then whenever someone visits the site, you can greet them with targeted offers. The more they buy from you, the more you can refine your customer profile and market effectively to them.

Openness - By getting involved with social media and managing it carefully, you can build customer loyalty and create a reputation for being easy to engage with.

Social Currency - Digital marketing lets you create engaging campaigns using different types of rich media content. On the internet these campaigns can gain social currency - being passed from user to user and becoming viral.

Improved Conversion Rates - If you have a website, then your customers are only ever a few clicks away from completing a purchase. Unlike other media which require people to get up and make a phone call, or go to a shop, Digital Marketing can be seamless and immediate.

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Aggarwal College Ballabgarh

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NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Course in Cyber Security

Value Added Certificate Course In Cyber Security

Course Name: Cyber Security

Course Details: The Cyber Security training program aims at equipping the students with the necessary knowledge and skills to protect their information assets. The program is designed to interactively teach the students about the gamut of information security threats they face ranging from identity theft and credit card fraud to their physical safety. The skills acquired during the course of this program will not only help the students to identify these threats but also to mitigate them effectively.

- Introduction to Security
- Securing Operating Systems
- Malware and Antivirus
- Internet Security
- Security on Social Networking Sites
- Securing Email Communications
- Securing Mobile Devices
- Securing the Cloud
- Securing Network Connections
- Data Backup and Disaster Recovery

About:

- ✓ **Course:** Cyber Security
- ✓ **Length:** 32 Hours
- ✓ **Language:** English
- ✓ **Training Content:** Standard

Pre-requisites:

No qualifications are needed to gain this knowledge as it is designed for anyone who either works with computers or deals with personal administration online.

Lock the door against cyber-crime today by signing up to Cyber Security.

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SSDN Technologies, M-44 & M-50, Sec-14, Gurgaon -122001, Contact: 9549178444
Website – www.ssdntech.com, Email –prabodh.k@ssdntech.com

Outcomes:

- This course is hugely beneficial to anyone looking to become more secure online and protect themselves from threats. Therefore this can be applied in a wide range of roles.
- You will learn about securing operating systems. From there you will explore malware and antivirus before moving on to internet security with a particular emphasis on social networking security, email security and security on mobile devices, the Cloud and network connections.
- You will complete your new skill-set by learning about data backup and disaster recovery.
- The vital knowledge to protect all your online information assets.
- The interactive environment is designed to equip you with a fundamental understanding of various common computer and network security threats such as identity theft, credit card fraud, phishing scams, viruses, email hoaxes, online sexual predators, loss of confidential information, hacking attacks and social engineering.

Aggarwal College Ballabgarh

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NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Program in LIFE with specialization in Human Values & Ethics

Program 1: Certificate Program in LIFE with specialization in Human Values & Ethics.

Objective:

The program consider the following dimensions in context to self and workplace awareness

- Set personal and work-related goals and achieve them
- Exhibit self discipline, commitment, courtesy and integrity
- To understand meaning of happiness
- To develop trust & respect as the foundational values
- To build EQ (Emotional Quotient) & HQ(Happiness Quotient) levels in life
- To develop natural acceptance of human values

Benefit:

The 70 hour life skills programs with specializations are interactive learning programs which serves the basic purpose of catalyzing a transformation from functional behavior to improve effectiveness and efficiency. The programs includes concepts related to 'ME' as an individual, 'ME-YOU' as colleagues and 'US' as a community.

Duration: 70 Hrs

Examination:

Pen & Paper test will be conducted on completion of the course

Course Content & Syllabus

Human Values & Ethics – Paper 1

1. Understanding the need
2. Self-exploration–what is it?
3. Continuous happiness and prosperity- a look at basic human aspirations
4. Right understanding, relationship and physical facilities

5. Understanding happiness and prosperity correctly-
6. Understanding and living in **harmony** at various levels
7. Understanding human being as a co-existence of the sentient _i' and the material _body'
8. Understanding the needs of self (_i') and _body'
9. Understanding the body as an instrument of _i' (I being the doer, seer and enjoyer)
10. Understanding the characteristics and activities of _i' and harmony in _i'
11. Life Skills Part - 1

Understanding Harmony – Paper 2

1. Understanding the harmony of i with the body
2. Understanding harmony in the family – the basic unit of human interaction
3. Understanding values in human-human relationship
4. Difference between intention and competence
5. Difference between respect and differentiation; the other salient values in relationship
6. Understanding the harmony in the society (society being an extension of family)
7. Understanding the harmony in the nature
8. Natural acceptance of human values
9. Definitiveness of ethical human conduct
10. Basis for humanistic education, humanistic constitution and humanistic universal order
11. Life Skills Part - 2

Project – 10 Hrs

Certification:

Certificate Program in LIFE with specialization in Human Values & Ethics

Aggarwal College Ballabgarh

A Post Graduate Co-educational College
(Affiliated to M. D. University, Rohtak)
NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Program in LIFE with specialization in Women Empowerment

Program 2: Certificate Program in LIFE with specialization in Women Empowerment.

Objective:

The program consider the following dimensions in context to self and workplace awareness

- To sensitize about feminism and women empowerment
- To make aware about conceptual framework for gender analysis
- To understand political role of women
- To practice gender integration at work place
- To instill indiscriminative values among the participants

Benefit:

The 70 hour life skills programs with specializations are interactive learning programs which serves the basic purpose of catalyzing a transformation from functional behavior to improve effectiveness and efficiency. The programs includes concepts related to 'ME' as an individual, 'ME-YOU' as colleagues and 'US' as a community.

Duration: 70 Hrs

Examination:

Pen & Paper test will be conducted on completion of the course

Course Content & Syllabus

Women Empowerment – Paper 1

1. Family and the importance of women in history
2. Conceptual framework for gender analysis
3. Feminism and the empowerment of women
4. The role of organizations to promote human rights and women's rights
5. Gender and discrimination

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6. Gender and work-life balance
7. Life Skills Part - 1

Women Empowerment – Gender Equality – Paper 2

1. The political role of women
2. Work and gender desegregation
3. Gender and immigration
4. Environment and gender
5. Gender-based violence and human trafficking
6. Gender and health.
7. Life Skills Part – 2

Project – 10 Hrs

Certification:

Certificate Program in LIFE with specialization in Women Empowerment

IL&FS Skills Development Corporation Limited

Aggarwal College Ballabgarh

A Post Graduate Co-educational College
(Affiliated to M. D. University, Rohtak)
NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Program in LIFE with specialization in Gender Sensitization

Program 3: Certificate Program in LIFE with specialization in Gender Sensitization.

Objective:

The program consider the following dimensions in context to self and workplace awareness

- To understand gender and gender stereotypes
- To become aware about gender based cultural traditions
- To build awareness towards gender
- To sensitize about violence against women
- To make participants examine gender from a new perspective

Benefit:

The 70 hour life skills programs with specializations are interactive learning programs which serves the basic purpose of catalyzing a transformation from functional behavior to improve effectiveness and efficiency. The programs includes concepts related to 'ME' as an individual, 'ME-YOU' as colleagues and 'US' as a community.

Duration: 70 Hrs

Examination:

Pen & Paper test will be conducted on completion of the course

Course Content & Syllabus

Gender Sensitization – Paper 1

1. Understanding Gender and Gender stereotypes
2. Understanding Women's Subordination
3. Gender And Socialization
4. Institutions of Patriarchy
5. Building Gender Awareness

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3. National policies on Gender Equality
4. Gender and Political Life and Public Life
5. Gender and Labor Market
6. Gender and Health
7. Gender and Family
8. Life Skills - Part 1

Gender Equality and the society – Paper 2

1. Gender and Violence
2. Gender and Education
3. Gender and Rural areas
4. Gender and Economic Development
5. Life Skills Part - 2

Project – 10 Hrs

Certification:

Certificate Program in Life with Specialization in Gender Sensitization

Aggarwal College Ballabgarh

A Post Graduate Co-educational College
(Affiliated to M. D. University, Rohtak)
NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Program in LIFE with specialization in Gender Equality

Objective:

The program consider the following dimensions in context to self and workplace awareness

- To understand gender and gender stereotypes
- To understand pattern of gender division
- To sensitize about women/girl's and men/boy's needs, strengths & priorities
- To study National Policies on Gender Equality
- To eradicate discrimination based on gender
- To develop unilateral approach towards gender equality

Benefit:

The 70 hour life skills programs with specializations are interactive learning programs which serves the basic purpose of catalyzing a transformation from functional behavior to improve effectiveness and efficiency. The programs includes concepts related to 'ME' as an individual, 'ME-YOU' as colleagues and 'US' as a community.

Duration: 70 Hrs

Examination:

Pen & Paper test will be conducted on completion of the course

Course Content & Syllabus

Gender Equality – Paper 1

1. Aim and Objective of Course-Needs' Analysis
2. Gender Equality in India

6. Life Skills Part – 1

Gender Sensitization – Issued faced by Women – Paper 2

1. Single Women: Issues and Challenges
2. Gender and Disability
3. History of Women's Movement
4. Videos
5. Life Skills Part - 2

Project – 10 Hrs

Certification:

Certificate program in Life with Specialization in Gender Equality

Annexure-I

Physical Fitness- Self Defence - Women Empowerment

Self Defence Training Program (SDTP)

(Certificate Course in Physical Fitness, Empowerment and Development of Self Defence Skills)

Jointly Run by

Haryana Kickboxing Association (HKA)

KICKBOXING HALL, MCF Sports Complex, Block-C, NIT-3, Faridabad – 121 001, Haryana (India)

AND

Women Cell (Through)

Aggarwal College Ballabgarh, District Faridabad, Haryana (India)-121004

Value Added Programs under Self Defence

(For Girls Students)

One Semester Skill Development Program

Objectives:

- To develop character, personality & inculcate sportsmanship among the players.
- To empower girls to be Fearless, Courageous, Fierce & Fabulous.
- To educate, promote awareness, build self-esteem and give women the physical and mental tools they need to detect, avoid and escape potentially violent situations.
- To provide Self Defense Training to girl students of the college so as to ensure their Physical Fitness, developing Self Defense skills and provide Women Empowerment .
- To pursue avenues for our students to excel in related sports and participate in State, National and International Tournaments/Competitions thereby bringing laurels to the institution.
- To develop a state-of-the-art infrastructure and facilities for Kickboxing Sports.

Benefits/Outcomes:

- Holistic development (Intellectual, Physical and Mental) of students capable of taking decisions for themselves and for the society and nation.
- Strengthening of Moral, Physical, Social, Emotional, Spiritual quotient besides Intelligent Quotient.
- Building Self Confidence and acquiring courage, strength and skill to face tough situations in life and help others in need of hour
- Developing Strength & Flexibility, Boosting Confidence, Ensuring Fitness &Well-being, Reducing Stress and tone the whole Body, Promoting Commandership, Improving Mental Agility, Spirituality and Common Sense, Increasing Muscular Endurance and keeping fit and Improving VO2 Maximum.

Duration: 40 Hours

Examination/Assessment

Pen & Paper after completion of program
Paper-1 (50 Marks): Theoretical
Paper-2 (50 Marks): Practical by way of demonstration
Grading will be done as per table given below.

Sr. No.	Marks Range Percentage (%)	Description	Letter Grade
1.	85% and above	Outstanding	O
2.	75% to below 85%	Excellent	A+
3.	65% to below 75%	V. Good	A
4.	55% to below 65%	Good	B+
5.	45% to below 55%	Fair	B
6.	35% to below 45%	Average	C
7.	Less than 35% (Fail)	Poor	D

Course contents & Syllabus

1	**INTRODUCTION – Kickboxing Sport** o Birth & evolution o Development of Kickboxing o Characteristics of Kickboxing

	○ Basic goals of Kickboxing
2	**Health benefits of Kickboxing** ○ Kickboxing for the body ○ Kickboxing for the mind ○ Kickboxing for the soul
3	**Activities** ○ Aerobic & HIIT fitness ○ Functional training ○ Mind Training in Kickboxing ○ Meditation ○ Yoga and its contribution in Kickboxing
4	**Kickboxing – Fight Preparation** ○ Training in stages Stage -1 Stabilization, endurance & corrective flexibility - Posture - Joint strength - Muscular endurance - Cardiovascular fitness Stage -2 Strength Training

5	**Kickboxing – A Hybrid Sport with root in ancient techniques with Ring Sport & Tatami Sports** **<u>Tatami Sports</u>** ○ Tatami Sports ○ Musical forum ○ Point Fighting ○ Light contact, ○ Kick light **Ring Sports** ○ Full Contact ○ Low Kick ○ K-1Style
6	**Benefits:** ○ General ○ Institution ○ Students/Athletes
7	**Necessity of martial art in present environment**
8	**Purposes of Kickboxing (martial arts) Training**
9	**Uses for the jab** ○ Jab to the body ○ Jab combinations ○ Technique ○ Reference ○ Defense jab

	○ Speed jab ○ Power jab
10	**Types of Punches / Kicks / Blocks**
11	**SELF - DEFNSE** • Basics & Advance Self Defense Techniques • Realistic Self Defense • Real Life Scenario • Stand – up Fighting • Ground Fighting • Dealing with threats • Targets, Basic Strikes, Basic Kicks • Throws, Takedowns, and 3 Selected Locks • Dirty Tricks, First Strikes, and Improvised Weapons • Punches, Grab and Punch, Kick Defense, Hair Grabs • Chokes, Wrist/Arm Grabs, Clothing Grabs • Head Locks, Bear Hugs, Push/Shove/Tackles • Selected Special Situations • Weapons : Knives, Hand Guns, Clubs and Sticks
12	**HOW TO DEVELOP A FIGHTING STARTEGY:** A lesson plan for Becoming A World Champion ➢ Defense Strategies ➢ Defense Fighting Strategies ➢ Angle Kicking Techniques ➢ How to train to WIN ➢ The Video Room ➢ Good Sparring Partners ➢ Control, Timing & Speed

Certification**: Certificate Course in Physical Fitness, Empowerment and Development of Self Defence Skills**

Aggarwal College Ballabgarh

A Post Graduate Co-educational College
(Affiliated to M. D. University, Rohtak)
NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Course in Tally with GST

S.NO	Topics
1	Introduction of Accounting, definition, Single Entry or Double Entry system, Accounting cycle, Book Keeping.
2	Accounting equations, types of accounts, rules of Accounting, Accounting standards.
3	Accounting concepts & conventions, phases of Accounting: Journal
4	Ledger Posting
5	Trial Balance
6	Preparation of Cash book, Subsidiary books.
7	Trading and Profit & Loss Account
8	Balance Sheet
9	Practical problems of Final Accounts (related to Proprietorship)
10	Practical problems of Final Accounts (related to NPO)
11	Doubt Class and Class Test
12	Test Discussion and Introduction of Tally: Company Creation
13	Company creation; creating, selecting, deleting, shutting a company, altering company details
14	Creation of user defined primary groups,display- alteration of groups-Ledger Accounts-
15	Tally vouchers-Meaning- Payment Vouchers-Receipt vouchers-entering, deleting, cancelling, printing avoucher- Post-dated vouchers
16	Practice
17	Practical Test of Voucher Entries
18	Sales and Purchase Entries
19	Receivables and Payablemanagement- Meaning-activating bill wise details-sales entries, purchasesentries, Purchases Returns, Sales returns Receipt,payment entries-Display and printing of outstandingprinting reminder letters- printing confirmation.
20	Creation ofBudgets, Group Budgets, Budget ledgers, Alteration ofBudgets-deletion of budgets.
21	Practice

S.No	Topics
22	TDS: Meaning, TDS- ledger creation- voucher entry-Payment entry,
23	TDS Computation-TDS Report
24	Introduction to GST: meaning, concept, rates under GST Act
25	Statutory & Taxation Details of Company, GST Registration of Company
26	Concept & Entries of CGST, SGST & IGST
27	Practice
28	Practical Test of GST Entries
28	GST reports under GST Act, GSTR1, GSTR2, GSTR 3B
30	Procedure of Input Tax Credit, Creation of GST Challan
31	Point of sale, Point of Supply, Invoicing
32	Excel Table &Balance Sheets, SalaryChart, Total Per, Practice Of Excel
33	Class Test
34	PPT on GST meaning, concept, types and rates
35	Bank Reconciliation and export of various reports from Tally to Excel
36	Analysis of reports
37	Practice Class
38	Preparation of Resume for Mock Interview
39	Practice Class
40	Practice Class
41	Practice Class
42	Doubt Class
43	Final Test
44	Online GST Registration Procedure

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NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Course in Abacus Trainer Training Program (ATT)

Registered under R. P. Skill & Education Development Trust

NABET

IIVA Abacus Contents

Part - 1

1	Introduction
2	History of Abacus
3	Benefits of Abacus
4	Abacus Finger Counting
5	Value of Beads
6	Addition and Subtraction Single Digit (Without Complements)
7	Visualization of Single Digit (Without Complements)
8	Addition and Subtraction Single Digit (5's Complements)
9	Visualization of Single Digit (5's Complements)
10	Addition and Subtraction Single Digit (10's Complements)
11	Visualization of Single Digit (10's Complements)
12	Addition and Subtraction Single Digit (Mixed Complements)
13	Visualization of Single Digit (Mixed Complements)
14	Addition and Subtraction Double Digits (Without Complements)
15	Visualization of Double Digits (Without Complements)
16	Big Complements
17	Addition and Subtraction Double Digits (5's Complements)
18	Visualization of Double Digits (5's Complements)
19	Addition and Subtraction Double Digits (10's Complements)
20	Visualization of Double Digits (10's Complements)
21	Addition and Subtraction Double Digits (Mixed Complements)
22	Visualization of Double Digits (Mixed Complements)
23	Addition and Subtraction Double Digits (Big Complements)
24	Fingering Speed
25	Addition and Subtraction 3 digits
26	Visualization of Addition and Subtraction 3 Digits
27	Introduction of Tables, Through Addition
28	Multiplication S.D. x S.D
29	Multiplication S.D. x D.D.
30	Visualization of Multiplication S.D. x 2.D.

Office : 308, GD ITL Tower B-8, Netaji Subhash Place, Pitampura, New Delhi-110034
Contact : 011-49879413, 9599785403
Website : www.iiva.in **Email :** iivaheadoffice@gmail.com, contact@iiva.in

AGGARWAL COLLEGE PRINCIPAL BALLABGARH

IIVA Abacus Contents

Part - 2

1	Multiplication S.D. x 3.D. with Visualization
2	Multiplication 2.D. x 2.D. with Visualization
3	Multiplication 3 D x 2 D
4	Addition and Subtraction 4 digit
5	Division 2D ÷S.D. (Where remainder is Zero) with Visualization
6	Division 3D÷S.D. (Where remainder is Zero) with Visualization
7	Multiplication S. D. x 4. D.
8	Multiplication D. D. x 4. D.

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NABET

IIVA Abacus Contents

Part - 3

1	Division 4D ÷ SD
2	Division 3D ÷ DD
3	Division 4D ÷ DD
4	Addition and Subtraction of Decimals (2, 3, 4 digit numbers)
5	Decimal Multiplication where multiplicand is a decimal number and multiplier is a whole number
6	Decimal multiplication where both multiplier and multiplicand are decimal numbers
7	Division
8	Division of two whole numbers by SD Divisor
	(where quotient is a decimal number)
9	Division of whole numbers by DD divisor
	(where quotient is decimal number)
10	Division of whole numbers by TD Divisor
	(where quotient is decimal number)
11	Division
	(When dividend is decimal number & divisor is whole number)
12	Division
	(When both divisor and dividend are decimal numbers)
13	Visual - Decimal Add/ sub, Decimal Multiplication, Decimal Division

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NABET

IIVA Abacus Contents

Part - 4

1	HCF/GCD
2	LCM
3	Percentage Calculation
4	Square roots
5	Cube Roots
6	Fingering Speed
7	Practice of Complements

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PROPOSED ABACUS CONTENT FOR QUALIFICATION PACK OF TRAINER

MEP/N0101: Work effectively within Indian sector			
	Elements	**Pcs**	**Total Marks**
1.	**Work within the Indian skills system**	**PC1.** **TRAINING SCENARIO IN INDIAN INDUSTRY (2 hrs.)** - Skill development initiatives - National council for vocational training: (NCVT) - Social partners in skill development: ✓ Partnerships will be consciously promoted between government, industry, local governments, civil society institutions and all skill providers ✓ It includes training providers, professional societies, cooperatives and civil society institutions ✓ Creation of an institutional mechanism and regular consultation with stake holders will form the corner stone of skill development initiative - National skill development corporation (NSDC) - Training of trainers (TOT) – NSDC - NOS modules - Relevance of training of Abacus in India **ENTREPRENEURSHIP SCENARIO INDIAN INDUSTRY (2hrs)** - Evolution of Entrepreneurship in India - Recent trends in Entrepreneurship - Role of Entrepreneurship Ministry in developing entrepreneurs in India - Meaning & Scope of Entrepreneurship - Entrepreneurship as career option - Essentials of being an entrepreneurship trainer **Training of Technical Terms of Abacus (7 hrs)** ✓ Introduction & History of Abacus ✓ Benefits of Abacus ✓ Finger Counting ✓ Value of Beads ✓ Addition and Subtraction Single Digit (Without Complements) ✓ Addition and Subtraction Single Digit (With 5's Complements) ✓ Addition and Subtraction Single Digit (With 10's Complements) ✓ Addition and Subtraction Single Digit (With Mixed Complements) ✓ Addition and Subtraction Double Digits (WithoutComplements) **Activities/Assignment (5hrs)** ✓ Visualization of Single Digit (Without Complements) ✓ Visualization of Single Digit (With 5's Complements) ✓ Visualization of Single Digit (With 10's Complements) ✓ Visualization of Single Digit (With Mixed Complements) ✓ Visualization of Addition and Subtraction Double Digits (Without Complements)	**16**
2.	**Work within the organisation's quality framework**	**PC2.** **Accreditations & their policies IIVA (3 hrs)** - NEBET Policy - ISO Policies - SOP of IIVA	**18**

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Legal Duties include:

- Ensuring the organisation meets its objectives as set out in the constitution
- Ensuring the organisation complies with the rules set out in its constitution and acts legally in all its activities (getting advice when necessary)
- Acting in the interests of the organisation and its beneficiaries, not for personal benefit
- Informing meetings of any interest in a contract which could lead to conflict of interest
- keeping abreast of legislation that may affect the organisation's work and direction

FOUR LEVELS OF ABACUS &QUALITY STANDARDS OF EACH LEVEL (2 hrs)

CONCEPTUAL FRAMEWORK OF TRAINING SESSIONS(2 hrs)

- ✓ Addition and Subtraction Double Digits (5's Complements)
- ✓ Addition and Subtraction Double Digits (10's Complements)

ACTIVITIES/ASSIGNMENT (2 hrs)

- ✓ Visualization of Addition and Subtraction Double Digits (5's Complements)
- ✓ Visualization of Addition and Subtraction Double Digits (10's Complements)

PC3.

Roles and Responsibilities of an IIVA trainer (1 hr)

- Enter into the role of Content Curator
- Understand the basics of Abacus
- See the whole picture of training methods and tools
- Know the principles of information architecture
- Enter into the role of a Simulator
- Constant development
- Critical Thinking

EXPECTED QUALITIES IN A TRAINER BY THE CLIENT COMPANY-IIVA

The qualities of a good trainer are as follows:

- Methodical and well-planned
- Highly knowledgeable and competent enough
- Possess relevant industry experience
- Good in communication/presentation
- Practical enough to make the overall training session fruitful to the trainees.

Technical qualities of Abacus (4 hrs)

- ✓ Addition and Subtraction Triple Digit (Without Complements)
- ✓ Addition and Subtraction Triple Digit (With 5's Complements)
- ✓ Addition and Subtraction Triple Digit (With 10's Complements)
- ✓ Addition and Subtraction Triple Digit (With Mixed Complements)

Activities/Assignment (4 hrs)

- ✓ Visualization of Triple Digit (Without Complements)
- ✓ Visualization of Triple Digit (With 5's Complements)
- ✓ Visualization of Triple Digit (With 10's Complements)
- ✓ Visualization of Triple Digit (With Mixed Complements)

3.	**Manage work relationships and work effectively in the workplace**	**PC 4 – PC8.** **MANAGEMENT SESSIONS (2 HRS)** 1. Managerial Role of IIVA Trainer Include : - Setting overall policy and short, medium and long-term objectives - Identifying and discussing new areas of work - Ensuring there are systems for regularly monitoring and evaluating the organisation's work 2. Training Session on team building and functioning in a Team 3. Communication Systems in an IIVA Centre 4. Workplace Standards of IIVA Training Centre 5. How to become an Entrepreneur through IIVA 6. IIVA Professional Code of Ethics - Code of Ethics and Professional Practices **IIVA Certified Training Professionals of ABACUS and Entrepreneurship (2 hrs)** Professional should have ethical responsibilities to their organization, employers, clients, society, as well as to other professionals. The following ethical foundations for professional activities in exercise related roles serve as a code of conduct for practicing professionals. The code implements many of these foundations in the form of rules of ethical conduct. Noncompliance with the code may affect an individual's initial or continuing status as a recognized certified professional by MPESC. **Ethical Foundations** - The Trainer-Client relationship - Trainer conduct and practice - Avoiding conflicts of interest - Professional relations - Societal responsibilities **Technical Knowledge on IIVA Product – Abacus (11 hrs)** ✓ Big Complements EXPLANATION ✓ Introduction of Tables, Through Addition ✓ Multiplication S.D. x S.D ✓ Multiplication S.D. x 2.D. (without complement) ✓ Multiplication S.D. x 2.D. (5's complement) ✓ Multiplication S.D. x 2.D. (10's complement) ✓ Multiplication S.D. x 2.D. (Mixed complement) ✓ Multiplication S.D. x 3.D. (without complement) ✓ Multiplication S.D. x 3.D. (5's complement) ✓ Multiplication S.D. x 3.D. (10's complement) ✓ Multiplication S.D. x 3.D. (Mixed complement) **Activities/Assignment (3hrs)** - Fingering Speed Add 1 to 20 & subtract 20 to 1 - Visualization of multiplication of S. D. x 2.D. - Visualization of multiplication of S. D. x 3D	18

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4.	Apply a client focused approach	PC9 **TRAINING ON ENTREPRENEURSHIP SKILLS (2hrs)** **SESSION ON COMMUNICATION SKILL FOR BETTER ORGANIZATIONAL PERFORMANCE (1 HRS)** **WORK PRACTICE SESSIONS ON ABACUS FOR CLIENT TRAINING (11 HRS)** ✓ Multiplication S.D. x 4.D. (without complement) ✓ Multiplication S.D. x 4.D. (5's complement) ✓ Multiplication S.D. x 4.D. (10's complement) ✓ Multiplication S.D. x 4.D. (Mixed complement) ✓ Multiplication 2.D. x 2.D. (without complement) ✓ Multiplication 2.D. x 2.D. (5's complement) ✓ Multiplication 2.D. x 2.D. (10's complement) ✓ Multiplication 2.D. x 2.D. (Mixed complement) ✓ Multiplication 3.D. x 2.D. (without complement) ✓ Multiplication 3.D. x 2.D. (5's complement) ✓ Multiplication 3.D. x 2.D. (10's complement) **Activities/Assignment (2hrs)** ✓ Visualization of multiplication of S. D. x 4D ✓ Visualization of multiplication of 2.D. x 2.D.	16
5.	Work ethically	**PC10 to PC16** **SESSIONS ON WORK ETHICS (3HRS)** **PERFECTION TOWARDS CONDUCTING ABACUS SESSION (11 HRS)** ✓ Multiplication 3.D. x 2.D. (Mixed complement) ✓ Multiplication 2.D. x 4.D. (without complement) ✓ Multiplication 2.D. x 4.D. (5's complement) ✓ Multiplication 2.D. x 4.D. (10's complement) ✓ Multiplication 2.D. x 4.D. (Mixed complement) ✓ Multiplication 2.D. x 1.D. (without complement) ✓ Multiplication 2.D. x 1.D. (5's complement) ✓ Multiplication 2.D. x 1.D. (10's complement) ✓ Multiplication 2.D. x 1.D. (Mixed complement) ✓ Multiplication 3.D. x 1.D. (without complement) ✓ Multiplication 3.D. x 1.D. (5's complement) **Activities/Assignment (2 hrs)** ✓ Visualization of multiplication of 3.D. x 2.D. ✓ Visualization of multiplication of 2.D. x 4.D.	16
6.	Apply HSE practices in a Ttraining/assessment Environment	**PC17 – PC21** **HSE PRACTICE IN IIVA TRAINING (3HRS)** - Detailed study of effective health and safety policies and procedures of IIVA training centre - Monitoring & ensuring necessary insurance - Ensuring the organisation meets its contractual and other obligations, including employment contracts, premises agreements, funding contracts and equipment licences - Regularly attending management committee meetings and working with other members	16

		Abacus Sessions: (8hrs) ✓ Multiplication 3.D. x 1.D. (10's complement) ✓ Multiplication 3.D. x 1.D. (Mixed complement) ✓ Multiplication 4.D. x 1.D. (without complement) ✓ Multiplication 4.D. x 1.D. (5's complement) ✓ Multiplication 4.D. x 1.D. (10's complement) ✓ Multiplication 4.D. x 1.D. (Mixed complement) ✓ Division 2D ÷S.D. (Where remainder is Zero) ✓ Division 3D ÷S.D. (Where remainder is Zero) ✓ Multiplication 3.D. x 1.D. (5's complement) **Activities/Assignment(5 hrs)** - Visualization of multiplication of 2.D. x 1.D. & 3.D. x 1.D. - Visualization of multiplication of 4.D. x 1.D. - Fingering Speed Add 31 to 50 & subtract 50 to 31 & Add 41 to 60 & subtract 60 to 41 - Visualization of Division 2D ÷S.D. (Where remainder is Zero) - Visualization of Division 3D ÷S.D. (Where remainder is Zero)	
		Total	**100**

MEP/N0102: Maintain and enhance professional practice and technical competency			
	Elements	**Pcs**	**Total Marks**
1.	**Model high standards of performance**	**PC1-PC4** **PROFESSIONAL TRAINING AND CLIENT ENGAGEMENT (2hrs)** - Vision and Mission of IIVA - IIVA's goal and objectives - Codes of Conduct of IIVA - Creation of learning environment of IIVA centre - Client-based projects **IIVA STANDARDS OF PROFESSIONAL PRACTICE : (3 hrs)** 1. Practice Standards 2. Code of Professional Responsibility **STANDARDS OF TECHNICAL PRACTICE – ABACUS (13 hrs)** ✓ Division 4D ÷ SD ✓ Division 3D ÷ DD ✓ Division 4D ÷ DD ✓ Division 3D ÷ DD WITH DROPPING ✓ Division 4D ÷ DD WITH DROPPING ✓ Addition and Subtraction of Decimals (2 digit numbers), Direct ✓ Addition and Subtraction of Decimals (2 digit numbers), 5 Complements ✓ Addition and Subtraction of Decimals (2 digit numbers), 10 Complements ✓ Addition and Subtraction of Decimals (2 digit numbers), mixed complements ✓ Addition and Subtraction of Decimals (3 digit numbers) Direct ✓ Addition and Subtraction of Decimals (3 digit numbers), 5 Complements ✓ Addition and Subtraction of Decimals (3 digit numbers), 10 Complements ✓ Addition and Subtraction of Decimals (3 digit numbers), mixed complements ✓ Addition and Subtraction of Decimals (4 digit numbers), Direct	**25**

		Activities/Assignment (7hrs) - Visualization of 4D ÷ SD - Visualization of 3D ÷ DD - Visualization of 4D ÷ DD - Visualization of 3D ÷ DD with dropping - Visualization of 4D ÷ DD with dropping - Visualization of addition and subtraction of 2 digits number - Visualization of addition and subtraction of 3 digits number	
2.	**Professional development needs and prepare development plan**	**PC5-PC8** **DEVELOPMENT OF IIVA TRAINER (2 hrs)** - Eligibility of IIVA Trainer - Adult Learning - Professional Development of IIVA Trainer a. Shared vision for planning, implementing, and evaluating training b. Purpose of the Study c. Methods – Survey - Creation and Implementation of Evaluation and Quality Assurance System **WHAT MAKES A TRAINER IN IIVA? (3hrs)** - SWOT Analysis - 720° Evaluation - Career Graph Development **DEVELOPMENT OF IIVA TRAINER ON ABACUS MODULE (15 hrs)** ✓ Addition and Subtraction of Decimals (4 digit numbers), Direct ✓ Addition and Subtraction of Decimals (4 digit numbers), 5 Complements ✓ Addition and Subtraction of Decimals (4 digit numbers), 10 Complements ✓ Addition and Subtraction of Decimals (4 digit numbers), mixed complements ✓ Decimal Multiplication where multiplicand is a decimal number & multiplier is a whole number ✓ Decimal multiplication where both multiplier and multiplicand are decimal numbers ✓ Decimal multiplication where Multiplier is in decimal with whole digit as 0 ✓ Decimal multiplication where Multiplier IS IN DECIMAL, 0 AT TENTH PLACE ✓ Decimal Multiplication where Multiplier IS IN DECIMAL, 0 AT TENTH & HUNDREDTH PLACE ✓ Decimal Multiplication where Multiplier IS IN DECIMAL, 0 AT TENTH, HUNDREDTH & THOUSANDTH PLACE ✓ Division of two whole numbers by SD Divisor, where quotient is a decimal number ✓ Division of whole numbers by DD divisor where quotient is a decimal number ✓ Division of whole numbers by TD Divisor, where quotient is a decimal number ✓ Division (When dividend is decimal number & divisor is whole number) ✓ Division (When both divisor and dividend are decimal numbers)	**25**

3.	**Undertake Formative Assessment**	**PC11-PC13** **ASSESSMENT OF LEARNER'S LEARNING:** The need for evaluation; Guidelines for course evaluation; Course evaluation questionnaires; Trainer self-assessment questionnaire for use before the session; Trainer self-assessment questionnaire for use after the session 1. Assessment techniques 2. Choosing an assessment technique 3. Testing 4. Constructing a test 5. Administering a test 6. Scoring a test 7. Analyzing test results 8. Implications for instruction 9. Self-assessment 10. Reviewing the educational process 11. Classroom observation/critiquing 12. Team teaching 13. Collaboration skills 14. Organization 15. Communication Skills 16. Feedback/critiquing 17. Working in groups	**20**
4	**Collect and review learner feedback**	**PC14 – PC18:** **DEVELOPMENT OF COURSE EVALUATION QUESTIONNAIRES** 1. Preparation of trainer self-assessment questionnaire for use before & after the session 2. Preparation of course evaluation/reaction questionnaire 3. Meaning of questionnaire, outcome evaluation, questionnaire analysis, etc. 4. Development of feedback form Training session on filling of document (soft and hard copy) as per the IIVA norms of learner confidentiality policy	**20**
5.	**Undertake post-training activities**	**PC19-PC21** **POST TRAINING ACTION PLAN** 1. Preparation of checklist of verification of training room equipment's 2. Good Bye gestures 3. Explanation of Performance expectations to learners 4. Winding up of Training Material 5. Development of testimonial form 6. Deciding technology for support facilities	**15**
		Total	**100**

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		- Electrical equipment and services - Fire Workplace (ventilation and heating) - Furniture and fixtures - Manual handling - Computers and similar equipment - Electrical equipment and services - Fire - Workplace (ventilation and heating)	
2.	**Conduct Training Session**	**PC3 – PC10** **TRAINING & ASSESSMENT SYSTEM** **Needs of teacher trainer** - Understanding comparative educational systems - The education system - The teacher training system - Needs assessment - Adult learning - Andragogy vs. pedagogy - Personal learning styles - Motivation - Considerations in designing a training program - Defining program goals and objectives - Selecting topic areas - Designing learning activities - Training rhythm and flow - Incorporating program evaluation - Analyzing training constraints - Training techniques : a) Ice breaker b) Brainstorming c) Lectures d) Demonstrations e) Games/Simulations/Structured experiences: f) Small groups g) Role play h) Fishbowl i) Field trips j) Interviews k) Panels: l) Case studies: m) Critical incidents: n) Peer training: o) Attendance and record management system **COMPUTER TRAINING OF IIVA TRAINER** - Computers - An overview of computer and systems - MS Word - MS Excel - MS Power Point - Internet	**25**

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		PC14 **CONTINOUS IMPROVEMENT PROCESS (CIP) OF IIVA (4 hrs.)** - Process of identifying the key are areas of improvement - Flow chart - Cause and Effect diagram - Control Charts **TRAINING ON QUALITY STANDARDS (5 hrs)** **FINAL LEVEL OF ABACUS TRAINING (2 hrs)** - Practice of Complements - Revision and doubts	
		Total	**100**

MEP/N0103: Deliver competency based training

	Elements	Pcs	Total Marks
1.	**Organise and check Training facilities and aids**	**PC1** **LOGISTICS ARRANGEMENTS FOR TRAINING:** - Pre training checklist - Joining instructions - Training materials prepared - Trainer materials (OHTs, CD-Roms, etc.) handouts, etc., training room &break rooms arrangements - Comfort: temperature, air conditioning, light, acoustics - Food & refreshments - Equipment: - Seating arrangements - Training equipment - Video, screen - Flipchart and pens - Overhead projector - Computer equipment - Participant's materials organized:Handouts, etc. - Computer ready (if using slides), OHP and OHTs ready - Maintenance of Hygiene factors: - White board with non toxic markers - Poster paper (either with a stand or with a sticky back) and non toxic markers SET UP Before Training - Ensure binders have appropriate participant materials for this session - Room Prep: - Arrange tables and chairs in a U-shape so that everyone can see one another as well as the white board **PC2** **HEALTH AND SAFETY CHECKLIST FOR TRAINING ROOMS TO CARRY OUT A RISK ASSESSMENT OF THE LEARNING ENVIRONMENT:** - Movement around the classroom (slips and trips) - Work at height (falls) - Furniture and fixtures - Manual handling - Computers and similar equipment	**20**

Nalini

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		Activities/Assignment (5hrs) - Visualization of addition and subtraction of 4 digits number - Visualization of decimal multiplication - Fingering Speed Add 51 to 70 & subtract 70 to 51 - Fingering Speed Add 61 to 80 & subtract 80 to 61 - Visualization of decimal division	
3.	Participate in professional development & up skilling activities	**PC 9-PC11** **IIVA COMPETENCY TRAINING FOR TRAINERS (1 hr)** **PROFESSIONAL DEVELOPMENT AND UP-SKILLING OF IIVA TRAINER IN ABACUS (12hrs)** ✓ HCF/GCD between 1D & 1D ✓ HCF/GCD between 1D & 2D ✓ HCF/GCD between 2D & 2D ✓ HCF/GCD between 2D & 3D ✓ LCM between 1D & 1D ✓ LCM between 1D & 2D ✓ LCM between 2D & 2D ✓ LCM between 2D & 3D ✓ Percentage Calculation (single digit % of 2D) ✓ Percentage Calculation (single digit % of 3D) ✓ Percentage Calculation (double digit % of 2D) ✓ Percentage Calculation (double digit % of 3D) **Activities/Assignment (12hrs)** ✓ Visualization of HCF/GCD between 1D & 1D ✓ Visualization of HCF/GCD between 1D & 2D ✓ Visualization of HCF/GCD between 2D & 2D ✓ Visualization of HCF/GCD between 2D & 3D ✓ Visualization of LCM between 1D & 1D ✓ Visualization of LCM between 1D & 2D ✓ Visualization of LCM between 2D & 2D ✓ Visaulization of LCM between 2D & 3D ✓ Visualization of Percentage Calculation (single digit % of 2D) ✓ Visualization of Percentage Calculation (single digit % of 3D) ✓ Visualization of Percentage Calculation (double digit % of 2D) ✓ Visualization of Percentage Calculation (double digit % of 3D)	25
4.	Reflect on and evaluate professional practice	**PC12-PC13** **IIVA PROFESSIONAL PRACTICE OF ABACUS (6hrs)** ✓ Square root of 3 digits number ✓ Square root of 4 digits number ✓ Square root of 6 digits number ✓ Cube Root of 4 Digits number ✓ Cube Root of 5 Digits number ✓ Cube Root of 7 Digits number **Activities/Assignment (8hrs)** ✓ Visualization of square root of 3 digits number ✓ Visualization of square root of 4 digits number ✓ Visualization of square root of 6 digits number ✓ Visualization of Cube Root of 4 Digits number ✓ Visualization of Cube Root of 5 Digits number ✓ Visualization of Cube Root of 7 Digits number ✓ Fingering Speed Add 71 to 90 & subtract 90 to 71 ✓ Fingering Speed Add 81 to 100 & subtract 100 to 81	25

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MEP/N0104: Support and Coach learners			
	Elements	**Pcs**	**Total Marks**
1.	Identify needs of learners	**PC1 - PC6** **IIVA TRAINING EVALUATION SESSIONS FOR LEARNERS: (7hrs)** - Kirkpatrick Model of evaluation of training effectiveness - Activity on Kirkpatrick's Four-Level Training Evaluation Model - Visual Confirmation - Social Ownership - Skill Assessments - Formation of IIVA Training Evaluation Form 1. Self 2. Learners - Formation of IIVA Trainer's/Facilitator's Manual **TECHNICAL SESSION ON ENTREPRENEURSHIP (7 hrs):** 1. Who is an Entrepreneur? · Aspects · Meaning · Definition · Concept · Wage Employment & Entrepreneurship · Types · Characteristics · Functions 2. Who can become an Entrepreneur? · Why become an Entrepreneur? 3. What are the Qualities required to become an Entrepreneur? · How to become an Entrepreneur? 4. Entrepreneurship · Meaning · Definition · Concept · Characteristics · Five Core Elements of Entrepreneurship 5. Entrepreneurship in India : Journey since Independence · Vision for 2020 6. Indian Government in fostering Entrepreneurship · Initiatives & Schemes 7. Role of Ministry of Skill Development And Entrepreneurship 8. Abacus& Entrepreneurship 9. How to become an Entrepreneur by learning Abacus? **ACTIVITY 1: LEVEL TESTING ON TRAINING SKILLS (6HRS)** - Assessment of Training Skills: - Assessment I - Assessment II **ACTIVITY 2: Level Testing on Abacus Skills (5hrs)** - Evaluation Test I - Evaluation Test II - Evaluation Test III - Evaluation Test IV - Evaluation Test V	25

AGARWAL COLLEGE PRINCIPAL BALLABGARH

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2.	**Provide support to learners to meet identified needs, within scope of role**	PC7-PC11 **LEARNERS' ANALYSIS SESSION OF TRAINING SKILLS (12hrs)** 1. Analysis of Evaluation Forms - Application of tools 2. Analysis of Competency level - Application of tools 3. Activity on grouping of Learners as per their level of understanding - Activity on Segmentation and team building **LEARNERS' ANALYSIS SESSION OF ABACUS SKILLS** **Support Sessions on Abacus (13 hrs)**	25
3.	**Support individual students with additional Needs in the training session**	PC12-PC15 **SUPPORT SESSIONS FOR LEARNERS (10 hrs)** 1. Activity on coaching and planning of competency based coaching sessions - Flowchart - Designing - Performance chart 2. Task Analysis of trainer 3. One to one session and personal coaching session - Report making of Individual Assessment Sheet **TRAINING SESSION ON COMMUNICATION TECHNIQUES AS PER THE GROUP OF LEARNERS (10HR)** **ROLE PLAY SESSIONS (5 hrs)**	25
4.	**Provide Coaching and Motivation**	PC16- PC18 **Skill Development Sessions on Coaching skills (8 hrs)** 1. Scope of Improvement (SOI) form of IIVA 2. Self Assessment Test for Learners 3. Q&A Session (trainer- learner) 4. Feedback 5. Presentation Sessions of Learners 6. Feedback Discussion session & designing the feedback form **Skill Development Sessions on Motivation skills (6 hrs)** - Sessions on Skills involved in Self-Motivation - Setting high but realistic goals - Taking the right level of risk - Seeking constant feedback to work out how to improve - Being committed to personal or organizational goals and going the 'extra mile' to achieve them - Actively seeking out opportunities and seizing them when they occur - Maslow Theory **2. Activities on (5 hrs)** - Goal Setting - Risk taking and risk calculation - Career graph formation - Differentiating between personal and organizational goal - Presentation of learner **3. Formulation of business plan on running an iiva centre (3 hrs)** **4. Session on career development in IIVA as a IIVA trainer (3 hrs)**	25
		Total	**100**

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Aggarwal College Ballabgarh

A Post Graduate Co-educational College
(Affiliated to M. D. University, Rohtak)
NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Course in Vedic Maths Trainer Training Program (VTT)

Annexure – I

Registered under R. P. Skill & Education Development Trust

NABET

IIVA Vedic Contents

Part - 1

1)	Introduction of Vedic Maths
2)	History of Vedic Maths
3)	Benefits of Vedic Maths
4)	Sutras
5)	Sub-Sutras
6)	Sutras and their explanation
7)	Multiplication by 11 and multiples of 11
	(Sub Sutra Ānurūpyeṇa)
8)	Multiplication by 12 to 19
	(Sutra Sopāntyadvayamantyaṃ)
9)	Multiplication by 111
10)	Multiplication by 222 to 999
11)	Base Method Multiplication
	(Sutra Nikhilaṃ Navataścaramaṃ Daśataḥ and Sub Sutra Ānurūpyeṇa)
	(a) Below Base 10
	(b) Below Base 20-90
	(c) Below Base 100
	(d) Below Base 200-900
	(e) Above Base 10
	(f) Above Base 20-90
	(g) Above Base 100
	(h) Above Base 200-900
	(I) Base method when one number is above & other is below the same base
	(j) When Bases are different but both numbers are below base
	(k) When Bases are different but both numbers are above base
12)	If the sum of units digits is 10 and rest place digits are same
	(Sub Sutra Antyayordaśake'pi)
13)	If the sum of tens place digits is 10 and ones place digits are same
14)	Multiplication by 9
15)	Multiplication by Number Ending with 9 i.e. 19- 99

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NABET

IIVA Vedic Contents

Part - 2

1)	Tables Using Vinculum
2)	Multiplication by number of nines
	(Sutra Ekādhikena Pūrveṇa)
	a) Multiplier has equal of nines as multiplicand digits
	b) Multiplier has less number of nines as compared to digits of multiplicand
	c) Multiplier has more number of nines as compared to digits of multiplicand.
	(Sutra Ūrdhva Tiryagbhyāṃ)
	a) 2 D x 2 D
	b) 3 D x 3 D
	c) 3 D x 2 D
	d) 4 D x 4 D
	e) 4 D x 3 D
	f) 4 D x 2 D
5)	Division General Method [Flag Method]
	(Sutra Parāvartya Yojayet)
6)	Squares by Duplex Method
	(Sub Sutra Dwandwayogah)
7)	Addition of Squares
8)	Square Roots of Exact Squares
	(Sub-Sutra Vilokanaṃ)
9)	CUBES
	(Sub-Yāvadūnaṃ)
10)	Cube Roots of Exact Cubes
	(Sub-Sutra Vilokanaṃ)
11)	Fourth Power 2 Digit Number

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16)	General Method (2 digits x 2 digits)
	(Sutra Ūrdhva Tiryagbhyām)
17)	Subtraction (all from 9 & last from 10)
	(Sutra Nikhilaṃ Navataścaramaṃ Daśataḥ)
18)	Vinculum
19)	Change units digit into a vinculum
20)	Change all digits to vinculum except first
21)	Devinculate
22)	Subtraction using vinculum
23)	Addition Base Method
24)	Subtraction Base Method
25)	Addition/ Subtraction using vinculum
26)	Addition using Complements
27)	Division by 9
	(Sutra Nikhilaṃ Navataścaramaṃ Daśataḥ)
28)	Division by 8
	(Sutra Nikhilaṃ Navataścaramaṃ Daśataḥ)
29)	Division by 11
	(Sutra Nikhilaṃ Navataścaramaṃ Daśataḥ)
30)	Division by 12
	(Sutra Nikhilaṃ Navataścaramaṃ Daśataḥ)
31)	Division by 99
	(Sutra Nikhilaṃ Navataścaramaṃ Daśataḥ)
32)	Division by number above base 100
	(Sutra Nikhilaṃ Navataścaramaṃ Daśataḥ)
33)	Division Base Method (Above Base)
34)	Division Base Method (Below Base)
	(Sutra Nikhilaṃ Navataścaramaṃ Daśataḥ)
35)	Squares (Base Method)
	(Sub Sutra Yāvadūnaṃ Tāvadūnīkṛtya Vargañca Yojayet)
36)	Square of number ending with 5
	(Sutra Ekādhikena Pūrveṇa)
37)	Square of number starting with 5

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NABET

IIVA Vedic Contents

Part - 3

1)	Addition and Subtraction (Fractions)
2)	Auxiliary fractions
	(Sutra Ekādhikena Pūrveṇa)
	a. Denominator Ending with 9
	b. Denominator Ending with 8
	c. Denominator Ending with 7
	d. Denominator Ending with 6
	e. Denominator Ending with 1
3)	Multiplication (3 Rows General Method)
4)	Multiplication (3 Rows Base Method)
5)	Magic Squares
6)	Multiplication (Algebraic Expressions)
	(Sutra Ūrdhva Tiryagbhyāṃ)
7)	Division (Algebraic Expressions)
	(Sutra Parāvartya Yojayet)
8)	Divisibility Rules
	(Sutra Ekādhikena Pūrveṇa & Sub Sutra Veṣṭanaṃ)
9)	Approximations
	(Sutra Ūrdhva Tiryagbhyāṃ & Sutra Guṇakasamuccayaḥ)
10)	Calendar Technique (Days & Dates)

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NABET

IIVA Vedic Contents

Part - 4

1)	Pythagoras Theorem (Bandhayana Theorem)
	a) Proofs
2)	Triples (Tribhu Jank)
	a. Addition of Triples
	b. Double of Angle
	c. Finding Triple of Angle
	d. Subtraction of Triples
	e. Half Angle
3)	Coordinate Geometry
	a. Distance between the two given points
	b. Equation of straight line passing through two points
	c. Length of perpendicular of a point from the given line
4)	Simple Equation
5)	Factorisation

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PROPOSED CONTENT VEDIC MATHS FOR QUALIFICATION PACK OF TRAINER

MEP/N0101: Work effectively within Indian sector

	Elements	Pcs	Total Marks
1.	Work within the Indian skills system	Pc1. **TRAINING SCENARIO IN INDIAN INDUSTRY (2 hrs.)** - Skill development initiatives - National council for vocational training: (NCVT) - Social partners in skill development: ✓ Partnerships will be consciously promoted between government, industry, local governments, civil society institutions and all skill providers ✓ It includes training providers, professional societies, cooperatives and civil society institutions ✓ Creation of an institutional mechanism and regular consultation with stake holders will form the corner stone of skill development initiative - National skill development corporation (NSDC) - Training of trainers (TOT) – NSDC - NOS modules - Relevance of training of Vedic Maths in India **ENTREPRENEURSHIP SCENARIO INDIAN INDUSTRY (2hrs)** - Evolution of Entrepreneurship in India - Recent trends in Entrepreneurship - Role of Entrepreneurship Ministry in developing entrepreneurs in India - Meaning & Scope of Entrepreneurship - Entrepreneurship as career option - Essentials of being an entrepreneurship trainer **Training of Technical Terms of Vedic Maths (7 hrs)** ✓ INTRODUCTION TO VEDIC MATHS ✓ HISTORY OF VEDIC MATHS ✓ BENEFITS OF VEDIC MATHS ✓ SUTRAS AND THEIR EXPLANATION ✓ MULTIPLICATION BY 11 AND MULTIPLES OF 11 ✓ MULTIPLICATION BY 12 TO 19 ✓ MULTIPLICATION BY 111 ✓ MULTIPLICATION BY 222 TO 999 ✓ THUMB RULE **Activities/Assignment (5hrs)** ✓ Activity 1 ✓ Activity 2 ✓ Activity 3 ✓ Activity 4 ✓ Activity 5	16
2.	Work within the Organisation's quality framework	PC2. **Accreditations & their policies of IIVA (3 hrs)** - NEBET Policy - ISO Policies - SOP of IIVA **Legal Duties include:** - Ensuring the organisation meets its objectives as set out in the constitution - Ensuring the organisation complies with the rules set out in its constitution and acts legally in all its activities (getting advice when necessary) - Acting in the interests of the organisation and its beneficiaries, not for personal benefit - Informing meetings of any interest in a contract which could lead to conflict of interest - keeping abreast of legislation that may affect the organisation's work and direction	18

		Four Levels of Vedic Maths & Quality Standards of each level (2 hrs) **Conceptual Framework of Training Sessions (2 hrs)** ✓ DODGING TABLE ✓ GENERAL METHOD 2D X 2D, VERTICAL & HORIZONTAL, 3D X 3D, 4D X 4D **Activities/Assignment (2 hrs)** ✓ Activity 6 ✓ Activity 7 **PC3.** - **Roles and Responsibilities of an IIVA Trainer (1 hr) Enter into the role of Content Curator** - **Understand the basics of Vedic Maths** - **See the whole picture of training methods and tools** - **Know the principles of information architecture** - **Enter into the role of a Stimulator** - **Constant development** - **Critical Thinking** **Expected qualities in a trainer by the client company** The qualities of a good trainer are as follows: - Methodical and well-planned - Highly knowledgeable and competent enough - Possess relevant industry experience - Good in communication/presentation and - Be practical enough to make the overall training session fruitful to the trainees. **Technical qualities of Vedic Maths (4hrs)** ✓ NUMBER THEORY ✓ SUM OF PRODUCTS ✓ DIFFERENCE OF PRODUCTS ✓ SUBTRACTION (ALL FROM 9 LAST FROM 10) **Activities/Assignment (4hrs)** ✓ Activity 8 ✓ Activity 9 ✓ Activity 10 ✓ Activity 11	
3.	**Manage work relationships and work effectively in the workplace**	**PC 4 – PC8.** **Management Sessions (2 hrs)** 1 .MANAGERIAL ROLE OF IIVA TRAINER INCLUDE: - Setting overall policy and short, medium and long-term objectives - Identifying and discussing new areas of work - Ensuring there are systems for regularly monitoring and evaluating the organisation's work 2 .TRAINING SESSION ON TEAM BUILDING AND FUNCTIONING IN A TEAM 3. COMMUNICATION SYSTEMS IN AN IIVA CENTRE 4. WORKPLACE STANDARDS OF IIVA TRAINING CENTRE 5. IIVA PROFESSIONAL CODE OF ETHICS - **Code of Ethics and Professional Practices** **IIVA Certified Training Professionals of VEDIC MATHS and Entrepreneurship (2 hrs)** Professional should have ethical responsibilities to their organization, employers, clients, society, as well as to other professionals. The following ethical foundations for professional activities in exercise related roles serve as a code of conduct for practicing professionals. The code implements many of these foundations in the form of rules of ethical conduct. Noncompliance with the code may affect an individual's initial or continuing status as a recognized certified professional by MPESC.	**18**

4.	Apply a client focused approach	**Ethical Foundations** - The Trainer-Client relationship - Trainer conduct and practice - Avoiding conflicts of interest - Professional relations - Societal responsibilities **Technical Knowledge on IIVA Product – Vedic Maths (11 hrs)** ✓ MULTIPLICATION OF NUMBERS ENDING WITH 1 ✓ MULTIPLICATION OF NUMBERS STARTING WITH 1 ✓ VINCULUM ✓ CHANGE UNITS DIGIT INTO VINCULUM ✓ CHANGE ALL DIGITS TO VINCULUM EXCEPT FIRST ✓ DEVINICULATE ✓ TABLES USING VINCULUM ✓ SUBTRACTION USING VINCULUM ✓ ADDITION / SUBTRACTION USING VINCULUM ✓ ADDITION BASE METHOD ✓ SUBTRACTION BASE METHOD **Activities/Assignment (3hrs)** - Activity 12 - Activity 13 - Activity 14	16
5.	Work ethically	**PC9.** **TRAINING ON DIFFERENT STAKEHOLDERS OF IIVA (2 hrs)** **SESSION ON COMMUNICATION SKILL FOR BETTER ORGANIZATIONAL PERFORMANCE (1 hrs)** **WORK PRACTICE SESSIONS ON VEDIC MATHS FOR CLIENT TRAINING (11 HRS)** ✓ ADDITION USING COMPLIMENTS ✓ DIVISION BY FLAG METHOD ✓ MULTIPLICATION BY NUMBER OF 9S (EQUAL TO 9 , LESS NUMBER OF 9S & MORE NUMBER OF 9S) ✓ PYTHAGORAS THEOREM, PROOFS, Triples-addition ✓ TRIPLES-DOUBLE ANGLE, FINDING TRIPLES OF ANGLE ✓ TRIPLES HALF & SUBTRACTION OF TRIPLE ✓ BASE METHOD MULTIPLICATION - BELOW BASE ✓ BASE METHOD MULTIPLICATION - ABOVE BASE ✓ BASE METHOD WHEN ONE NUMBER IS ABOVE AND OTHER IS BELOW THE SAME BASE ✓ WHEN BASES ARE DIFFERENT BUT BOTH NUMBERS ARE BELOW BASE WHEN BASES ARE DIFFERENT BUT BOTH NUMBERS ARE ABOVE BASE **Activities/Assignment (1hrs)** - Activity 15	16
6.	Apply HSE practices in a training/assessment environment	**Pc10 – PC16** **SESSIONS ON WORK ETHICS (3hrs)** **Perfection towards conducting Vedic Maths Session (11 hrs)** ✓ MULTIPLICATION WHERE ANY OF THE NUMBERS IS BELOW OR ABOVE BASE ✓ IF THE SUM UNITS DIGIT IS 10 AND REST PLACE NUMBER IS SAME ✓ IF THE SUM TENS DIGIT IS 10 AND ONE'S PLACE NUMBER IS SAME ✓ MULTIPLICATION BY 9 ✓ MULTIPLICATION OF NUMBERS ENDING WITH 9	16

MEP/N0102: Maintain and enhance professional practice and technical competency			
	Elements	**Pcs**	**Total Marks**
1.	**Model high standards of performance**	**PC1.- PC4.** **PROFESSIONAL TRAINING AND CLIENT ENGAGEMENT (2hrs)** - Vision and Mission of IIVA - IIVA's goal and objectives - Codes of Conduct of IIVA - Creation of learning environment of IIVA centre - Client-based projects **IIVA STANDARDS OF PROFESSIONAL PRACTICE: (3hrs)** 1. Practice Standards 2. Code of Professional Responsibility **STANDARDS OF TECHNICAL PRACTICE – VEDIC MATHS (16 hrs)** ✓ EXTERIOR & INTERIOR ANGLES ✓ RATIO & PROPORTION ✓ MULTIPLICATION BY 6 ✓ VALUE OF EXPRESIONS ✓ ALGEBRAIC ADDITION ✓ ALGEBRAIC SUBTRACTION ✓ Multiplication (Algebraic expression 2D x 2D) ✓ Multiplication (Algebraic expression 3D x 3D) ✓ Division (Algebraic expression) Quadratic Polynomial/Cubic Polynomial BY LINEAR POLYNOMIAL WHERE COEFFICIENT OF X IS +1, -1 ✓ Division (Algebraic expression) Quadratic Polynomial/Cubic Polynomial BY LINEAR POLYNOMIAL WHERE COEFFICIENT IS MORE THAN 1 ✓ Division (Algebraic expression) Quadratic Polynomial/Cubic Polynomial QUADRATIC POLYNOMIAL WHERE COEFFICIENT OF X2 IS +& -1 ✓ Division (Algebraic expression) Quadratic Polynomial/Cube Polynomial BY QUADRATIC POLYNOMIAL WHERE COEFFICIENT OF X2 IS MOER THAN OR LESS THAN 1 ✓ SQUARES OF ALGEBRAIC EXPRESSION ✓ SQUARES BASE METHOD ✓ PROBABILITY OF 2 & 3 DICE ✓ FIND SUM OF SQUARES OF NATURAL NUMBERS **Activities/Assignment (4hrs)** - Activity 23 - Activity 24 - Activity 25 - Activity 26	**25**

		✓ PRODUCT OF NUMBERS ENDING WITH 5 ✓ SQUARES OF NUMBERS STARTING & ENDING WITH 5 ✓ SQUARES BY DUPLEX METHOD ✓ ADDITION OF SQUARES ✓ SQUARE ROOTS OF PERFECT SQUARES ✓ SQUARE ROOTS OF IMPERFECT SQUARES **Activities/Assignment 2 hrs** - Activity 16 - Activity 17	
6.	**Apply HSE practices in a training/Assessment Environment**	**PC17 – PC21** **HSE PRACTICE IN IIVA TRAINING (3hrs)** - Detailed study of effective health and safety policies and procedures of IIVA training centre - Monitoring & ensuring necessary insurance - Ensuring the organisation meets its contractual and other obligations, including employment contracts, premises agreements, funding contracts and equipment licences Regularly attending management committee meetings and working with other members **Vedic Maths sessions: (8 hrs)** ✓ SQUARE ROOT OF DECIMAL ✓ ADDITION & SUBTRACTION OF SQUARE ROOT ✓ SQUARE ROOT OF ALGEBRAIC EXPRESSION ✓ FOURTH POWER OF 2 DIGIT NUMBER ✓ FOURTH POWER ✓ FIFTH POWER ✓ VALUE OF ALGEBRAIC EXPRESSIONS ✓ AVERAGE **Activities/Assignment (5 hrs)** - Activity 18 - Activity 19 - Activity 20 - Activity 21 - Activity 22	16
		Total	**100**

2.	Determine professional development needs and prepare development plan	PC5-PC8 **DEVELOPMENT OF IIVA TRAINER (2 hrs)** - Eligibility of IIVA Trainer - Adult Learning - Professional Development of IIVA Trainer a) Shared vision for planning, implementing, and evaluating training b) Purpose of the Study c) Methods – Survey Creation and Implementation of Evaluation and Quality Assurance System **WHAT MAKES A TRAINER IN IIVA? (3hrs)** - SWOT Analysis - 720° Evaluation - Career Graph Development **DEVELOPMENT OF IIVA TRAINER ON VEDIC MATHS MODULE (15 hrs)** ✓ FIND SUM OF CUBES OF NATURAL NUMBERS ✓ FIND SUM OF SQUARES OF EVEN NUMBERS ✓ FIND SUM OF SQUARES OF ODD NUMBERS ✓ FIND THE NUMBER OF DIVISORS ✓ ADDITION OF TIME ✓ Divisibility by 2, 3,4,5,6,7,8,9 ✓ Divisibility by 11,12,13,14,15 and other divisors ✓ Approximations ✓ Calender Technique ✓ PERCENTAGE ✓ FIND 0.5 % ✓ Addition (Fraction) ✓ Subtraction (Fraction) ✓ SIMPLE EQUATION ✓ MULTIPLICATION & DIVISION 5, 50 & 500 **Activities/Assignment (5hrs)** - Activity 27 - Activity 28 - Activity 29 - Activity 30 - Activity 31	25
3.	Participate in professional development & up skilling activities	**PC 9-PC11** **IIVA COMPETENCY TRAINING FOR TRAINERS (1 hr)** **PROFESSIONAL DEVELOPMENT AND UP-SKILLING OF IIVA TRAINER IN VEDIC MATHS (20 hrs)** ✓ CHECK FOR DETERMINING PRIME NUMBERS ✓ FINDING UNITS DIGITS IN EXPONENTS ✓ COORDINATE GEOMETRY ✓ TIME & WORK ✓ FACTORIZATION OF CUBIC POLYNOMIALS ✓ MIXTURES & ALLEGATIONS ✓ MAGIC SQUARES OF ODD & EVEN NUMBERS ✓ PROFIT & LOSS ✓ AUXILIARY FRACTION- NO.ENDING WITH 9 ✓ AUXILIARY FRACTION- NO.ENDING WITH 8 ✓ AUXILIARY FRACTION- NO.ENDING WITH 7	25

		✓ AUXILIARY FRACTION- NO.ENDING WITH 6 ✓ AUXILIARY FRACTION- NO.ENDING WITH 1 ✓ MULTIPLICATION (3 ROWS GENERAL METHOD) ✓ MULTIPLICATION (3 ROWS BASE METHOD) ✓ CUBES ✓ CUBE ROOTS ✓ CUBE ROOT OF IMPERFECT CUBES ✓ CONVERSION OF KILOMETERS INTO MILES & KM/HR INTO M/SEC ✓ DIVISION BY 9 & 8 **Activities/Assignment (4hrs)** - Activity 32 - Activity 33 - Activity 34 - Activity 35	
4.	Reflect on and evaluate professional practice	**PC12-PC13** **IIVA PROFESSIONAL PRACTICE OF VEDIC MATHS (10hrs)** ✓ DIVISION BY 11 & 12 ✓ DIVISION BY 99 ✓ DIVISION BY NUMBER ABOVE BASE 100 ✓ DIVISION BASE METHOD BELOW BASE ✓ ANURUPYE SHUNYAMANYAT ✓ LCM & HCF OF FRACTIONS, PUTTING FRACTIONS IN ORDERS ✓ FINDING NUMBER OF ZEROS ✓ DIVISIBILITY BY 99, 999, 9999 ✓ DIVISIBILITY BY 199, 299.....999 ✓ DIVISIBILITY BY 101, 201, 301..... 901 **Activities/Assignment (4hrs)** - Activity 36 - Activity 37 - Activity 38 - Activity 39 **PC14.** **CONTINOUS IMPROVEMENT PROCESS (CIP) OF IIVA (4 hrs.)** -process of identifying the key areas of improvement - flow charts - Causes and effect diagram - Control charts **TRAINING ON QUALITY STANDARDS (5 hrs)** **FINAL LEVEL OF VEDIC MATHS TRAINING (2 hrs)** ✓ TIME AND DISTANCE ✓ COMPOUND INTEREST	25
		Total	**100**

MEP/N0103: Deliver competency based training			
	Elements	Pcs	Total Marks
1.	Organise and check Training facilities and aids	**PC1** **LOGISTICS ARRANGEMENTS FOR TRAINING:** 1. Pre training checklist 2. Joining instructions 3. Training materials prepared 4. Trainer materials (OHTs, CD-Roms, etc.) handouts, etc., training room &break rooms arrangements Comfort: temperature, air conditioning, light, 1. acoustics 2. Food & refreshments 3. Equipment: - Seating arrangements - Training equipment ✓ Video, screen ✓ Flipchart and pens ✓ Overhead projector ✓ Computer equipment 4. Participant's materials organized:Handouts, etc. 5. Computer ready (if using slides), OHP and OHTs ready 6. Maintenance of Hygiene factors: - White board with non toxic markers - Poster paper (either with a stand or with a sticky back) and non toxic markers SET UP Before Training - Ensure binders have appropriate participant materials for this session - Room Prep: ✓ Arrange tables and chairs in a U-shape so that everyone can see one another as well as the white board **PC2** **HEALTH AND SAFETY CHECKLIST FOR TRAINING ROOMS TO CARRY OUT A RISK ASSESSMENT OF THE LEARNING ENVIRONMENT:** 1. Movement around the classroom (slips and trips) 2. Work at height (falls) 3. Furniture and fixtures 4. Manual handling 5. Computers and similar equipment 6. Electrical equipment and services 7. Fire 8. Workplace (ventilation and heating)	20
2.	Conduct Training Session	**PC3 – PC10** **TRAINING & ASSESSMENT SYSTEM** **Needs of teacher trainer** 1. Understanding comparative educational systems 2. The education system 3. The teacher training system 4. Needs assessment 5. Adult learning 6. Andragogy vs. pedagogy 7. Personal learning styles 8. Motivation 9. Considerations in designing a training program 10. Defining program goals and objectives 11. Selecting topic areas 12. Designing learning activities	25

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AGGARWAL COLLEGE PRINCIPAL BALLABGARH

		13. Training rhythm and flow 14. Incorporating program evaluation 15. Analyzing training constraints 16. Training techniques : - Ice breaker - Brainstorming - Lectures - Demonstrations - Games/Simulations/Structured experiences: - Small groups - Role play - Fishbowl - Field trips - Interviews - Panels: - Case studies: - Critical incidents: - Peer training: - Attendance and record management system **COMPUTER TRAINING OF IIVA TRAINER** - Computers - An overview of computer and systems - MS Word - MS Excel - MS Power point - Internet	
3.	**Undertake formative assessment**	**PC11-PC13** **ASSESSMENT OF LEARNER'S LEARNING:**The need for evaluation; Guidelines for course evaluation; Course evaluation questionnaires; Trainer self-assessment questionnaire for use before the session; Trainer self-assessment questionnaire for use after the session 1. Assessment techniques 2. Choosing an assessment technique 3. Testing 4. Constructing a test 5. Administering a test 6. Scoring a test 7. Analysing test results 8. Implications for instruction 9. Self-assessment 10. Reviewing the educational process 11. Classroom observation/critiquing 12. Team teaching 13. Collaboration skills 14. Organization 15. Communication Skills 16. Feedback/critiquing 17. Working in groups	**20**
4	**Collect and review learner feedback**	**PC14 – PC18:** **DEVELOPMENT OF COURSE EVALUATION QUESTIONNAIRES** 1. Preparation of trainer self-assessment questionnaire for use before & after the session 2. Preparation of course evaluation/reaction questionnaire 3. Meaning of questionnaire, outcome evaluation, questionnaire analysis, etc. 4. Development of feedback form Training session on filling of document (soft and hard copy) as per the IIVA norms of learner confidentiality policy	**20**

5.	**Undertake post-training activities**	**PC19-PC21** **POST TRAINING ACTION PLAN** 1. Preparation of checklist of verification of training room equipments 2. Good Bye gestures 3. Explanation of Performance expectations to learners 4. Winding up of Training Material 5. Development of testimonial form 6. Deciding technology for support facilities	**15**
		Total	**100**

MEP/N0104: Support and Coach learners

	Elements	Pcs	Total Marks
1.	Identify needs of learners	**PC1-PC6** **IIVA TRAINING EVALUATION SESSIONS FOR LEARNERS: (7 hrs)** - Kirkpatrick Model of evaluation of training effectiveness - Activity on Kirkpatrick's Four-Level Training Evaluation Model - **Visual Confirmation** - **Social Ownership** - **Skill Assessments** - Formation of IIVA Training Evaluation Form 1. Self 2. Learners - Formation of IIVA Trainer's/Facilitator's Manual **TECHNICAL SESSION ON ENTREPRENEURSHIP (7 hrs):** 1. Who is an Entrepreneur? · Aspects · Meaning · Definition · Concept · Wage Employment & Entrepreneurship · Types · Characteristics · Functions 2. Who can become an Entrepreneur? · Why become an Entrepreneur? 3. What are the Qualities required to become an Entrepreneur? · How to become an Entrepreneur? 4. Entrepreneurship · Meaning · Definition · Concept · Characteristics · Five Core Elements of Entrepreneurship 5. Entrepreneurship in India : Journey since Independence · Vision for 2020 6. Indian Government in fostering Entrepreneurship · Initiatives & Schemes 7. Role of Ministry of Skill Development And Entrepreneurship 8. Abacus& Entrepreneurship 9. How to become an Entrepreneur by learning Abacus? **ACTIVITY 1: Level Testing on Training Skills (6hrs)** 1. Assessment of Training Skills: - Assessment I - Assessment II **ACTIVITY 2: Level Testing on Abacus Skills (5hrs)** - Evaluation Test I - Evaluation Test II - Evaluation Test III - Evaluation Test IV - Evaluation Test V	**25**

AGGARWAL COLLEGE PRINCIPAL BALLABGARH

5.	**Undertake post-training activities**	**PC19-PC21** **POST TRAINING ACTION PLAN** 1. Preparation of checklist of verification of training room equipments 2. Good Bye gestures 3. Explanation of Performance expectations to learners 4. Winding up of Training Material 5. Development of testimonial form 6. Deciding technology for support facilities	15
		Total	100

MEP/N0104: Support and Coach learners

	Elements	Pcs	Total Marks
1.	**Identify needs of learners**	**PC1-PC6** **IIVA TRAINING EVALUATION SESSIONS FOR LEARNERS: (7 hrs)** - Kirkpatrick Model of evaluation of training effectiveness - Activity on Kirkpatrick's Four-Level Training Evaluation Model - **Visual Confirmation** - **Social Ownership** - **Skill Assessments** - Formation of IIVA Training Evaluation Form 1. Self 2. Learners - Formation of IIVA Trainer's/Facilitator's Manual **TECHNICAL SESSION ON ENTREPRENEURSHIP (7 hrs):** 1. Who is an Entrepreneur? · Aspects · Meaning · Definition · Concept · Wage Employment & Entrepreneurship · Types · Characteristics · Functions 2. Who can become an Entrepreneur? · Why become an Entrepreneur? 3. What are the Qualities required to become an Entrepreneur? · How to become an Entrepreneur? 4. Entrepreneurship · Meaning · Definition · Concept · Characteristics · Five Core Elements of Entrepreneurship 5. Entrepreneurship in India : Journey since Independence · Vision for 2020 6. Indian Government in fostering Entrepreneurship · Initiatives & Schemes 7. Role of Ministry of Skill Development And Entrepreneurship 8. Abacus& Entrepreneurship 9. How to become an Entrepreneur by learning Abacus? **ACTIVITY 1: Level Testing on Training Skills (6hrs)** 1. Assessment of Training Skills: - Assessment I - Assessment II **ACTIVITY 2: Level Testing on Abacus Skills (5hrs)** - Evaluation Test I - Evaluation Test II - Evaluation Test III - Evaluation Test IV - Evaluation Test V	25

AGGARWAL COLLEGE PRINCIPAL BALLABGARH

General Terms & Conditions

- FIRST PARTY hereby offers this course to SECOND PARTY for the benefit of students only, there is no other intention behind this project.
- FIRST PARTY commits to provide best in class education and services
- FIRST PARTY will send MASTER TRAINER to deliver these courses in the college premises only at the stipulated time allotted by the college management.

NOTE: Both the parties are bound to maintain the quality in service and education. On the grounds of working, no compromises shall be dealt on any part. Both the parties have agreed to adhere to the services and mutual understanding till the entire tenure of the contract.

For
IIVA- Indian Institute of Vedic math and Abacus
(Registered under R.P. Skill and Education Development Trust)

SIGNED AND DELIVERED BY:

for R.P. Skill and Education Development Trust

05/09/2018

Name: Mr Puneet Ahuja

Designation: Director

Date: 05/09/2018

For
Aggarwal College Ballabgarh, Tigaon Road, Faridabad

SIGNED AND DELIVERED BY:

05/09/2018

PRINCIPAL
AGGARWAL COLLEGE
BALLABGARH (FBD)

Name: Dr. Krishna Kant

Designation: Principal

Date: 05/09/2018

Aggarwal College Ballabgarh

A Post Graduate Co-educational College
(Affiliated to M. D. University, Rohtak)
NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Course in Industry Recognized Personality Development Program & Spoken English Program (IRPDP-SEP)

GTPN Global Training & Placement Network
(An Industries & Institutes Interface Organization)

Regd. Office : Plot No. 2250,
BPTP Park, Faridabad (Haryana)
Mobile : 09811067677

Head Office : A 11/17, Janakpuri
Vikas Puri Crossing, Near Temple
New Delhi - 110058 Mob. : 09990099686
E-mail : gtpnindia@gmail.com

DETAILS OF CERTIFICATE COURSE IN INDUSTRY RECOGNISED PERSONALITY DEVELOPMENT PROGRAM & SPOKEN ENGLISH PROGRAM(IRPDP-SEP) ;

DURATION; 150 HOURS

TRAINING WILL BE IMPARTED IN THE FOLLOWING PATTERN;

VARIOUS PDP MODULES; 50 HOURS

VARIOUS ENGLISH GRAMMAR AND SPOKEN ENGLISH MODULES; 60 HOURS

VARIOUS PROJECTS; 20 HOURS

ASSESSMENT,GD,MOCK INTERVIEW,ACTUAL INTERVIEW BY INDUSTRIAL EXPERTS AND PRESENTATIONS; 20 HOURS.

MINIMUM NO. OF STUDENTS ; 300/200/180/160/150

THE TRAINING WILL BE PROVIDED IN THE FOUR BATCHES OF 75/60/50/40 STUDENTS EACH.

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AIMS AND PURPOSE;

The Aim of IR-PDP(Industry Recognized Personality Development Programme) is to cultivate the Spirit of Competitiveness among the students &Groom &Motivate them for;

1.Communication

2.Presentation

3.Positive Attitude

4Etiquettes

It is very necessary in Modern Era to be properly Developed as per International Standards.

OBJECTIVE & COURSE OUTCOME

The Objective of IR-PDP is to Enhance the Personality of Students along with Expertness in the following Fields;

1CV -Preparation

2.Interview

3.Group Discussions

4Extempore etc...

So that when they Step Out for Placements in the Corporate World They receive Offer Letters & Joining in the Companies of Repute.

BENEFITS & PROGRAM SPECIFIC OUTCOME

In The Period of 5-7 Months, This program will given & Out of all Aspects of Personality, Spoken Skills& Placements with Clarity of Thought in all Fields Which is Necessary to Succeed in the 21st Century.

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DURATION; 150 HOURS

EXAMINATION;

After the Completion of The Course, The Examination will be Conducted , It Will Carry 100 Marks -- It will be for Assessment Purpose and Records Only.

Written Test with Objective, 4Choice , Tick only Type--- 60 marks -- 1 Hour

GD. Interview &Presentation, ----- 40 Marks -- 5 minutes Per Candidate

TEACHING METHODOLOGY ADOPTED;

The Teaching Methodology will Consist of Presentation in Auditorium along with Class Room Sessions for Demonstrating Various Modes and Styles of Modern Types;

1 .Class Room Lectures

2.Power Point Presentation.

3Group Discussions

4.Assessment

5,Mock - Interview

6. Workshops

7 Seminars

8. Expert Talks ... Etc.....

LANGUAGE; The Teaching will be Bilingual.It will be a mix of English and Hindi

TRAINERS; The Trainers for The IR- PDP will be both from Corporate World and Academic Background, Having good Experience of The Similar Training.

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CERTIFICATE; On Training Completion, Certificate will be provides to all the students, After Final Examination of 100 Marks. It is Mandatory to Maintain at least 50% attendance in order to get Certificate.

COST; The Total Cost of This Training Program will be Rs. 2400/- Per Student. Payment will be made as Follows; +GST

1. On Approval Rs. 50,000/= as Advance
2. On Approval& Start Of The Programmes; 40% of the Total Amount
3. After completion of 50 hours ; 30% of the Total Amount
4. After Completion of Next 50 Hours; 15% of the Total Amount
5. After Final Assessment and Certificate ; Balance Payment(20% of the Total Amount - Rs. 50,000)

PLACEMENT OPPORTUNITIES FOR STUDENTS;

All the students registered in IRPDP&PEP WILL GET THE VARIOUS OPPORTUNITIES IN Companies of Repute. It will be for one year in their respective Choice of Field the have chosen to join or Area of Choice as per their Suitability. For this separate list will be prepared for students showing interest in the type of Companies they prefer to join. The process will be carried out in one year out of which 5/8 months will be for commencement of the program.

Once the MOU is signed and 50% payment is released GTPN will start the work with in two weeks.

Course details are attached with this MOU.

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PARTY B

AUTHORISED SIGNATORY

01/08/2018

DR. KRISHAN KANT GUPTA

PRINCIPAL

AGGARWAL COLLEGE BALLABGARH , HARYANA

PRINCIPAL
AGGARWAL COLLEGE
BALLABGARH (FBD)

PARTY A

AUTHORISED SIGNATORY

Global Training And Placement Network
Authorised Signatory

01/08/2018

DINESH KAPOOR

DIRECTOR

GTPN

GTPN Global Training & Placement Network
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SYLLABUS FOR INDUSTRY RECOGNISED PDP & PEP PROGRAM; TOTAL 50 HOURS.

1. BUSINESS ENGLISH;

Abbreviations, Vocabulary-confusing words, Sentences, Asking the way, Questions and Answers, Useful Phrases, At the Hotel, Receptionist ,My Hobbies and Interests, At Weekends, Meeting People, Greetings Asking, Introducing, Various wishes,Thanks,Offers,BlessYou,OnthePhone,AttheRestaurant,TheGuestUsefulSentense sfor Role Plays, Travelling, In the Supermarket. Talk to an English Speaking Guest. Creative Writing.

2. COMMUNICATION SKILLS;

Effective Communication Skills, Definition of Communication, Communication means .Types of Communication, Communication Means, Types of Communication, Verbal Communication Skills, Interesting Tips to Improve the way of Communication, Communication Process, Go Deep, Clarity of Thought. Art of Listening, Respectful Assertion, Conflict Resolution, Non Verbal Communication Skills, Factors of Communication, Proteomics, Body-Language, Paralanguage. Methods of Communication, Components of Communication. Speech Techniques, Listening Skills. Different Kinds of Listening How to be a Good Listener.

Barriers to Communication, Barrier Control, Choosing Questions For different Responses. Types of Questions, Open/Closed/Follow Up/Feedback/Fact-finding. Effective Communication Fundamentals. Tips for Effective Communication. Ten Tips for Good Interpersonal Skills. Types of Communication, List of Communication Skills. Communication-Barriers, Tips to be a Good Communicator.

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3. PERSONALITY DEVELOPMENT;

Positive Thinking, the Power of Positive Attitude. Positive Attitude - Few Tips. Emotions Controlled,Planning,Attention,Will-Power,Reading,Discipline,Punctuality,Honesty,Self-Confidence.Role of Smile in Personality Development, Action Steps to be a Winner.

How to Tune Your Mind to Stay Positive Forever,

4. PRESENTATION SKILLS;

Extempore, Introduction, ,Begin and Ending The Delivery ,Eyes, Voice, Expression,Appearance,Stance,Speech Techniques, Presentation Skills, 10 Techniques to become a Great Speaker. Conclusion, Examples, Habit of Reading.

5. GROUP DISCUSSION;

Dos and Donts.Gaurd/Encourage Others, Group Discussion Tips, Top 15 Topics for Group Discussions.

6. BODY - LANGUAGE;

The Eye Contact, the Gesture, the Presence, the Movement and the Space. On -Verbal Communication, the Language of Nervousness, The Language of Arrogance, The Language of Confidence, Talk to Them, Conscious an dun Conscious BodyLanguage, Body Language Rules. Important Elements of Body Language.Eyes, Posture,, Dress Code,Etc.

7. THE ART OF SOCIAL CONVERSATIONS;

Keep it going? Ask Open Minded Questions. Body -Language, Getting-Away.

8 APTITUDE GUIDELINES;

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Aptitude, Career Aptitude Tests Encounter an Career Aptitude Test., How Your Answers are Analyzed .Aptitude Test Basics; Logical Reasoning, English ,General Intelligence, Understanding, Computer Skills, Subjective Types, Structure Types.

9.TELEPHONE ETIQUETTE;

Effective Telephone Communication .Telephone Etiquette Excellence .Hello, Professional Image Over The Telephone, Putting The Caller on Hold. Closing, Merits Of a Telephone, Problems , Body Language, Telephone Rules, Lead Generation, Steps od Scripting .CARE-- Connected. Attentive, Responsible and Enthusiastic .Key Points, Important Fetures of a Telephonic Call, Tools to be Successful, Bridging Phrases .Golden Rules for Telephone. Cellphone Etiquette

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PERSONALITY DEVELOPMENT PROGRAMME; SYLLABUS;

10. BUSINESS ETIQUETTE;

Introduction, who is First, Background Info. Tip, Introduction At Business Function, Tip, Introducing Yourself ,Tip, Responding To Introductions, Tip, Greetings, Standing, Meeting Visitors in the Office, Shaking Hands, The Proper shake, Tip, The Name Game. Tip, How to behave with Superiors. Office Etiquettes.

11. CUSTOMER ETIQUETTES;

Customer Relationship Skills, Tips, Find out What They Want, Customer Needs, Customer Care, Bad Mood ; Do not pass it to your Customers. Other Bad Mood Remedies. Handling Difficult Customers, Top Ten Customers Service Skills, Ten Valued Customers Valued Skills,

12. INTERVIEW TECHNIQUES;

First Impression is the Best Impression, The Group Interview, The Panel Interview, The Telephonic Interview, The Stress Interview, The Screening Interview, The Informational Interview, The Directive Style,TheMeandering Style, The Behavioral Interview, The Audition, The Tag Team Interview

13.TIME MANAGEMENT;

Balancing the Work and Family. Time Management Principles. Identifying time Loss. Urgency and The Importance, The Effective Decision Making, Setting The Goals, Defining The Objective, Time Saving Techniques-Dealing With the Interruptions., Knowing When to Delegate, Delegating Effectively, Managing The Incoming Calls, Managing The Outbound Calls, Organizing The Workspace, Practical Time Planning, Understanding The Overload ,Negotiating The Workload, Planning The Day, The Critical Path Analysis, The Effective Resource Planning, Eliminating The Time Wasters, Maximizing The Productivity, Preparing To Do list, Use of The To Do List,

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14. STRESS MANAGEMENT;

What IS Stress, Types OF Stress. Causes Of Stress, Family/Society/Environment/Personal/ Physiological- Anxiety, Irritability, Moodiness, Depression, Difficulty in Concentrating, Anger, Highlighting of Defense Mechanism. Managing Stress, Identifying What Can Be Changed, Ways to Build Skills to Cope With Changes Are To; Mind Yours Emotional Reserves, Therapies and Beyond, Positive Thinking

TOTAL; 50 HOURS.

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SYLLABUS FOR ENGLISH GRAMMER; 35 HOURS &PROJECT 10 HOURS.:

MODULE 1; 5 HOURS

Nouns, Pronouns, Adjectives, Verbs, Adverbs, Auxiliary Verbs

MODULE.2.; 10 HOURS

Auxiliary Verbs, Modals. Conjunctions, Modal Auxiliary, Gerund ,Prepositions Question Tags, Articles Interjections.,

MODULE3,,;10 HOURS

Tenses, Phrases, Idioms ,Determiners, Subject And Predicate, Phrases And Clauses, Parts of Speech,

Reported Speech, Quantifiers, Had Better,

MODULE 4 ;10 HOURS

Active And Passive Voice, Conditional Clauses ,Mixed Conditionals, Pronunciation, Vocabulary, Direct Indirect Speech, Letter Writing,

MODULE 5,: PROJECT 10 HOURS

Phone Talk, Casual Talk,, Shopping In Market,, Family Function,, Politeness And Etiquettes, Comprehension

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SYLLABUS FOR SPOKEN ENGLISH; 25 HOURS AND PROJECT !0 HOURS;

MODULE 1; 5 HOURS

Dialogue, Convention, Most Common Grammatical Mistakes, Most Common Incorrectly Used Words

Introduction, Grammar Expression,

MODULE 2,;10 HOURS

Salutation words, Grammatical Test, Institutional learning ,Individual Learning ,Asking Questions, Asking Question Answers,

MODULE 3,10 HOURS

Grammatical Test, Tense Preparation And Auxiliary Verbs, Speaking Tongue Twisters, Pronunciation Tips And Rules, Dialogues And Conversations

MODULE 4.;

PROJECTS; 10 HOURS

Impressions Of Speaking Power

Facts Of Speaking Communications

Make Hand Paper Slips

Miscellaneous Sentences

Add-on Courses

SCHEME OF EXAMINATIONFOR **ADD ON COURSES IN COMMERCE**

NAME OF THE COURSE**: CERTIFICATE COURSE IN ACCOUNTING ON COMPUTERS (CCAC)**

TO BE TAUGHT AT THE LEVEL OF B.COM I YEAR

SCHEME OF EXAMINATIONS

PAPER CODE	PAPER	NOMNCLATURE OF THE PAPER	T	P
CCAC 1.1	PAPER-I	FINANCIAL ACCOUNTING IN BUSINESS	50	---
CCAC 1.2	PAPER-II	COMPUTER FOUNDATIONS	50	---
CCAC 1.3	PAPER-III	ELECTRONIC ACCOUNTING	---	100
CCAC 1.4	PAPER-IV	COMPUTER APPLICATIONS	---	100

NAME OF THE COURSE: DIPLOMA COURSE IN ACCOUNTING ON COMPUTERS (DCAC)

TO BE TAUGHT AT THE LEVEL OF B.COM II YEAR

SCHEME OF EXAMINATIONS

PAPER CODE	PAPER	NOMNCLATURE OF THE PAPER	T	P
DCAC 2.1	PAPER-I	CORPORATE AND INDUSTRIAL LAW FOUNDATIONS	100	---
DCAC 2.2	PAPER-II	COMPUTER APPLICATIONS IN ACCOUNTING	100	---
DCAC 2.3	PAPER-III	STATUTORY LAWS COMPLIANCE	---	100
DCAC 2.4	PAPER-IV	BUSINESS PROJECT	VIVA VOCE=100	

NAME OF THE COURSE: ADVANCE DIPLOMA IN ACCOUNTING ON COMPUTERS (ADAC)

TO BE TAUGHT AT THE LEVEL OF B.COM III YEAR

SCHEME OF EXAMINATIONS

PAPER CODE	PAPER	NOMNCLATURE OF THE PAPER	T	P
ADAC 3.1	PAPER-I	TAXATION,MANAGEMENTANDCOST ACCOUNTING INTERFACE	100	---
ADAC 3.2	PAPER-II	STATUTORY COMPLIANCE OF TAX LAWS	---	100
ADAC 3.3	PAPER-III	MANAGEMENT AND COST ACCOUNTING ON COMPUTERS	---	100
ADAC 3.4	PAPER-IV	BUSINESS PROJECT	VIVA VOCE=100	

DETAILED SYLLABUSES

DIPLOMA COURSE IN ACCOUNTING ON COMPUTER (DCAC)

DCAC 2.1

CORPORATE AND INDUSTRIAL LAW FOUNDATIONS

Max Marks 100

Time: 3 hours

Objective: To provide exposure to the students regarding statutory procedures relatedto business environment.

Course Inputs

1. Detail knowledge of Corporate Law, Registrar of Companies (ROC) matters; Ministry of Company Affairs Requirements

2. Banking fundamentals which include banking procedures, instrumentation, interest calculation, usage of plastic money, internet banking, Phone banking, Debit Card & Credit Card ; Project Financing-Understand financial projections and project preparation

3. Basics of legal documentation required for any type of Contract or Deed

4. Introduction of Employees State Insurance Corporation (ESIC) law, Rules for Contributors

5. Introduction of Employees Provident Fund (EPF) Provisions ; Gratuity Act and Bonus Act

Note: Examiner will give nine questions out of which a candidate has to attempt five questions. First question will be compulsory and will contain six parts of three marks each and out of remaining eight questions, any four questions can be attempted. All questions will be of equal marks(18 marks each)

DCAC 2.2

COMPUTER APPLICATION IN ACCOUNTING

Practical Examination: 100 Marks

Time: Three Hours

Objective: To make students expert in all applications of computers in general andaccounting in particular.

Course Inputs

4. MS-Word & MS-Excel- Complete knowledge of working on MS Word and Excel Worksheet , creating Macros, opening Non-Excel files in Excel, Import of Excel data sheet and attaching spreadsheets in MS Word, Using Help Topics available on computer,
5. Data Bases- Data Base Basics, working with Forms, Reports and Macros
6. Financial Analysis Tools - Cash Flow/Fund Flow analysis, Ratio Analysis, Frequently used Checks/ Validation of Inputs
7. Financial Reports- Financial Statement Analysis and Presentation the data through reports (i.e. horizontal analysis, vertical analysis and comparative periods)
8. Introduction to www, Search engines, Web Browsers, Netscape Navigator, e-commerce (web commerce), E-marketplace, Advertising and online marketing, Purchase online, electronic payment systems, types of Electronic Payments, useful job hunting sites
9. Security features in MS Word and MS Excel- Protection of Documents, Password for Documents and Worksheets, Checking for viruses in Macros

DCAC 2.3

STATUTORY LAWS COMPLIANCE

Practical Examination :100 Marks

Time: Three Hours

Objective: To make students competent by providing knowledge on the AppliedStatutory aspects in the Business Operations.

Course Inputs

1. Corporate Law- e- preparation of necessary Registers & Forms with special emphasis on the preparation of Returns, Documents and other matters related with ROC (Registrar of Company) as well as working on MCA 21 (Ministry of Company Affairs website)

2. Practical knowledge of working capital financing , Loan Project preparation

3. Legal documentation- Drafting of Deeds, agreements etc

4. Use of Payroll software for salary computation and HR management

5. Employees State Insurance Corporation (ESIC)- Online Uploading of ESIC Contributory Details of Workers (www.esic.in)Preparation and maintenance of Form -6 (Employee register regulation 32) Register, generation of TICs for the employees and generation of Challans

DCAC 2.4 **BUSINESS PROJECT**

Examiner will give two practical questions (out of real business project) from with in

the syllabus of above three papers of 30 marks each	60 Marks
Project file based on field work or practical training	: 20 marks
Viva Voce	: 20 marks

ADVANCED DIPLOMA IN ACCOUNTING ON COMPUTERS (ADAC)

ADAC 3.1

TAXATION AND MANAGEMENT & COST ACCOUNTING PREFACE

Max Marks 100

Time: 3 Hours

Overall objective: To introduce the basic norms and procedures of Taxation and

Management & Cost Accounting useful in practical functioning of business operations

Course Inputs

1. Income Heads under Income Tax Act, Classification of Assesses, Deductions and Exemptions, Computation of Taxable Income and Tax, Advance Tax

2. Basic concepts of Service Tax, Taxable Services under Service Tax Act

3. Comprehend VAT- basic concept, Registration, Rules and Procedures, Penalties & Prosecution

4. Management Information System- Accounting technique and reports

5. Cost Accounting System- elements of cost, classification , cost sheet, cost centres, cost accounting methods and techniques

6. Introduction of Inventory Records, Cycle of Material Movement and Supporting Documents at each stage, Methods of Inventory Valuation

Note: Examiner will give nine questions out of which a candidate has to attempt five questions. First question will be compulsory and will contain six parts of three marks each and out of remaining eight questions, any four

questions can be attempted. All questions will be of equal marks (18 marks each)

ADAC 3.2

APPLIED STATUTORY COMPLIANCE OF TAX LAWS

Practical Examination: 100 Marks

Time: Three Hours

Objective: To acquaint students with the use of computers in the norms and statutory procedures related with Taxation in Business Environment

Course Inputs

1. Working knowledge of Income Tax Act- Computation of Income Tax and Advance Tax; TDS/ TCS, PAN and TAN Application; ITR Forms (Income Tax Return Forms), Income Tax Challan ;TDS Certificates and Returns; e filing of IT Return

2. Practical Knowledge of Service Tax- e filling and filing of Service Tax Returns, Forms and Remittance Challans

3. Value Added Tax (VAT)- Registration Form; VAT Remittance; VAT Return; Annexures

4. Import & Export Documentation, Letter of Credit, Bill of Lading

5. Report Generation- Financial Reports; Balance Sheet; Profit and Loss Account; Statement of Accounts; Outstanding; Inventory Reports; Statement of Inventory; Statutory Reports; VAT Reports; TDS Reports; Service Tax Reports

ADAC 3.3

MANAGEMENT AND COST ACCOUNTING ON COMPUTERS

Practical Examination: 100 Marks

Time: Three Hours

Objective- To provide exposure to the use of computer software in the area of Management and Cost Accounting

Course Inputs

1. Use of various software packages (preferably Tally) to obtain different management accounting outputs for the following:
   Fund Flow
   Statement Ratio
   Analysis

   Budget and Budget variances

2. With the help of software, obtain different outputs for the following: Analysis of cost-cost centre wise
   Analysis of cost- cost elements wise Allocation of overheads

   Apportionment of overheads Preparation of cost sheet

   Variable and fixed costs- BEP, P/V analysis Standard cost and variance analysis

   Differential cost

3. Inventory & Stores Electronic Accounts- Stock Classification and Stock Level, Bill and Challan of Material , Inventory Valuation

4. Inventory Control and Stock Audit

ADAC 3.4 BUSINESS PROJECT

Examiner will give two practical questions (out of real business project) from with in

the syllabus of above three papers of 30 marks each	60 Marks
Project file based on field work or practical training	: 20 marks
Viva Voce	: 20 marks

CERTIFICATE COURSE IN SPOKEN ENGLISH
COMMUNICATIVE / FUNCTIONAL ENGLISH

Scheme of Examination

	M. Marks
Paper-I (Theory)	**100**
Paper-II (Theory)	**100**
Paper-III (Practical)	**100 (75+25)**

Spoken/ Communication Functional English

Paper-I
M.Marks: 100
Time: 3 Hrs

Unit-I 55 Marks

1. Organs of speech and speech Mechanism
2. Basic concepts: Phoneme, Vowel, Consonants, Syllable, Syllable structure
3. Classification of Speech Sounds.
4. Brief three term label/description of R.P.Sounds
5. Word stress, Rules for Placement of primary stress.
6. Marking primary stress in Polysyllabic words
7. Transcription of common words. (in IPA symbols)
8. Problems of Indian speakers of English and ways of improving spoken English.

Questions would be set so as to cover all the items. There would be adequate choice. The different listed items would have marks as given below:

Question from item 1 and 2	15 marks
Items 3 and 4	15 marks
Items 5 and 6	10 marks
Item 7	7 marks
Item 8	8 marks

Unit-II 45 Marks

1. Preparing curriculum vitae to suit the requirement of job in different areas
2. Formal Applications for a job
3. Writing one's own profile in response to an advertisement asking for candidates with special skills.

Paper-II
M.Marks: 100
Time: 3 Hrs

Unit-I 50 Marks

1. Vocabulary-Gender, Number, Synonyms, Antonyms, one word for many, proverbs, phrases, idioms
2. Change of Narration, change of voice
3. Use of words as Nouns and verbs.
4. Conditional sentences.
5. Tag questions, Appended questions.
6. The use of courtesy words like 'Please' and 'Thank you'.
7. Greetings and solutions.

(Questions with adequate choice carrying 50 marks)

Unit-II 50 Marks

1. Hindi equivalents of technical/administrative/legal/literary terms in English. 10
2. Hindi equivalents of proverbs/phrases/idiomatic expressions of general use in English 10
3. English equivalents of proverbs/phrases/idiomatic expressions of general use in Hindi 10
4. Translation of a brief passage from Hindi to English 10
5. Translation of a brief passage from English to Hindi 10

Paper-III
M.Marks: 100
(75+25)
Time: 3 Hrs

Unit-I 75 Marks

The Project would comprise two components:-

1. A 1000 word presentation in a systematic, argumentative manner in formal English on a topic of current social/cultural/administrative/academic nature. The course-instructor would suggest four/five topics for this purpose. The examiner, while evaluating the presentation, would ask the candidate questions on the candidate's presentation. 40 marks
2. A 400/500 dialogue between two persons on any personal domestic issue using informal language in a general, casual manner. 35 marks

During the Vive Voce exam, questions pertaining to the project may all be asked.
Viva Voce 25 marks

The exam. would test the following:

1. Speaking extempore on some topic of general interest.
2. Reading fluently in a correct manner.
3. Participating in a group discussion.
4. Conversation with a friend/stranger in a likely situation.
5. Consulting a dictionary to find the pronunciation stress pattern and use of word.

MAHARSHI DAYANAND UNIVERSITY ROHTAK
SYLLABUS OF WEB DESIGNING AND OFFICE AUTOMATION

(Ist Year) Certificate Course in Web Designing and Office Automation
Paper-I Internet Technologies (Paper Code: WDOA-101)

Max. Marks: 100
Time: 3 hrs.

1. Introduction to Internet: Definition and Evolution of Internet, Hardware and Software requirements of Internet, Working of Internet, Major Features of Internet, Accessing the Internet, Search Engines, Major Application Areas of Internet.

2. Introduction to Internet protocols: Concepts of TCP/IP Interney addressing, How to get into Internet, Modem, Browsers and Internet Service Provisions.

3. Internet Services: File Transfer protocol, Opening a Connection with a FTP Server, Transfer Files to My Computer, Remote Login, bulletin Boards and News Groups.

4. E-Mail: Objectives of e-mail, Logging into an E-Mail Attachments of e-mail, User names and Passwords, Internet Chatting, surfing through the Internet.

5. World Wide Web: World Wide Web (WWW)- Domain Software, The Client side and the Server Side, Creating and Locating Information on the Web Search Engines, URL's.

Suggested Readings:

1. Essentials of Computer & Network Technology by Dr. Nasib Singh gill, Khanna Publication.
2. Application of information Technology in Business by Dr. Rajender Singh Chhillar, Ramesh Publisher, Jaipur
3. Internet & WWW- How to program by H.M. Daital, P.J. Daietal, T.R.Nieto, PHI
4. Any other book(s) covering syllabi in more depth.

Note: The Examiner will set 8 questions in all the candidates will have to attempt any five Questions. All questions will carry equal marks.

Paper-II PC Software (Paper Code: WDOA-102)
Max. Marks: 100
Time: 3 hrs.

1. **Introduction to Windows:** Windows Fundamental Features of Windows, Types of Windows and Elements of Windows, Customizing Windows, windows working in windows, working with files and folders, Icons, recycle Bin, control Panel, Windows Explorer.

2. **MS-Word**: Introduction to MS-Word, standard Toolbar Word Warp, Text formatting, Formatting paragraphs, Applying effects to text Applying animation to text.

3. **MS-Excel**: Introduction to MS-Excel, working with toolbars, Formatting Formulas, Data management, Graphics and Chart, Macros and other Additional functions.

4. **MS-Power Point**: Introduction, Power Point Slide, Creating a Slide –Show, Adding Graphics, Formatting, Customizing and printing slides.

5. **Ms-Access**: Introduction, Understanding database, creating database and tables through Wizard.

Suggested Readings:

1. Application of Information Technology in Business by Dr. Rajender Singh Chhillar, Ramesh Publisher, Jaipur
2. PC Software for Windows Made Simple by R.K.Taxali, Tata McGraw Hill.
3. Learning MS-Office 2000 by R.Bangia, Khanna Book Publishing Company.
4. Any other book(s) covering syllabi in more depth.

Note: The Examiner will set 8 questions in all. The candidates will have to attempt any five Questions. All questions will carry equal marks.

Paper-III Computer Practical-I (Paper Code: WDOA-103)
Max. Marks: 100
Time: 3 hrs.

Computer practical will be based on the syllabi of Paper Code : WDOA-101 and Paper Code: WDOA-102.

Lab: Working knowledge of Internet Services, MS Word, MS-Excel, MS-Power Point, MS- Access.

Note: Computer practical will be taken by an external examiner, appointed by the University.

CERTIFICATE COURSE IN COMPUTER HARDWARE AND MAINTENANCE

FROM THE SESSION 2015-16

(ADD-ON COURSE)

ELIGIBILITY FOR CERTIFICATE COURSE

Students at the under graduate level from Science Stream can opt for Certificate course.

Student can take Add-on Course only during graduation.

WORK LOAD & DISTRIBUTION OF MARKS

6. There will two theory papers of 100 marks each and one practical paper of 100 marks.
7. Each paper shall have 100 marks and out of 100 marks theory paper shall consist of 80 marks and internal assessment shall be 20 marks based upon Class participation, Attendance and assignments.
8. Practical marks will be on the basis of practical file and practical Exam and Viva Voce.
9. There shall be 6 lectures per subject per week.

Instructions for paper setters.

Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 8 parts (short-answer type questions) covering the entire syllabus and will carry 16 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 16 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Paper Code	Name	Max. Marks
CCHM-101	Analog System	100
CCHM-102	Computer Hardware	100
CCHM-103	Computer Practical-1	100

CERTIFICATE COURSE IN COMPUTER HARDWARE AND MAINTENANCE

CCHM-101: Analog System

External Marks: 80

Internal Marks: 20

Time: 3 hours

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consistof total 8 parts (Short-answer type questions) covering the entire syllabus and will carry 16 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 16 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: This paper is aimed at providing students with a comprehensive understandingof the basic components used in the basic assembly and their functions.

Unit-I: Soldering: Step for soldering, Resistor and Resistor Connection, Precautions while using/Soldering Components, Current and Voltage, Ohm‘s Law, Voltage rise and Voltage drop.

Unit-II: Power, Bridge Circuit: Inductor & Capacitor, RC Time Constant, ACFundamentals.

Unit-III: Rectifiers and Amplifiers: Half wave and Full wave rectifier, ZenerDiode, Transistor & Transistor Testing, Transistor Amplifier, Operational Amplifier.

Unit-IV: Junction PET Characteristics: LED Characteristics, PhotoTransistor Characteristics.

Suggested Readings

10. Modern Digital Electronics by R.P. Jain, Tata McGraw Hill

11. Integrated Electronics by Jacob Millman & Christas C. Halkias, Tata McGraw Hill

12. Electronic Device and Circuits-An introduction by Allen Mottershead, PHI

13. Electronic Devices and Circuits by J.B. Gupta, S.K. Kataria and Sons, Delhi

14. Any other book (s) covering syllabi in more depth

CCHM-102: Computer Hardware

External Marks: 80

Internal Marks: 20

Time: 3 hours

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consistof total 8 parts (Short-answer type questions) covering the entire syllabus and will carry 16 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 16 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: This paper is aimed at providing students with a comprehensive understanding ofthe basic hardware in the computer and other devices

Unit-I: Basic Terminology of Computer: - Computer Fundamentals, Operating Systems,Application Software, GUI and CUI, Overview of some Application software

Unit –II: Basic Computer Hardware: - Different Hardware devices, Input Devices,Processing Devices, Output Devices, Working of input and output devices, Assembling.

Unit – III: Installation:-Installation of Operating Systems like Windows 7,Windows 8 etc.,Installation of Several Application Software like MS- office, Introduction to Viruses: Virus definitions, Virus Detection, Prevention and, Antivirus Utilities, Study of antivirus Programmes, Installation of Various Devices and Drivers, Updating and Upgrading of System.

Unit- IV: Troubleshooting:- Maintenance of Computer, Problem Finding and Diagnosing it.

Precautions for smooth working of Computer

Suggested Readings:

6. Schaums Teach Yourself The Internet in 24 Hours by Net Shell, Tata Mc Graw Hill

7. Windows 98 by Michael Miller, Que Publications
8. Computer Fundamental by Bhanu Pratap, Cyber Tech Publications.
9. Computer Fundamental 3/e by P.K. Sinha, Prit Sinha, BPB Publication.

10. Computer Viruses by David Harley, Robert State, I.E. Gattika Dream Teach Publications.

11. Any other book(s) covering syllabi in more depth.

CCHM-103: Computer Practical-1

Max. Marks: 100

The students will prepare practical File and the computer practical will be based on the syllabi of Paper Code CCHM-101 and CCHM-102. The Practical exam and Viva Voce will be conducted by external examiner.

Paper-II

Computer Applications (Paper Code: HM -102)

Max. Marks:100

Time: 3hrs

7. **Introduction to DOS:** Data processing, DOS (Internal & ExternalCommands, Batch files, Using the screen editor, Printing images, ASCII Files, Communicating with other devices, parallel vs Serial communication: Optimizing DOS, CONFIG SYS & AUTOEXE BAT FILES, Freeing up memory at boot time, Managing Extended and Expanded memory, RAM disk, Disk Caching, Defragmentation, Creating a bootable floppy.

8. **Windows :** Preparing to install Windows, creating a bootable disk,

   Installing a printer, Installation of Windows'98 Windows'XP and Windows'NT, Configuring the Task bar, Start button, Display, font, Memory, disks, Devices & Control Panel.

9. **Multimedia :** MIDI (Musical Instrument digital Interface), DataCompression, JPEG & MPEG Standards, Configuring the speakers, Troubleshooting, Attaching Sound Cards, Audio & Video Sound card, CD-ROM.

10. Introduction to Viruses: Virus definitions, Virus Detection, Prevention and, Antivirus Utilities, Study of antivirus Programmes.

Suggested Readings :

6. Schaums Teach Yourself The Internet in 24 Hours by Net Shell, Tata Mc Graw Hill
7. Windows 98 by Michael Miller, Que Publications
8. Computer Fundamental by Bhanu Pratap, Cyber Tech Publications.
10. Computer Fundamental 3/e by P.K. Sinha, Prit Sinha, BPB Publication.
11. Computer Viruses by David Harley, Robert State, I.E. Gattika Dream Teach Publications.
12. Any other book(s) covering syllabi in more depth.

Note: The examiner will set 8 question in all. The candidate will have attempt any five question. All questions were carry equal marks.

CERTIFICATE COURSE IN ACCOUNTANCY AND TAX PROCEDURE

(ADD-ON COURSE)

From the Session 2014-15

ELIGIBILITY FOR CERTIFICATE COURSE

Students at the under graduate level from Commerce Stream can opt for Certificate course.

Student can take Add-on Course only during graduation.

WORK LOAD & DISTRIBUTION OF MARKS

10. There will two theory papers of 100 marks each and one practical paper of 100 marks.

11. Each paper shall have 100 marks and out of 100 marks theory paper shall consist of 80 marks and internal assessment shall be 20 marks based uponClass participation, Attendance and assignments.

12. Practical marks will be on the basis of practical exam and Viva Voce.

13. There shall be 6 lectures per subject per week.

Instructions for paper setters.

Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 8 parts (short-answer type questions) covering the entire syllabus and will carry 16 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 16 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Paper Code	Name	External	Internal	Max. Marks

		Marks	**Marks**	
CATP-101	Accountancy	80	20	100
CATP-102	Taxation Law	80	20	100
CATP-103	Practical-I(Computerized Accounting & Taxation)	100		100

Certificate Course in Accountancy and Tax Procedure

CATP-101: Accountancy

External Marks: 80

Internal Marks: 20

Time: 3 hours

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 8 parts (Short-answer type questions) covering the entire syllabus and will carry 16 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 16 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: This paper is aimed at providing students with a comprehensive understanding of the theoretical and applied aspects of Accountancy.

Unit I: **Fundamentals of Accounting: -** Meaning and Scope of Accounting, Basic Accounting Terms, Accounting Principles, Double Entry System, Accounting Rules, Accountancy and Technology

Unit II: **Various Financial Reports: -** Working with journal, Ledger, Trial Balance, Profit and Loss Account, Balance Sheet and Different Financial Statements

Unit III: **Inventory: -** Statement of Inventory, Outstanding Inventory, Comparing of Inward and Outward of Inventory, Inventory Report.

Unit IV: **Reporting and Analyzing Equity:-**What is Equity, Types of Stock (Common

Stock, Preferred Stock, Treasury Stock), Dividends, Retained Earnings

Suggested Readings:

15. Anthony, R.N. and J.S. Reece. Accounting Principles. Richard D. Irwin, Inc.

16. Monga, J.R. Financial Accounting: Concepts and Applications. Mayoor Paper Backs, New Delhi.

17. Shukla, M.C., T.S. Grewal and S.C.Gupta. Advanced Accounts. Vol.-I. S. Chand & Co., New Delhi.

18. Maheshwari, S.N. and. S. K. Maheshwari. Financial Accounting. Vikas Publishing House, New Delhi.

19. Sehgal, Ashok, and Deepak Sehgal. Advanced Accounting. Part -I. Taxmann Applied Services, New Delhi.

20. Tulsian, P.C. Advanced Accounting. Tata McGraw Hill, New Delhi.

12. Jain, S.P. and K.L. Narang. Financial Accounting. Kalyani Publishers, New Delhi.
13. Gupta, Nirmal. Financial Accounting. SahityaBhawan, Agra.

14. Compendium of Statements and Standards of Accounting. The Institute of Chartered Accountants of India, New Delhi.

15. Elliott, Barryand Jamie Elliott. Financial Reporting and Analysis. Prentice Hall International.

16. Rathore, Shirin. International Accounting. Prentice Hall of India.

CATP-102: Taxation Law

External Marks: 80

Internal Marks: 20

Time: 3 hours

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 8 parts (Short-answer type questions) covering the entire syllabus and will carry 16 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 16 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: This paper is aimed at providing students with a comprehensive understanding of thetheoretical and applied aspects of Taxation.

Unit I: Application of Income Tax Law:- Income Tax-Definitions, Basis of Charge(Residential Status), Incidence of Tax, Exempted Incomes, Computation of Income from Salaries, Income from House Property, Incomes from Business and Profession Including Depreciation , Capital Gains and Income from Other Sources**(Only application part will bediscussed in this unit)**

Unit II: Deductions and Computation: - Deemed Incomes and Clubbing of Incomes, SetOff and Carry Forward of Losses, Deductions out of Gross Total Income, Computation of Total Income of Individuals, Hindu Undivided Families (H.U.F.), Partnership Firms and Association Of Persons (A.O.P.)

Unit III: **Filling of Prescribed Forms: -**Income Tax Return Forms**,** Income Tax Challan,

TDS Certificates and Returns, TDS/TCS, PAN and TAN Application

Unit IV: **Refund and Appeal: -** Recovery and Refund of Tax, Appeals and Revision, E-

Filing of Income Tax Return

Suggested readings:

11. Singhania, Vinod K. and Monica Singhania. Students Guide to Income Tax. Taxmann Publications Pvt. Ltd., New Delhi.

12. Ahuja, Girish and Ravi Gupta. Systematic Approach to Income Tax. Bharat Law House, Delhi.

13. Chandra, Mahesh., S.P. Goyal and D.C. Shukla. Income Tax Law and Practice. PragatiPrakashan, Delhi.

14. Pagare, Dinkar. Law and Practice of Income Tax. Sultan Chand and Sons, New Delhi.

15. Mehrotra, H.C. Income Tax Law. SahityaBhawan, Agra.

16. Lal, B.B. Income Tax Law and Practice. Konark Publications, New Delhi.

17. Singhania, Vinod K. and KapilSinghania. Tax Computation on CD. Taxmann Publications Pvt. Ltd., New Delhi.

CATP- 103:Practical-I (Computerized Accounting and Taxation)

Max Marks 100

The students will prepare practical File and the practical will be based on the syllabi of Paper Code CATP-101 and CATP-102 using latest version of Tally. The Practical exam and Viva Voce will be conducted by external examiner.

CERTIFICATE COURSE IN RETAIL MARKETING (ADD-ON COURSE)

From the Session 2014-15

ELIGIBILITYFOR CERTIFICATE COURSE

Students at the under graduate level from Arts Stream can opt for Certificate course. Student can take Add-on Course only during graduation.

WORK LOAD & DISTRIBUTION OF MARKS

14. There will two theory papers of 100 marks each and one Project Reportof 100 marks.

15. Each paper shall have 100 marks and out of 100 marks theory paper shall consist of 80 marks and internal assessment shall be 20 marks based uponClassparticipation, Attendance and assignments.

16. Marks for the Project Report will be on the basis of Project Report File and Viva Voce.

17. There shall be 6 lectures per subject per week.

Instructions for paper setters.

Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 8 parts (short-answer type questions) covering the entire syllabus and will carry 16 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 16 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Paper Code	Name	External Marks	Internal Marks	Max. Marks
CCRM-101	RETAIL MANAGEMENT	80	20	100
CCRM-102	MARKETING MANAGEMENT	80	20	100
CCRM-103	PROJECT REPORT	100		100

CCRM-101: RETAIL MANAGEMENT

External Marks: 80

Internal Marks: 20

Time: 3 hours

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 8 parts (short-answer type questions) covering the entire syllabus and will carry 16 marks.

In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examinerwill set two questions from each Unit of the syllabus and each question will carry 16 marks.

Student will be required to attempt FIVE questions in all. Question Number 1 willbecompulsory. In addition to compulsory question, student will have to attempt four morequestions selecting one question from each Unit.

Objective: This paper is aimed at providing students with a comprehensive understanding of thetheoretical and applied aspects of retail management.

Unit I: Introduction: Meaning, Definition, Nature, Importance and Scope of Retailing, Growth,Size and Emerging Trends in Retailing Retail Scenario in India, Special characteristics, Retailing as a Career

Unit II: Retailers, Retailer‘s Classification on the basis of form of Ownership, Product Mix,Pricing and Service Level Offered; Retail Formats- Traditional versus Modern Retail Formats; Store based Retail Formats and Non Store Based Retail Formats; Franchising-the Emerging Retail Format

Unit III: Use of Technology in Retailing: E-retailing-major benefits of E-Retailing toConsumers and Retailers; Challenges of E-retailing and Future of E-retailing in India;Multi channel Retailing

Unit IV: Merchandising Management: - Planning Merchandise Assortment, Buying

Organization, Assortment Planning, Merchandise Buying system, Merchandise Budget Plan , Branding Strategy, Merchandise Pricing, Merchandise Loss and Prevention, Logistics Management

SUGGESTED READINGS:

21. Levy I.M. and Weitz B.A. (2004), Retailing Management, 5th ed., Tata McGraw Hill.
22. Berman B. and Evans J. R. (2004), Retail Management, 9th Edition, Pearson Education.
23. Bajaj C., Tuli R. and Srivastava N.V. (2005), Retail Management, Oxford University Press,Delhi.
24. Dunne P.M., Lusch R.F. and David A. (2002), Retailing, 4th ed., South-Western, Thomson Learning Inc.
25. SwapanaPradhan- Retailing Management
26. George H., Lucas Jr., Robert P.Bush and Larry G. G- Retailing
27. LambaA.J. - The Art of Retailing
28. Berman, B. and Evans J.R.- Retail Management: A strategic approach

Note: Latest and additional good books may be suggested and added from time to time.

CCRM-102: MARKETING MANAGEMENT

External Marks: 80

Internal Marks: 20

Time: 3 hours

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist oftotal 8 parts (short-answer type questions) covering the entire syllabus and will carry 16 marks.

In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examinerwill set two questions from each Unit of the syllabus and each question will carry 16 marks.

Student will be required to attempt FIVE questions in all. Question Number 1 will becompulsory. In addition to compulsory question, student will have to attempt four morequestions selecting one question from each Unit.

Objective: To help students to understand the concept of marketing and its applications. Also toexpose the students to the latest trends in marketing.

Unit I: Introduction to Marketing: Definition, Nature, Scope, Functions and Importance ofMarketing,Traditional and Modern approaches of Marketing, Marketing Environment; (Micro & Macro) (Analyzing needs & trends in the Macro environment– Demographic, Economic Natural, Technological, Political – Legal, Socio cultural environment

Unit II: Understanding Shopping and Shoppers-Shopping Process, ShoppingBehaviour, Demographics ofIndian Shoppers, Shopping Patterns in India; Market Segmentation – Concept and Importance; Bases andFactors determining the Choice of Bases; Target Marketing

Unit III:Marketing Mix –Concept, Importance and ingredients; Product–Concept, Definition,

Planning and Development, Product Life Cycle and Strategies, Branding and Packaging (only concepts);

Pricing – Importance, Factors determining pricing strategy Types of Pricing;

Promotion – Importance

and Promotion Mix Place – Marketing Channels, their effectiveness and style.

Unit IV: Issues and Developments in Marketing - Social, Ethical and Legal aspects of Marketing;Marketing of Services; International marketing; Green Marketing; Cyber Marketing; Relationship Marketing and other developments of Marketing

SUGGESTED READINGS:

17. Philip Kotler - Marketing Management
18. J.C. Gandhi - Marketing Management
19. William M. Pride and O.C. Ferrell – Marketing.
20. Stanton W.J. Etzal Michael & Walker, Fundamentals of Management.
21. Armstrong &Kotler, Marketing: An Introduction, Pearson.
22. Dravid Gilbert- Retail Marketing

Note: Latest and additional good books may be suggested and added from time to time.

CCRM-103: PROJECT REPORT

Max. Marks: 100

The students shall proceed for their training of three weeks duration during the course.

Note: Paper CCRM-103, Project Report, 50 Marks will be for Project Report File and 50 markswill be for Viva Voce to be conducted by External Examiner.

Diploma Courses

Aggarwal College Ballabgarh

A Post Graduate Co-educational College
(Affiliated to M. D. University, Rohtak)
NAAC Accredited 'A' Grade (CGPA: 3.40)

Diploma Course in Computer Education (Level-II)

Paper- L 2-I : Spread Sheet and DBMS

Spread Sheet.

Elements of Electronics Spread Sheet and MS-Excel: Application/ usage of Electronic spread sheet, opening of spread sheet, Menu bar, Creation of cells and addressing of Cells, Cell inputting.
Manipulation of Cells : Enter texts numbers and dates Creation of tables, cells height and widths, copying of cells.
Functions: Using mathematical, statistical and financial functions. Spread Sheets for Small Accountings: Maintaining Invoices/ Budgets, Totalling of Various Transactions, Maintaining daily and monthly sales reports. Charts: drawing different types of charts.

Database Management System (DBMS)

Introduction to Database: Definition, Components, Advantages.
MS-Access: Introduction, Starting MS-Access, Creating a database file, saving a database files, opening a database file, closing a database file, using the help menu.

Working with Databases: Using the database wizard, working with datasheets, moving between records and files, Using go to, Updating records, Selecting rows and columns, changing column width, saving and existing a datasheet.
Working with tables -Creating a new database, Adding tables to database, Adding fields to tables, inserting a field setting a primary key, Adding and sorting records, setting relationships.
Creating reports, Forms and Queries, Using wizard and design view.

Software Lab

Spread Sheet: MS-Excel

1. Compute the division of each and every student of a class.
2. Generation of Electricity Bill.
3. Generation of Telephone Bill.
4. Generation of salary statement of an employee.
5. Generation of Mark Sheet of a student.

6. To compute Mean / Median/ Mode.

7. Generate graph to show the production of goods in a company during the last five years.

8. Compare the cost, overheads and sales figures of a company for last three years through appropriate chart.

9. Create any worksheet and apply various mathematical statistical and financial functions.

10. Generate the following worksheet.

Roll No.	Marks
2050	67
2051	49
2052	40
2053	74
2054	61
2055	57
2056	45

Do the following:-

a. Create chart of the marks

b. Compute sum of marks using auto sum auto calculate and sum function.

c. Compute average of marks.

d. Show pass or fail if marks are above 50 or less than 50

e. Put header and footer in the spread sheet.

MS-Access

1. Create a Student Database in Design View by using Wizard and by entering data. 2. Create Query on Student Database in Design View and by using Wizard.

3. Create Forms of Student Database in Design View and by using Wizard.

4. Create Reports of Student Database in Design View and by using Wizard.

5. Create Data Access pages of student database in Design View and by using Wizard.

6. Implement the concept of Macros in MS Access.

Paper-L2-II : (Desktop Publishing)

Adobe Photoshop

Using standard toolbox option bars, palettes, document window view area use of plug ins, brushes, defining and customizing images, canvas, rotation of images creating new images, mixing changing attributes, colours, distorting images, applying filters to images and web based picture designing.

Adobe PageMaker

Toolbox, control palette, colours palette, paragraph view, styles, layers master layers scripts, command reference, opening and creation of publications, tool box, viewing pages, deleting pages,

default preferences, templates, master pages guides, grids , text objects, columns balancing jump lines, story and layout view, composition and tracking, grouping and ungrouping, cropping and copying of images, text, indexes and table of contents using table in PageMaker importing and exporting links image setter and film preparation, font substitution and printing of publications.

Software Lab

Adobe Photoshop

1. Editing of a photograph
2. Finishing of a photograph
3. Borders around photograph.
4. Changing Back Ground of a photograph.
5. Changing colours of photograph.
6. Editing colours combination of image.
7. Removing side effects from figure
8. Printing a photograph
9. Creating 3-D photographs.
10. Removing red eye effects and others using Photoshop

Adobe PageMaker

1. Prepare any visiting card.
2. Make a Marriage card.
3. Prepare various types of greeting cards such as 'B' Day Cards, New Year Cards Diwali Cards etc.
4. Make Advertisements for Newspapers.
5. Prepare Banners.
6. Making of Posters.

Diploma in Software Development

Duration	**1 Year**
Course Code	**Course Name**
BVSD-101	Computer Fundamentals and Programming in _C‘
BVSD-102	PC Software
BVSD-103	COMMUNICATION SKILLS
BVSD-104	Software Lab- I
BVSD-105	Software Lab- II
BVSD-106	Data Structure Through _C‘
BVSD-107	Object Oriented Programming using C++
BVSD-108	Environmental Science
BVSD-109	Software Lab-III
BVSD-110	Software Lab-IV

Computer Fundamentals and Programming in 'C'

BVSD-101
Time: 3Hrs **External Marks: 60**
Internal Marks: 40

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Unit-I

Computer Fundamentals: Concept of data and information; Components of Computer: Hardware Input Device, Output Device. CPU: Components of CPU; Memory and Storage Devices; Computer Software: System Software and Application Software; Functions of Operating System. Programming Languages: Machine, Assembly, High Level Language, 4GL; Language Translator; Linker, Loader; Classification of Computers: Micro, Mini, Mainframe, Super computer. Advantages of Computer, Limitations of Computer, Range of Applications of Computer, Social concerns of Computer Technology: Positive and Negative Impacts, Computer Crimes, Viruses and their remedial solutions.

Unit-II

Problem Solving: pseudocode, Problem Identification, Analysis, Flowcharts, Decision Tables, Pseudo codes and algorithms, Program Coding, Program Testing and Execution. C Programming Fundamentals: Keywords, Variables and Constants, Structure of a C program. Operators & Expressions: Arithmetic, Unary, Logical, Bit-wise, Assignment & Conditional Operators, Library Functions, Control Statements: Looping using while, do…while, for statements, Nested loops; decision making using if…else, Else If Ladder; Switch, break, Continue and Goto statements.

Unit-III

Arrays & Functions: Declaration and Initialization; Multidimensional Arrays. String: Operations of Strings; Functions: Defining & Accessing User defined functions, Function Prototype, Passing Arguments, Passing array as argument, Recursion, Use of Library Functions; Macro vs. Functions. Pointers: Declarations, Operations on Pointers, Passing to a function, Pointers & Arrays, Array of Pointers, Array accessing through pointers, Pointer to functions, Function returning pointers, Dynamic Memory Allocations.

Unit-IV

Structures and Union: Defining and Initializing Structure, Array within Structure, Array of Structure, Nesting of Structure, Pointer to Structure, Passing structure and its pointer to Functions; Unions: Introduction to Unions and its Utilities. Files Handing: Opening and closing file in C; Create, Read and Write data to a file; Modes of Files, Operations on file using C Library Functions; Working with Command Line Arguments. Program Debugging and types of errors.

Suggested Readings

1. Gill Nasib Singh: Computing Fundamentals and Programming in C, Khanna Books Publishing Co., New Delhi. 5 | P a g e
2. Kenneth.A.: C problem solving and programming, Prentice Hall.
3. Gottfried, B.: Theory and problems of Programming in C, Schaum Series.
4. Gill, Nasib Singh: Handbook of Computers, Khanna Books Publishing Co., New Delhi.

5. Sanders, D.: Computers Today, Tata McGraw-Hill.
6. Rajender Singh Chhillar: Application of IT to Business, Ramesh Publishers, Jaipur.
7. Cooper, Mullish :The spirit of C, An Introduction to Modern Programming, Jaico Publ. House, New Delhi.
8. Kerninghan& Ritchie: The C Programming Language, PHI.
9. Gottfried, B.: Theory and problems of Programming in C, Schaum Series.
10. E. Balaguruswamy: Programming in C, Tata McGraw Hill.
11. H. Schildt: C-The Complete Reference, Tata McGraw Hill.
12. Y. Kanetkar: Let us C, BPB Publication Note: Latest and additional good books may be suggested and added from time to time.

BVSD-102: PC Software

External Marks: 60
Internal Marks: 40

Time: 3 hours

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit -I to Unit- IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

UNIT - I

Operating system-Definition & functions, Concept of Multi Programming, Multitasking, Multithreading, Multiprocessing, Timesharing, Real time, Types of Operating System.

MS-Windows Basic components of windows, icons, types of icons, taskbar, activating windows, using desktop, title bar, running applications, exploring computer, managing files and folders, copying and moving files and folders. Control panel – display properties, adding and removing software and hardware, setting date and time, screensaver and appearance using windows accessories.

UNIT - II

Documentation Using MS-Word - Introduction to word processing interface, Toolbars, Menus, Creating & Editing Document, Formatting Document, Finding and replacing text, Format painter, Header and footer, Drop cap, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark, Previewing and printing document, Advance Features of MS-Word-Mail Merge, Macros, Tables, File Management, Printing, Styles, linking and embedding object, Template.

UNIT - III

Electronic Spread Sheet using MS-Excel - Introduction to MS-Excel, Cell, cell address, Creating & Editing Worksheet, Formatting and Essential Operations, Moving and copying data in excel, Header and footer, Formulas and Functions, Charts, Cell referencing, Page setup, Macros, Advance features of MS-Excel-Pivot table & Pivot Chart, Linking and Consolidation, Database Management using Excel-Sorting, Filtering, Validation, What if analysis with Goal Seek, Conditional formatting, Collaborating with Other Users, Analyzing and Presenting Complex data.

UNIT - IV

Presentation using MS-PowerPoint: Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Excel Charts, Word Art, Layering art Objects, Animations and Sounds, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect., Introduction to MS Access: creating database creating and manipulating tables, forms, queries, reports, modules, importing and exporting of data. Overview of MS Outlook.

SUGGESTED READINGS

1. Microsoft Office – Complete Reference – BPB Publication
2. Learn Microsoft Office – Russell A. Stultz – BPB Publication
3. Courter, G Marquis (1999). Microsoft Office 4000: Professional Edition. BPB.

4. Koers, D (4001). Microsoft Office XP Fast and Easy. PHI.
5. Nelson, S L and Kelly, J (4002). Office XP: The Complete Reference. Tata McGraw-Hill.

Note: Latest and additional good books may be suggested and added from time to time.

BVSD-103: Communication Skills

External Marks: 60
Time: 3 hours **Internal Marks: 40**

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit -I to Unit- IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

UNIT-I

Introduction to Basics of Communication: Communication and its various definitions, features/characteristics of the communication, process of communication, communication model and theories, barrier to effective communication. Importance of working in Teams, Apply effective conversation skills, practice assertive communication skills.

UNIT-II

Improving LSRW: introduction, verbal and nonverbal communication, listening process, group discussion, forms of oral presentation, self-presentation, dyadic communication, 5C's of communication, Developing dialogues, soft skill.

UNIT-III

Basic vocabulary: how to improve vocabulary, prefix/suffix, synonyms/antonyms, one word substitution, spellings Developing fluency: Grammar (conjunction, auxiliaries, prepositions, articles, tenses……), language games.

Proper use of Language: The Communication Skills, The effective Speech. Effective self-presentation & facing interview: The interview process & preparing forit, The presentation skills.

UNIT-IV

SWOT and Self Awareness, Effective business writing skills, Identify and apply business ethics, Apply Critical thinking and problem solving skills, Identify the importance of planning and prioritizing tasks.

SUGGESTED READINGS

1. Vik, Gilsdorf, —Business Communication‖, Irwin
2. K KSinha, —Business Communication‖, Himalaya Publishing House / Galgoria Publication
3. Bovee, —Business Communication‖, Pearson _ PHI
4. Mohan, Banerjee, Business Communication, Mac million
5. Raman, Singh – Business communication – Oxford Press

Note: Latest and additional good books may be suggested and added from time to time.

BVSD-104: Software Lab- I

External Marks: 60
Internal Marks: 40

Based on paper BVSD-101

Note: Paper BVSD -104 Practical ('C' Language) for External Marks 60 will be conducted by External Examiner appointed by University.

BVSD-105: Software Lab- II

External Marks: 60
Internal Marks: 40

Based on paper BVSD-102

Note: Paper BVSD -105, Practical (Ms-Office) for External Marks 60 will be conducted by External Examiner appointed by University.

BVSD-106: Data Structure through 'C'

External Marks: 60

Time: 3 hours **Internal Marks: 40**

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit -I to Unit- IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Unit-I

Introduction: Elementary data organization, Data Structure definition, Data type vs. data structure, Categories of data structures, Data structure operations, Applications of data structures, Algorithms complexity and time-space tradeoff, Big-O notation. Strings: Introduction, Storing strings, String operations, Pattern matching algorithms. Arrays: Introduction, Linear arrays, Representation of linear array in memory Multidimensional arrays, Operations in Arrays, Sparse arrays. Linked List: Introduction, Array vs. linked list, Representation of linked lists in memory, Traversal, Insertion, Deletion, Searching in a linked list, Header linked list, Circular linked list, Two-way linked list, Threaded lists, Garbage collection, Applications of linked lists.

UNIT – II

Stack: Introduction, Array and linked representation of stacks, Operations on stacks, Applications of stacks: Polish notation, Recursion. Queues: Introduction, Array and linked representation of queues, Operations on queues, Deques, Priority Queues, Applications of queues. Tree: Introduction, Definition, Representing Binary tree in memory, Traversing binary trees, Traversal algorithms using stacks Tree: Header nodes, Threads, Binary search trees, Searching, Insertion and deletion in a Binary search tree, AVL search trees, Insertion and deletion in AVL search tree. B-trees, Searching, Insertion and deletion in a B-tree, B+tree, Huffman's algorithm, General trees.

UNIT – III

Graph: Introduction, Graph theory terminology, Sequential and linked representation of graphs.

Graphs: Warshall's algorithm for shortest path, Dijkstra algorithm for shortest path, Operations on graphs, Traversal of graph, Sorting: Internal & external sorting, Radix sort, Quick sort, Heap sort, Merge sort, Tournament sort, Searching: Liner search, binary search, merging, Comparison of various sorting and searching algorithms on the basis of their complexity.

UNIT – IV

Files: Physical storage devices and their characteristics, Attributes of a file viz fields, records, Fixed and variable length records, Primary and secondary keys, Classification of files, File operations, Comparison of various types of files, File organization: Serial, Sequential, Indexed-sequential, Random-access/Direct, Inverted, Multilist file organization. Hashing: Introduction, Hashing functions and Collision resolution methods .

SUGGESTED READINGS

1. Seymour Lipschutz, -Data Structure‖, Tata-McGraw-Hill
2. Horowitz, Sahni& Anderson-Freed, -Fundamentals of Data Structures in C‖,Orientlongman.
3. Trembley, J.P. And Sorenson P.G., -An Introduction to Data Structures With Applications‖, Mcgrraw- Hill International Student Edition, New York.
4. Mark Allen Weiss, -Data Structures and Algorithm Analysis in C‖, Addison- Wesley, (An Imprint Of Pearson Education), Mexico City.Prentice- Hall Of India Pvt.Ltd.,New Delhi.

Note: Latest and additional good books may be suggested and added from time to time.

BVSD-107: Object Oriented Programming using C++

External Marks: 60

Time: 3 hours **Internal Marks: 40**

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit -I to Unit- IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

UNIT-I

Introduction to C++ - key concepts of Object-Oriented Programming –Advantages – Object Oriented Languages – I/O in C++ - C++ Declarations. Control Structures : - Decision Making and Statements : If .. else ,jump, goto, break, continue, Switch case statements - Loops in C++ : For,While, Do - Functions in C++ - Inline functions – Function Overloading.

UNIT-II

Classes and Objects : Declaring Objects – Defining Member Functions – Static Member variables and functions – array of objects –friend functions – Overloading member functions – BVSD fields and classes – Constructor and destructor with static members.

UNIT-III

Operator Overloading: Overloading unary, binary operators – Overloading Friend functions – type conversion – Inheritance: Types of Inheritance – Single, Multilevel, Multiple, Hierarchal, Hybrid, Multi path inheritance – Virtual base Classes – Abstract Classes.

UNIT-IV

Pointers – Declaration – Pointer to Class , Object – this pointer – Pointers to derived classes and Base classes – Arrays – Characteristics – array of classes – Memory models – new and delete operators – dynamic object – Binding , Polymorphism and Virtual Functions. Files – File stream classes – file modes – Sequential Read / Write operations – Binary and ASCII Files – Random Access Operation – Templates – Exception Handling, File Input and output, String – Declaring and Initializing string objects – String Attributes – Miscellaneous functions .

SUGGESTED READINGS

1. Ashok N Kamthane , OBJECT-ORIENTED PROGRAMMING WITH ANSI AND TURBOC C++, Pearson Education publication. 4003.
2. E. Balagurusamy, OBJECT-ORIENTED PROGRAMMING WITH C++, Tata Mc-GrawhillPupblication, 1998.
3. Maria Litvin&GrayLitvin , C++ for you, Vikas publication, 4002.
4. John R Hubbard, Programming with C, 2nd Edition, TMH publication, 4002.

Note: Latest and additional good books may be suggested and added from time to time.

BVSD-108: Environmental Science

External Marks: 60

Time: 3 hours **Internal Marks: 40**

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit -I to Unit- IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

UNIT-I

Environmental studies – Nature, scope and importance, need for public awareness; natural resources – renewable and non-renewable resources, use an overexploitation/ over-utilization of various resources and consequences; role of an individual in conservation of natural resources; equitable use of resources for sustainable lifestyles

UNIT-II

Ecosystems – concept, structure and function of an ecosystem; energy flow in the ecosystem; ecological succession; food chains, food webs and ecological pyramids; types of ecosystem – forest ecosystem, grassland ecosystem, desert ecosystem, aquatic. Ecosystems Environmental Pollution – Definition, cause, effects and control measures of different types of pollutions – air pollution, water pollution, soil pollution, marine pollution, noise pollution, thermal pollution, nuclear hazards; solid waste management – causes, effects and control measures of urban and industrial wastes; role of an individual in prevention of pollution

UNIT-III

Social issues and the environment – Sustainable development, urban problems related to energy, water conservation, rain water harvesting, watershed management; resettlement and rehabilitation of people, its problems and concerns; climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust; Wasteland reclamation, consumerism and waste products

UNIT-IV

Environmental legislation – Environment Protection Act.Air (prevention and control of pollution) Act. Water (prevention and control of pollution) Act, Wildlife Protection Act, Forest Conservation Act

SUGGESTED READINGS:

1. Rajagopalan R, Environmental Studies, Oxford University Press, New Delhi
2. KaushikAnubha, C.P. Kaushik, Perspective in Environmental Studies, New Age International (P) Ltd. Publishers
3. Joseph Benny, Environmental Studies, Tata McGraw Hill Publishing Company Ltd., New Delhi
4. Ubaroi, N.K., Environment Management, Excel Books, New Delhi

Note: Latest and additional good books may be suggested and added from time to time

BVSD-109: Software Lab-III

External Marks: 60
Internal Marks: 40

Based on paper BVSD-106

Note: Paper BVSD -109 Practical (**Data Structure Through'C'**)for External Marks 60 will be conducted by ExternalExaminer appointed by University.

BVSD-110: Software Lab-IV

External Marks: 60
Internal Marks: 40

Based on paper BVSD-107

Note: Paper BVSD -110 Practical (**Object OrientedProgramming using C++**)for External Marks 60 will beconducted by External Examiner appointed by University.

Aggarwal College Ballabgarh

A Post Graduate Co-educational College
(Affiliated to M. D. University, Rohtak)
NAAC Accredited 'A' Grade (CGPA: 3.40)

Diploma in Retail Management

Duration	1 Year
Course Code	**Course Name**
BVRM-101	English
BVRM -102	Basics of marketing
BVRM -103	Fundamentals of Customer Services
BVRM -104	Basics of Retailing
BVRM -105	Project Work (Safety methods at work Place)
BVRM- 106	Computer Practical-I (MS-Office)
BVRM -107	Computer Application in Retail Business
BVRM -108	Fundamental of Accounting
BVRM -109	Environmental Studies
BVRM -110	Business organisation and management
BVRM -111	Project Work (Health and Hygiene at work place)
BVRM -112	Store Operations-I

BVRM -101: ENGLISH

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: 1. To make the students conversant and fluent in English
2.RAS/ NO114 To Process credit applications for purchases
3. RAS/ NO126To help customers choose right products
4. RAS/ NO130To create a positive image of self and organisation in the customers mind
5.RAS/ NO132 to resolve customer concerns
6. RAS/ NO134 to improve customer relationship
7. RAS/NO 137 to work effectively in your team
8. RAS/NO 138 to work effectively in your organisation

UNIT I
Tenses, Auxiliaries, Subject-Verb Concord, , Conjunction, Preposition, Articles.

UNIT II
Synonyms/Antonyms, Homophones, Prefix, Suffix, One Word Substitution.

UNIT III
Translation (Hindi to English), Retranslation (English to Hindi) Curriculum Vitae, Paragraph Writing on current and business issues.

UNIT IV
Comprehension, , Dialogues Writing, Voices, Narration

SUGGESTED READINGS:

5. Communication Skills in English by D.G. Saxena & Kuntal Tamang
6. *Word Power Made Easy* by Norman Lewis
7. Remedial English *Grammar* by *Frederick T. Wood*
8. Intermediate Grammar Usage & Composition by Tickoo M.L.

Note: Latest and additional good books may be suggested and added from time to time.

BVRM-102 BASICS OF MARKETING

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: 1. To help students to understand the concept of marketing and its applications
2. To expose the students to the latest trends in marketing.
3. RAS/NO 135 to monitor and solve service problems
4. RAS/NO 136 to promote continuous improvement in service
5. RAS/NO 128 to maximise sales of goods & services
6. RAS/NO 127 to provide specialist support to customers facilitating purchases
7. RAS/NO 133 to organise the delivery of reliable service

Unit I
Introduction to Marketing: Meaning, Definition, Nature, Scope, Importance, difference between sales and marketing, The Holistic marketing, Target marketing.

Unit II
Marketing Environment: Components of modern marketing information system, analysing the marketing environment- Micro and Macro, Demand forecasting –need and techniques
Unit III

Consumer markets, Factors influencing consumer behaviour, buying decision process, analysing business markets- the procurement process

Unit IV

Market Segmentation: Bases for Market Segmentation, Market Targeting Strategies, designing and managing marketing channels, marketing mix
SUGGESTED READINGS:

29. Philip Kotler - Marketing Management
30. J.C. Gandhi - Marketing Management
31. William M. Pride and O.C. Ferrell – Marketing.
Note: Latest and additional good books may be suggested and added from time to time.

BVRM -103: FUNDAMENTALS OF CUSTOMER SERVICE

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: **1.**To help students understand the critical need for service orientation in the current business scenario.

2. RAS/ NO126 To help customers chooseright products
3. RAS/ NO130To create a positive image of self and organisation in the customers mind
4. RAS/ NO132 To resolve customer concerns
5. RAS/ NO134 To improve customer relationship
6. RAS/NO 137 To work effectively in your team
7. RAS/NO 138 To work effectively in your organisation
8. RAS/NO 125 to demonstrate products to customers .
9. RAS/NO 135 to monitor and solve service problems
10. RAS/NO 136 to promote continuous improvement in service
11. RAS/NO 128 to maximise sales of goods & services
12. AS/NO 127 to provide specialist support to customers facilitating purchases
13. RAS/NO 133 to organise the delivery of reliable service
14. RAS/NO 129 to provide personalised sales & post- sales service support

Unit I

Focus on Customers: Understanding the Customers, Understanding Customer Service, Service Triangle, Benefits of Exceptional Customer Service, Customer Delight, First Impressions, and Perception vs. Reality.

Unit II

Scanning Environmental and Cultural Influences: Environmental and Cultural Influences on Customer Behaviour, creating, delivering and sustaining value

Unit III

Building Customer Relationship: Why do People do Business with you, Ways to Address Human Needs, Building Relationships through Valuing the Customer, Building Rapport, Emotional Bank Account, the Value Equation.

Unit IV

Empathy, Empathy vs. Sympathy, Problem Solving, Customer Interaction Cycle. Communication Styles: Three Main Styles. (Aggressive, Passive and Assertive), Disagreement Process, Selective Agreement, Benefits of Assertive Communication

SUGGESTED READINGS:

1. Peeru Mohammed: Customer Relationship Management
2. Grover S K: Marketing: A Strategic Orientation
3. P. Kotler: Marketing Management
4. R. Saxena: Marketing Management
5. Stanton: Marketing Management

Note: Latest and additional good books may be suggested and added from time to time.

BVRM-104: BASICS OF RETAILING

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objectives:

1. To get known to the students about prevailing, past and future scenario of retailing in India.
2. RAS/NO 125 to demonstrate products to customers.
3. RAS/ NO126 To help customers choose right products
4. RAS/ NO130To create a positive image of self and organisation in the customers mind
5. RAS/ NO132 To resolve customer concerns
6. RAS/ NO134 To improve customer relationship
7. RAS/NO 137 To work effectively in your team
8. RAS/NO 138 To work effectively in your organisation
9. RAS/NO 135 to monitor and solve service problems
10. RAS/NO 136 to promote continuous improvement in service
11. RAS/NO 128 to maximise sales of goods & services
12. RAS/NO 127 to provide specialist support to customers facilitating purchases
13. RAS/NO 133 to organise the delivery of reliable service
14. RAS/NO 146 to organise the display at the store
15. RAS/NO139 to plan visual merchandising

Unit – I

Introduction – Meaning, nature, scope,importance,growth and present size. Career options in retailing, Technology induction in retailing, future of retailing in India,

Unit – II

Types of retailing: stores classified by owners, stores classified by merchandising categories. Retailing formats, cash and carry business; Retailing models- franchiser franchisee, directly owned; wheel of retailing and retailing life cycle; cooperation and conflict with other retailers.

Unit -III

Retail planning- importance and process; developing retailing strategies: objectives, action plans, pricing strategies and location strategies, visual merchandising and displays

Unit – IV

Retail Selling Skills: Pre-Check, Opening the Sale, Probing, Demonstration, Trial, Handling Objections, Closing, Confirmations & Invitations. Retail Audits, Online Retailing, and changing role of retailing in globalised world

SUGGESTED READINGS:

4. Swapna Pradhan, Retailing Management, Tata Mc Graw Hill Publishing Company, New Delhi
5. Barry Berman, Joel R. Evans, Retail Management, Pearson Education
6. A. J. Lamba, The Art of Retailing, Tata McGraw Hill Publishing Co. Ltd. New Delhi

Note: Latest and additional good books may be suggested and added from time to time.

BVRM-105: PROJECT WORK

Max Marks: 100
Total Credits as per Qualification pack: 5

Objectives:1. To learn students the practical tactics of retail business

2. RAS/NO 114 to process credit applications for purchases

3. RAS/NO 120 to keep store secure

4. RAS/NO to help maintain healthy and safety

5. RAS/NO 127 to provide specialist support to customers facilitating purchases

6. RAS/NO 128 to maximise sales of goods & services

7. RAS/NO 133 to organise the delivery of reliable service

Projects Based on Classification and Overview of Various Departments in Any Retail Set up,. Fundamentals of Retailing Operations, Foot falls, Conversion Rate, Basket size, Calculation of sales, Margins, Break-even point of a Retail business, Pre opening set up of a retail business, Divisions of organised Retail, Negotiations.

Foot falls: Location, Advertising, Brand, past experience

Conversion Rate: Right category, RightBrand, RightPrice, Right quantity

Basket size: Fill Rate, Store arrangement, Discount, Up selling, Tagging, Customer Care, Plano gram

Pre-opening Depts.: Purchase, Inspection, Masters Preparation, Schemes, Transportation, Rejections, Accounts and Finance.

Categories/Divisions in a Retail business: Food Items, Non- Food Items, Garments

Negotiations: Margin-Mark down , Delivery Time, Payment Terms, Freight & Insurance, Rejections, Damages, Expiries, Cash Discount, Display, Advisors, Testers, Quantity Based Inventories & Schemes, preparing purchase order,

Store security, Maintaining health and safety: measures of stores safety to be adopted, techniques and methods to keep employees healthy and safety measures in store.

BVRM -106: COMPUTER PRACTICALS-I (MS Office)

Max. Marks: 100
Total Credits as per Qualification pack: 5

PRACTICAL
Objective: To enhance the knowledge about the usage of the Computer and IT in retail business

I - MS WORD

7. Type Chairman‘s speech/ Auditor‘s report / Minutes/ Agenda and perform the following operations: Bold, Underline, Font Size, style, Background color, Text color, Line spacing, Spell Check, Alignment, Header & Footer, Inserting pages and page numbers, Find and Replace.

8. Prepare an invitation for the college function using Text Boxes and Clip Arts.

9. Design an Invoice and Account Sales by using Drawing Tool Bar, Clip Art, Word Art, Symbols, Borders and Shading.

10. Prepare a Class Time Table and perform the following operations: Inserting the Table, Data Entry, Alignment of Rows and Columns, Inserting and Deleting the Rows and Columns and Change of Table Format.

11. Prepare a Shareholders meeting letter for 10 members using mail merge operation.

12. Prepare Bio-Data by using Wizard/ Templates.

II- MS-EXCEL
1.Applications of a Spreadsheet; Advantages of an Spreadsheet; Features of Excel; Rows, Columns, Cell, Menus, Creating worksheet, Formatting, Printing, establishing worksheet links, Table creating and printing graphs, Macros, Using Built-in-functions.

BVRM -107: COMPUTER APPLICATION IN RETAIL BUSINESS

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.
Objective: To enhance the knowledge about the usage of the MIS in retail business

Unit I
Introduction: Managing in Information Age, Evolution of IT Management, Types of Information Systems, Internet Based Business Systems, Value Chain Reconstruction for E-Business, IT Management Challenges and Issues, Critical Success Factors for IT Managers.
Unit II
Hardware Software and Communication: Computing Hierarchy, Input – Output, Technologies, Hardware Issues, System Architecture, Operating Systems, Network Operating Systems, Grid Computing, Mobile Computing, Ubiquitous Computing, Application Programming, Managing Application Development, Data Resources, Managing Data Resources, Problem of Change and Recovery.

Unit III
IT Applications: Enterprise Resource Planning, Enterprise System, Expert System, Decision Support System, Neural Networks, Executive Information System, Customer Relationship Management System, Supply Chain Management Systems, Knowledge Management, Data Warehousing, Data Mining, Virtual Reality, E-Business and Alternatives, E-Business Expectations and Customer Satisfaction.
Unit IV
Retail Information Systems: Approaches to EPOS, Auto Identification, Data Capture and Product Marking, Payments System at POS, Smart Cards, EPOS Products and Supplier, Managing Retail through Technology, Approaches to EPOS.

SUGGESTED READINGS:

1. Garroll W. Frenzel Johne. Frenzel, Management of Information Technology, Thomson Course Technology, Boston, 2004.
2. Henry C. Lucas. Jr, Information Technology – Strategic Decision Making for Managers, John Wiley & Sons (Asia) Pvt. Ltd., Singapore, 2005.
3. Efraim Turban, R. Kelly Rainer Jr, Richard E. Potter, Introduction to Information Technology, John Wiley & Sons, (Asia) Pvt. Ltd. Singapore, 2004.
4. Swapna Pradhan, Retailing Management, Tata Mc Graw Hill Publishing Company, New Delhi 5 Barry Merman, Joel R. Evans, Retail Management, Pearson Education.

BVRM-108 FUNDAMENTAL OF ACCOUNTING

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: 1.This paper is aimed at providing comprehensive knowledge of maintenance of accounts under different agreements.
2. RAS/NO 151 manage a budget
3. RAS/NO 148 to maintain the availability of goods for sale to customers

UNIT I

Meaning and Scope of Accounting: Nature of, Basis of Accounting, Accounting Process from Recording of Business Transaction to Preparation of Trial balance,

Unit II

Fundamentals of Book-keeping: Accounting Principles, Concepts and Conventions, Journal, Ledger, Subsidiary Books,

Apportionment of Capital and Revenue Expenditure; Significance and Methods of Inventory Valuation and inventory management, Final Accounts of Sole Trader with adjustments

UNIT III

Preparation of Bank Reconciliation Statement, Errors and their Rectification, Depreciation Accounting,

UNIT IV

Hire Purchase, instalment payment system, accounting Ratios, Budgetary Control

SUGGESTED READINGS:

9. Gupta R.L., Advanced Accounting Vol. I, S. Chand & Sons, New Delhi
10. Grewal T.S. and M.C. Shukla, Advanced Accounting Vol. I, S. Chand & Sons, New Delhi
11. Monga, J.R., Financial Accounting, Margin Paper Bank, New Delhi
12. Maheshwari S.N., Advanced Accounting Vol. I, Vikas Publications

Note: Latest and additional good books may be suggested and added from time to time.

BVRM -109: ENVIRONMENTAL STUDIES

External Marks: 60
Internal Marks: 40
Time: 3 Hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: 1. This paper is aimed at providing a comprehensive knowledge of mechanism of Ecological System

2. RAS/NO 122 to maintain health and safety

UNIT I

Environmental Studies: Nature, Scope and Importance, Need for Public Awareness, Natural Resources, Renewable and Non-Renewable Resources, Use and Over-Exploitation/Over-Utilization of Various Resources and Consequences, Role of an Individual in Conservation of Natural Resources, Equitable use of Resources for Sustainable Lifestyles.

UNIT II

Ecosystems: Concept, Structure and Function of an Ecosystem, Energy Flow in the Ecosystem, Ecological Succession, Food Chains, Food Webs and Ecological Pyramids, Types of Ecosystem : Forest Ecosystem, Grassland Ecosystem, Desert Ecosystem, Aquatic Ecosystems. Environmental Pollution: Definition, Causes, Effects and Control Measures of Different Types of Pollutions, Air Pollution, Water Pollution, Soil Pollution, Marine Pollution, Noise Pollution, Thermal Pollution, Nuclear Hazards, Solid Waste Management: Causes, Effects and Control Measures of Urban and Industrial Wastes, Role of an Individual in Prevention of Pollution

UNIT III

Social Issues and the Environment: Sustainable Development, Urban Problems Related to Energy, Water Conservation, Rain Water Harvesting, Watershed Management, Resettlement and Rehabilitation of People, Its Problems and Concerns, Climate Change, Global Warming, Acid Rain, Ozone Layer Depletion, Nuclear Accidents and Holocaust, Wasteland Reclamation, Consumerism and Waste Products.

UNIT IV

Environmental legislation: Environment Protection Act. Air (Prevention and Control of Pollution) Act. Water (Prevention and Control of Pollution) Act, Wildlife Protection Act, Forest Conservation Act.

SUGGESTED READINGS:

1. Rajagopalan R, Environmental Studies, Oxford University Press, New Delhi
2. Kaushik Anubha, C.P. Kaushik, Perspective in Environmental Studies, New Age International (P) Ltd. Publishers
3. Joseph Benny, Environmental Studies, Tata McGraw Hill Publishing Company Ltd., New Delhi
4. Ubaroi, N.K., Environment Management, Excel Books, New Delhi

BVRM 110 BUSINESS ORGANISATION AND MANAGEMENT

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective:1.This paper will impart conceptual knowledge of different forms of Business Organizations

2. RAS/NO 147 To process the sale of products
3. RAS/NO 131 to allocate and check work in your team
4. RAS/ NO 137 To work effectively in your team
5. RAS/NO 138 to work effectively in your organization
6. RAS/NO 145 to communicate effectively with stake holders
7. RAS/NO 142 provide leadership for your team

Unit I

Basic Concepts: Business Organization and its Scope – Business, Profession, employment, Industry, Trade, Types of Trade and Aids to Trade, Types of Industries

Forms of Business Organizations: Sole Trader – Characteristics, Merits and Demerits of Sole Trader, Joint Hindu Family: Karta, Merits and Demerits.

Unit II

Partnership: Characteristics, Merits and Demerits, Partnership Deed, Types of Partners, Rights and Duties of Partners.

Joint Stock Company: Characteristics, Merits and Demerits, Kinds of Companies, Promoters

Unit III

Incorporation of Joint Stock Company: Procedure and Incorporation of Joint Stock Company, Memorandum of Association, Articles of Association, Prospectus.

Co-Operative Societies: Characteristics, Types of Co-Operative Societies, Merits and Demerits

Unit-IV

Management: Introduction, concept, nature, process and significance, Planning: concept, types and process, Organizing: concept, nature, process and significance **Staffing**: concept, nature and scope.

SUGGESTED READINGS:

1. L.M. Prasad: Organisational Behaviour
2. Koontz& O'Donnel: Principles of Management

Note: Latest and additional good books may be suggested and added from time to time.

BVRM 111 PROJECT WORK

Max. Marks: 100
Total Credits as per Qualification pack: 5

Objectives: 1. Overview of Various Departments in any retail setup

2. RAS/NO 114 to process credit applications for purchases

3. RAS/NO 133 to organise the delivery of reliable service

4. RAS/NO 137 to work effectively in your team

Projects to be made on detailed functioning of Purchase Dept., Warehousing / Logistics, Accounts, Schemes, IT, HR, Front Operations, Allied services like Housekeeping / Security / Assets management, Repair and Maintenance.

Purchase Department: Vendor registration Form, Various terms in details, Purchase order, Basis of Purchase order, Stock Turnover. Duly filled forms, duly filled purchase orders,

Warehousing Aspects in details: Gate Entry Formats, Goods receiving (Stamps to be made),Inspection of goods received, Inspection report format, MastersCreation, Classification / Categories / MIN and MAX,Sample masters of 10 Items, GRC Process, Sample GRC,Bar coding Process, Sample barcodes Printing ,Stacking Process, Issue to Store process

Purchase Invoice Process: Sample Purchase Invoice, Vendor Payment, GRT process, Sample GRT,Physical Stock take.

BVRM -112: STORE OPERATIONS-I

Max. Marks: 100
Total Credits as per Qualification pack: 5

PRACTICAL TRAINING

This module explains the different operating processes and their significance in running retail operations smoothly. It also helps develop necessary skills for planning, monitoring and controlling merchandise in a retail store.

Area of Study

- Managing Retail Operations
- What are Store Operations
- Productivity & Operating Efficiency
- Most Common Mistakes of Retailers
- Controls Essential for successful operations
- Measuring Performance
- Stock Turn
- Franchising
- Store Appearance & House Keeping
- Functions of a Store Manager
- Promotion, Planning and Execution Retail Operations

Suggested Instructional Methodology
Store visits have to be organized to get them acquainted them with day to day operations of a store

SUGGESTED READINGS:

1. Swapna Pradhan, Retailing Management, Tata Mc Graw Hill Publishing Company, New Delhi
2. Barry Berman, Joel R. Evans, Retail Management, Pearson Education
3. A. J. Lamba, the Art of Retailing, Tata McGraw Hill Publishing Co. Ltd. New Delhi

Note: Latest and additional good books may be suggested and added from time to time.

Aggarwal College Ballabgarh

A Post Graduate Co-educational College
(Affiliated to M. D. University, Rohtak)
NAAC Accredited 'A' Grade (CGPA: 3.40)

Diploma Course in Financial Management

(For BBA (CAM) & BBA Students)

This programme contains six certificate courses and one diploma course

- Certificate in Personal Computing and Digital Lifestyle
- Certificate in Advance Business Analysis tools and Techniques
- Certificate in Computerized Financial Accounting Using Tally ERP 9, level 1
- Certificate in Computerized Financial Accounting Using Tally ERP 9, level 2
- Certificate in Corporate Finance and Management Accounting for Management.
- Certificate in Capstone Project using Tally ERP 9 with GST and implementation of TDS transactions.

Objectives

18. To enable the learner to use MS Office Excel 2013 to analyze and calculate complex data
19. To enable the learner to understand & apply scenario based problem solving techniques.
20. To enable the learner to introduce accounting on computers Using Tally ERP 9.
21. To enable the learner to work on tax and Payroll management using Tally ERP 9.
22. To enable the learner to understand corporate finance and Accounts Management.
23. To enable the learner to implement the tools & techniques learnt in the entire program and helps student to develop inter personal skills.

Benefits

After the completion of this course

- The student will be able to apply advanced features of MS Excel 2013 and it will benefit them at their work place leading to increase in productivity and efficiency.
- The student will be able to perform financial analysis and use financial techniques effectively.
- The learner acquires necessary knowledge & Skills so as to effectively manage accounting & inventory.
- The learner acquires various skills required to apply statutory compliance and implementation of payroll using Tally ERP 9.
- The student will be able to apply the concepts of Capital Management and Capital Budgeting.
- The student will be practically exposed to all contents learnt in previous semesters.

Duration

300 Hours

Examination

Semester-1

Paper	Title of the paper
Paper-1	Understanding Data using MS Office
Paper-2	Data Analysis using MS Office Excel 2013

Semester-2

Paper	Title of the paper
Paper-1	Introduction of Business Analysis
Paper-2	Financial Analysis and Techniques

Project: 20 hours

Using Advance Excel to do Analysis (Case Study).

Semester-3

Paper	Title of the paper
Paper-1	Introduction of Accounting
Paper-2	Fundamentals of Tally ERP 9

Semester-4

Paper	Title of the paper
Paper-1	Basics of Taxes
Paper-2	Payroll Management using Tally ERP 9

Project:20hours

Implementation of TDS / TCS and Tax transactions.

Semester-5

Paper	Title of the paper
Paper-1	Fundamental of Financial Management
Paper-2	Corporate Finance and Accounts Management

Semester-6

Paper	Title of the paper
Paper-1	Professional Skill Development
Paper-2	Project Study on Taxes, Finance and Accounts

Final Certificate after successful completion of three years: Diploma in Financial Accounting

SEMESTER: 1

Objective
This Course enables the learner to use MS Office Excel 2013 to analyze and calculate complex d

Benefit
After completing this course, student will be able to apply advanced features of MS Excel 2013 and benefit at their work place by increasing productivity and efficiency.

Duration
50 Hours

Examination
Pen& paper examination will be conducted on completion of the course

Course contents & Syllabus

Understanding Data using MS Office –Paper 1

- Organize, analyze and present data for operations and reporting purposes
    - Worksheets.
    - Workbook.
    - Cells.
    - Rows and columns.
    - Represent data in rows and columns
    -
- Perform "what-if" & data analysis for developing financial, marketing and plans
    - Goal seeks.
    - Scenario Manager.
    - Solver.
- Use tools & techniques to process and enhance the usefulness of data
    - Conditional formatting.
    - Summarizing Data.
- Organize and process statistical, mathematical, financial, and logical data
    - Mathematical functions.
    - Financial functions.
    - Logical functions.

Data Analysis using MS Office Excel 2013– Paper 2

- Employ new approaches such as PowerPivot for tabulating and managing data.
    - Pivot tables.
    - Usage of Pivot tables.
    - Sorting and filtering.

- Conditional formatting.
-

- Create management dashboards dynamically using PowerPivot &Power View
  - View selected data.
  - View data using charts.
- Translate analysis into meaningful charts and graphs for better visual appeal
  - Graphs
  - Different types of Graphs.
  - Representing data using graphs.
  -
- Analyze, interpret, summarizing, and presenting data using PivotTables and PivotCharts
  - Pivot charts using pivot tables.
- Automate repetitive tasks to minimize manual labor in data analysis
  - Macros.
  - VB builder.

Certification

Certificate in Personal Computing and Digital Lifestyle

SEMESTER: 2

Objective
This Course enables the learner to understand & apply scenario based problem solving techniques.

Benefit
After completing this course,student will be able to perform financial analysis and use financial techniques.

Duration
50 Hours

Examination
Pen & paper examination will be conducted on completion of the course

Course contents & Syllabus
Introduction of Business Analysis – Paper 1

- Financial Statements
    - Identify the three constituents of financial statements
    - Identify the uses of financial statements
    - Learn about appreciation and depreciation
    - Learn about ageing analysis
    - Identify the steps to process import data into excel from web
- Financial Calculations and Formulas
    - Learn to calculate the present value of an uneven cash flow
    - Understand the meaning of sinking fund
    - Identify the types of perpetuity
    - Learn to calculate the present value of perpetuity
    - Learn to calculate PMT, future value and NPV using excel formulas
- Bond and Equity Valuation
    - Identify the various methods of bond valuation
    - Identify the terms and terminologies associated with bond valuation
    - Identify common yield measures
    - Learn about investment risk and returns
- Ratio Analysis-Part 1
    - Identify the role of financial ratios in analysing financial data
    - Identify the types of liquidity ratios
    - Identify the types of turnover ratios
- Ratio Analysis-Part 2
    - Understand the meaning of accounting ratios
    - Identify the objectives of accounting ratios
    - Identify the types of capital structure ratios
    - Identify the types of coverage ratios

Financial Analysis and Techniques – Paper 2

- Budgets and Budgetary Control
    - Define budget
    - Identify the advantages of making budget
    - Understand the meaning of budgetary control
    - Define financial models and its components
    - Identify the objectives of budget
    - Identify the methods used for forecasting sales in an organisation
    - Define cash budget
    - Identify the limitations of budget
- Evolution of Money and Banking
    - Trace the evolution of money
    - Trace the evolution of banking
- Financial Intermediaries
    - Understand the need of financial intermediaries
    - Identify various types of financial intermediaries
- Role of Banks
    - Appreciate banking as a business trust
    - Define the loan or credit services offered by the banks
    - Define retail credit services offered by banks
    - Define wholesale or corporate credit offered by banks
    - Define the services offered by banks as consultant to the payment system
- Technology and Trends in Banking
    - Identify the role of technology in banking
    - Identify new products in banking leveraging technology
- KYC and AML Guidelines
    - Identify and follow the Know Your Clients (KYC) guidelines
    - Understand the KYC policy and procedures

Certification

Certificate in Advance Business Analysis tools and Techniques for management

Project: 20 hours

Using Advance Excel to do Analysis (Case Study).

SEMESTER: 3

Objective
This Course enables the learner to introduce accounting on computers Using Tally ERP 9.

Benefit
After completing this course,the learner acquires necessary knowledge & Skills required for effectively manage accounting & inventory.

Duration
52 Hours

Examination
Pen& paper examination will be conducted on completion of the course

Course contents & Syllabus
Introduction of Accounting – Paper 1

- Fundamentals of Accounting
    - Understand the meaning of accounting
    - Identify the importance of accounting
    - Identify the terms used in accounting
    - Understand the accounting assumptions, concepts and principles
    - Identify the types of accounts
    - Learn and follow the golden rules of accounting
    - Understand the double entry system of accounting
- Journalising and Posting of Transactions
    - Classify transactions according to their nature
    - Learn about subsidiary book and control accounts
    - Learn about trial balance
    - Learn about trading and profit & loss account
    - Match balance sheet
- Maintaining Chart of Accounts in Tally.ERP9
    - Gain knowledge about computerized accounting
    - Create a company
    - Select and shut a company
    - Set companies chart of accounts by creating ledgers and groups
    - Display the company chart of accounts
- Fundamental of Inventory Management
    - Understand the meaning of inventory
    - Learn about inventory management
    - Identify the terms used in inventory management
    - Identify different types of inventory valuation
- Stock Keeping Units
    - Create stock groups

- Create units of measure
- Create stock items and godowns
- Define stock opening balance

- Recording of Day to Day Transactions
  - Record contra vouchers
  - Record payment and receipt vouchers
  - Record sales and purchase vouchers
  - Record credit note and debit note vouchers
  - Record journal and optional vouchers
  - Record memorandum voucher
  - Record inventory vouchers
  - Record stock transfers
- Accounts Receivable and Payable Management
  - Maintain party-wise bill details in Tally .ERP9
  - Keep track of receivable and payables
  - Set-off bills using the different methods of adjustment
  - Make partial and full payment entries
  - Record credit transactions
  - Manage outstanding credit limits
  - Manage performance of debtors

Fundamentals of Tally ERP 9 – Paper 2

- Banking
  - Configure cheque printing
  - Manage cheque in Tally.ERP9
  - Print cash and cheque deposits slips
  - Print payment advice
  - Perform bank reconciliation
  - Record post-dated cheque
  - Activate auto bank reconciliation
  - Activate auto bank reconciliation in Tally.ERP9
  - Manage E-payments in Tally.ERP9
  - Check e-payments reports

- Incomes
  - Create and maintain the cost categories
  - View reports relating to cost centres and cost categories
  - Create and maintain cost centres class
  - Generate reports related to cost centre and categories
- MIS Reports
  - Identify and list the purpose of different MIS reports
  - Generate MIS reports in Tally .ERP9
  - Customize and analyse MIS reports in Tally .ERP9

- Storage and Classification of Inventory
    - Learn to manage godowns
    - Create and store inventories in godowns
    - Record purchase and sales vouchers with godowns
    - Identify stock categories
    - Maintain summary reports
    - Create and maintain batch-wise details
    - Record transaction by honouring the expiry date of batches
- Management of Purchase and Sales Cycle
    - Handle complete sales and purchase order processing
    - View order details and outstanding reports
    - Close orders due to cancellation, lack of stocks of return of goods etc
- Price Levels and Price Lists
    - Create and maintain price levels and price lists
    - Use price lists while passing invoice
- Manufacturing Process
    - Understand manufacturing process
    - Create manufacturing journal voucher
    - Record stock journal vouchers
    - Check reports like cost estimation and transfer analysis

Certification

Certificate in Computerized Financial Accounting Using Tally ERP 9, level 1

SEMESTER: 4

Objective

This Course enables the learner to work on tax and Payroll management using Tally ERP 9.

Benefit

After completing this course, the learner acquires necessary knowledge & Skills required for to apply statuary compliance and Implement payroll using Tally ERP 9

Duration

52 Hours

Examination

Pen& paper examination will be conducted on completion of the course

Course contents & Syllabus

Basics of Taxis – Paper 1

- Getting Started with GST 1
    - Activate GST for a company in Tally.ERP9
    - Record and maintain GST registration details for the company
    - Transfer input credit
    - Print GST invoices
    - Record good return
    - Define tax rated at different level
    - Record GST tax payment
    - Generate GSTR-1 and GSTR-2 reports
    - Export GSTR 1 return
    - Learn about the accounting of supply of services and exempted services
- Getting Started with GST 2
    - Activate GST for a company in Tally.ERP9
    - Record and maintain GST registration details for the company
    - Transfer input credit
    - Print GST invoices
    - Record good return
    - Define tax rated at different level
    - Record GST tax payment
    - Generate GSTR-1 and GSTR-2 reports
    - Export GSTR 1 return
    - Learn about the accounting of supply of services and exempted services
- Tax Deduced at Source 1
    - Configure tax deducted at source in Tally.ERP9
    - Configure TDS at different levels
    - Record different types of TDS transactions
    - Handle expenses partly subjected to TDS
    - Manage the accounting of multiple expenses
    - Manage accounting of TDS at zero and lower rate

    - Manage accounting of TDS on fixed assets
    - Manage payment of TDS to government
    - Generate TDS reports and challans
- Tax Deduced at Source 2
    - Configure tax deducted at source in Tally.ERP9
    - Configure TDS at different levels
    - Record different types of TDS transactions
    - Handle expenses partly subjected to TDS
    - Manage the accounting of multiple expenses
    - Manage accounting of TDS at zero and lower rate
    - Manage accounting of TDS on fixed

Payroll Management using Tally ERP 9 – Paper 2

- Securing Financial Information
    - Learn to use security control features to secure financial data
    - Create and alter security levels in Tally.ERP9
    - Create users and passwords under different security levels
    - Learn to login with different user credentials
    - Use Tally Vault to secure the financial data
    - Identify the benefits of Tally Vault password
    - Understand the meaning of password policy
- Data Management and Financial Year End Process 1
    - Backup and restore company data in Tally.ERP9
    - Export and import data in Tally.ERP9
    - Export data in different formats like Excel and PDF
    - Know the E-mailing capabilities of Tally.ERP9
    - Learn to use E-mail facility in Tally.ERP9
    - Learn to split the company data
- Data Management and Financial Year End Process 2
    - Backup and restore company data in Tally.ERP9
    - Export and import data in Tally.ERP9
    - Export data in different formats like Excel and PDF
    - Know the E-mailing capabilities of Tally.ERP9
    - Learn to use E-mail facility in Tally.ERP9
    - Learn to split the company data

Certification

Certificate in Computerized Financial Accounting Using Tally ERP 9, level 2

Project: 20hours

Implementation of TDS / TCS and Tax
transactions.

SEMESTER: 5

Objective

This Course enables the learner to understand corporate finance and Accounts Management.

Benefit

After completing this course, student will be able to understand capital Management and Capital budgeting.

Duration

48 Hours

Examination

Pen & paper examination will be conducted on completion of the course

Course contents & Syllabus

Fundamental of Financial Management – Paper 1

- Introduction to Financial Management
  - Describe subject of financial management
  - Identify the goals of the financial management
  - Understand the basics of Financial management
- Strategic Financial Management
  - Identify the Types of Finances.
  - Learn About the financial decision making.
  - Understand the fund requirement of the organization.
  - Understand the significance of strategic financial planning.
  - Estimate financial requirements.
  - Identify the methods and tools of financial management
  - Identify the types of risks associated with business
  - Learn to calculate operation and net profit
  - Understand therelevance of time value of money in financial decisions
  - Identify basic jargons used in finance
  - Understand the nature of financial analysis
- Tools of Financial Analysis
  - Understand nature and types of financial analysis
  - Understand the advantages and disadvantages of financial analysis
  - Understand various tool of financial analysis
- Working Capital Management & Capital Budgeting :
  - Understand the various concepts relating to capital budgeting
  - Understand various concepts relating to capital investment decisions
  - Understand the factors affecting capital investments and project evaluation
- Capital Investment Decision
  - Understand various techniques of capital budgeting decisions making
  - Understand practical application of various capital budgeting techniques

- Capital Budgeting Principles and Techniques
  - Understand the meaning of risk and uncertainty
  - Identify the risk and investment proposals
  - Describe the risk and uncertainty incorporated methods of capital project evaluation
- Source of Finance
  - Gain knowledge about the long-termsources of finances
  - Gain knowledge about short term sources of finance
- Long Term Sources and Short term sources of finance
  - Choose between short-term and long-term source depending upon the objective
  - Determine the best suited resource among the various short-term and longterm resources
  - Apply the characteristic features of new instruments and incorporate them in a given business depending upon their characteristic features and advantage
- Bank Finance
  - Understand Term Loan Concepts
  - Identify Steps involved in term loans
  - Identify the Terms and conditions for granting term loans for projects
  - Identify the Procedure for Loan Disbursement
  - Identify the term lending institutions in India
  - Identify the steps in Term Loan Processing
  - Identify the procedure for term loan
  - Know the Loan Amortization Schedule.
- Project Appraisal
  - Understand the concepts relating to Project Report
  - Understand elements of Financial Analysis
- Determination of capital structure
  - Get introduced to capital structure
  - Identify the features of appropriate capital structure
  - Identify the forms of capital structure
  - Identify the need for capital structure
  - Identify the key considerations in capital structure planning
  - Identify the factors influencing pattern of capitalstructure
  - Identify the determinant of capital structure
  - Identify the principles of capital structure decisions
  - Know the criteria for determining pattern of capital structure
  - Understand the capital structure theories
  - Learn about taxation and capital planning
  - Understand the relevance of debt-equity ratio in public enterprises

- Capital Structure and cost of capital
  - Learn and follow capital structure policies
  - Learn and follow guidelines for capital structure decisions
  - Understand the relationship between EBIT and EPS
  - Identify the importance of IT in finance
- Leverages
  - Identify the characteristics of leverage
  - Identify the types of leverage
  - Identify the uses of leverage
  - Analyse EBIT and EPS
  - Identify the importance of leverage

- Cost of Equity, Cost of Debt and Cost of retained earnings
  - Calculate cost of equity
  - Calculate cost of preference share capital
  - Calculate cost of retained earnings
  - Calculate cost of debt
  - Identify the managerial decisions effects on cost of capital
- Weighted Average Cost of Capital (WACC)
  - Understand the concept of WACC
  - Learn to calculate WACC

- Cost of capital and Required Rate of Returns
  - Learn about cost of capital and required rate of returns(RRR)
  - Identify the determinants of required rate of return
  - Understand the use of cost of capital in managerial decisions
  - Learn about the cost of capital strategy in business

Corporate Finance and Accounts Management –Paper 2

- Management of Finance
  - Identify balancing financial goals concerning substantial growth
  - Identify the changing paradigm in financial goals
  - Understand the shifting approach in finance organization
- Working With Capital Management
  - Estimate the different components of current assets
  - Learn how to arrive at required working capital requirements
- Cash Management
  - Understand practical aspects of cash management
  - Understand relevance of cash management in finance
- Receivable Management
  - Understand the importance of receivable management
  - Identify the credit management process
  - Identify the factors affecting policies for managing accounts receivables
- Inventory Management
  - Identify the techniques of inventory management
  - Identify the steps for integrated working capital planning
  - Learn about the inventory management strategy and systems
  - Learn to reduce cost through inventory management
- Indian Financial Market.
  - Identify the constituents of a financial system
  - Learn about money market and capital market
  - Understand the regulatory framework
  - Learn about the financial market development in India
  - Learn about stock exchanges
- Financial Market Operations
  - Gain knowledge about Indian financial system reforms
  - Learn about public issue
  - Learn about underwriting of shares
  - Learn about corporate governance
- Management of Financial Services

- Identify the agencies providing financial services
- Classify financial intermediaries in India
- Identify the scope of financial services
- Identify new financial products and services
- Identify the sources of revenue of financial intermediaries
- Identify the challenges faced by financial services sector saving mobilisation
- Identify the modern activities of financial services
- Understand the financial services operations in India

- Globalisation of Financial Markets International Financial Management
  - Identify the facets of globalization and their manifestations
  - Identify the constituents of sound governance in the contemporary world
  - Learn about the developments in global finance
  - Identify the recent changes in global financial markets
  - Understand AS-31 and AS-32
  - Learn about European monetary system
  - Learn about American depositary receipt and global depositary receipt (GDR's)
  - Identify the functions of Learn and identify the meaning and scope of international finance
  - Learn about foreign exchange market
- Financial Derivatives
  - Identify the basic financial derivatives
  - Identify the features of financial derivatives
  - Learn about financial engineering growth and development
  - Identify the characteristics of financial engineering
  - Identify the reasons for rapid growth in financial engineering
  - Identify the tools of financial engineering
  - Identify the benefits of financial engineering
  - Identify the uses of financial engineering
- Restructuring of Business
  - Discuss the meaning and Different forms or types of Corporate Restructuring
  - Understand the terms used in Corporate Restructuring and Categories of Corporate Restructuring
- Financial Reporting Regulations
  - Understand IFRS and Indian Situation
  - Understand GAPP (Generally Accepted Accounting Principles
- Investment Analysis
  - Learn the concepts of Investment Analysis
  - Understand CAPM and APT Model
- Portfolio Management
  - Understand the concepts of Portfolio Management
  - Learn the measures of Portfolio
- Dividend Policy
  - Understand the meaning of dividend
  - Identify the types and purpose of Dividend
  - Identify various factors which influence the determination of Dividend Policy
- Performance Measurement Criteria
  - Understand the concept of Corporate Governance
  - Understand corporate governance in financial sector
- Ethical issues in Financial Management
  - Understand the importance of Ethics in Business Finance
  - Understand Ethical Issues in financial Management

Certification

Certificate in Corporate Finance and Management Accounting for Management.

SEM:6

Objective

This Course enables the learner to implement the tools & techniques learnt in the entire program and helps student to develop inter personal skills.

Benefit

After completing this course,student will be well versed with all contents learnt in previous semesters

Duration

48 Hours

Examination

Pen& paper examination will be conducted on completion of the course

Course contents & Syllabus

Professional Skills

Professional Skill Development –Paper 1

- Effective Conversation.
  - Identify the importance of conversation in communication
  - Explain the stages in a conversation
  - Identify the constituents of a good conversation
  - Understand the techniques to improve conversation
  - Identify common errors in speech
  - Practice conversational skills tough role play
- Assertive Communication
  - Assess your assertive communication skills
  - Identify the features of assertive communication
  - Understand the techniques for assertiveness
  - Understand types of questions
  - Practice asking quality questions
- Written Communication
  - Identify the need of effective business writing
  - Understand the types of business writing
  - Appreciate and use five C‘s of effective writing
  - Identify and correct mistakes in writing
  - Identify how to make business writing effective
- Self-Presentation
  - Understand the concept and importance of first impressions
  - Understand the concept of 'self-brand'
  - Understand the importance of creating a visual identity
  - Understand grooming guidelines
- Working in Teams.
  - Understand teamwork and the importance of working in teams
  - Understand team roles and the responsibilities of a team member
  - Explain effective leadership
- Critical Thinking and Problem Solving
  - Apply critical thinking and problem solving techniques and processes
  - Summarise the process and conclusions derived
  - Perform project management activities to fulfil the requirement of the assigned project

- Health, Safety and Security
  - Explain the need for workplace safety
  - Explain the basic workplace safety guidelines
  - Identify the common safety signs used
  - Identify and address security teats and risks
- Planning and Prioritizing
  - Explore the various strategies of effectively utilizing the available time
  - Create an action plan to manage time
  - Identify your role and responsibilities in carrying out your work
  - Identify the need to plan and organize your work to achieve targets and deadlines
- Values and ethics concepts
  - Understand the importance of business ethics
  - Understand the importance of business values
  - Identify the role of business values on quality and business growth
  - Evaluate what is responsibility and how to become responsible
  - Apply the guidelines for showing respect and maintaining integrity
- SWOT and Self-Awareness
  - Recognise personal strengths and weaknesses
  - Understand Personal Quality Initiative (PQI)
  - Create a self-development plan
- Providing Data in Various Formats
  - Understand the importance of presenting data in professional life
  - Identify the guidelines when presenting data
  - Identify the tools used to present and report data
  - Identify the different formats and reporting types used in professional life
- Develop your knowledge, skills, and competence
  - Provide data/ information in standard formats
  - Identifying training needs
  - Understanding Organization Policies and Procedures
  - Aptitude Test practice
- Understanding Organization Policies and Procedures
  - Understand the need of organisation policies and procedures
  - Identify the common policies and procedures used in organizations

Project Study on Taxes, Finance and Accounts –Paper 2

Case Study based project using the tools & techniques learnt in the entire program.

- Create the company in Tally.ERP9.
- Configure GST in Tally.ERP9.
- Creation of master for GST.
- Creation of ledgers as per opening Trial Balance.
- Create Stock Group.
- Create Stock items.
- Enter transactions for April to 1st Jul 2017.
- Enter transactions for 2nd Jul 2017 to Aug 2017.
- Configure TDS in Tally.ERP9.
- Enter transactions related to TDS.
- Generate TDS report.
- Generate GST report.
- Create Stock Summary as on 2nd Jul 2017.

- Display Trial Balance as on 2nd Sep 2017.
- Daybook Report from 1st Jul 2017 to 02nd Sep 2017.
- Clear backlog (if any).

Certification

Certificate in Capstone Project using Tally ERP 9 with GST and implementation of TDS transactions.

Aggarwal College Ballabgarh

A Post Graduate Co-educational College
(Affiliated to M. D. University, Rohtak)
NAAC Accredited 'A' Grade (CGPA: 3.40)

Diploma Course in Computer Applications

This programme contains six Certificate Courses and one Diploma Course.

- Certificate in Computer overview and programming structure and methodology
- Certificate in Working with MS Office 2013
- Certificate in Logic Building and Effective Problem Solving.
- Certificate in Information Systems and Common Business Processes
- Certificate in JAVA 7
- Certificate in Professional skills

Objectives

- Ability to get overview of the computers and program structure and methodology.
- Proficiency to Create documents, Analyze data and make presentations.
- Demonstrate the ability to learn Logic Building and Effective Problem Solving.
- Create deep focus on enterprise resourceplanning, sales and marketingand managing data using SQL.
- Familiarize students with the knowledge of object oriented programming language using Java.
- Helps students to; enhance their Interview handling skills, identify and develop knowledge and skills.

Benefits

- Core concepts of program structure and methodology which enables student to get basics of programming
- Create professional documents using Word, Analyze and manipulate data using Excel and create professional presentation using PowerPoint
- The Learner will be able to create flowcharts and write pseudocodes.
- This program imparts of information system and common Business Processes and Manage data using SQL
- Create object-oriented applications using Java The Programming in Java course is mapped with Oracle Certified Professional, Java SE 7
- Professional skills also include learning every aspect of a job and doing it to the best of one's ability.

Duration

400 Hours

Examination

Semester-1

Paper	Title of the paper
Paper-1	Introduction to computer and Operating System
Paper-2	Understanding Programming and Software Applications

Semester-2

Paper	Title of the paper
Paper-1	Fundamental of Data with Data Tools
Paper-2	MS Office Fundamental

Project

Project using Microsoft EXCEL 2013 and get presented using PowerPoint.

Semester-3

Paper	Title of the paper
Paper-1	Fundamental of Programming Part 1
Paper-2	Fundamental of ProgrammingPart 2

Semester-4

Paper	Title of the paper
Paper-1	Introduction of programming component
Paper-2	Data Management System

Project:

Project using SQL data base

Semester-5

Paper	Title of the paper
Paper-1	Fundamental of Java
Paper-2	Data Structure with Java and Concurrency API

Semester-6

Paper	Title of the paper
Paper-1	Professional Skill Development Part 1
Paper-2	Professional Skill Development Part 2

Project
Project using Core JAVA

Final Certificate after successful completion of three years: Diploma in Computer Applications

SEMESTER: 1

Objective

This program will enable the students to get overview of the computers and program structure and methodology.

Benefit

Core concepts of program structure and methodology which enables student to get basics of programming

Duration

59 hours

Examination

Pen & Paper after completion of program

Course contents& Syllabus

Introduction to computer and Operating System – Paper 1

- Identify various computer systems
  - Mini computers
  - Micro Computers
  - Desktop computers
  - Laptop
  - Palmtop
  - Super computers
- Identify components of a PC system
  - Motherboard
  - Hard disk
  - Lan card
  - Pen drive
  - Floppy drive
  - CD Drive
  - Printers
  - Plotters
  - Keyboard
  - Monitor
  - Central Processing Unit
  - Mouse
- Identify types of files used to organize data
  -
- Work with Windows
  - User Interface
  - Graphical user interface
  - Character user interface
  - Desktop
  - My computers
  - Folders and files

    - Cut copy and paste.
- Work with Linux
    - Why Linux.
    - Properties of operating system.
    - Commands in Linux.
    - Graphical user interface in Linux.

Understanding Programming and Software Applications – Paper 2

- Use Internet and Social Networking media
    - How to use
    - Why to use.
    - Search engines
- Understand the need of Critical Thinking and Problem Solving in programming
    - What is Critical Thinking?
    - Why is critical thinking required?
    - Demonstration of critical thinking through practicals.
- Get acquainted with Digital Data
    - What is digital data and where we use it.
- Use algorithms for designing programs
    - Logic building.
    - Create flow charts.
    - Write pseudo codes.
- Identify and apply software testing techniques
    - What is a need to software testing?
    - Different tools of software testing.

- Work with MS word 13
    - Create Documents.
    - Open, save documents.
    - Print documents.
    - Cut Copy Paste
    - Mail merge
    - Representing Data in Tabular form.
    - Inserting data from different sources.
-

Certification

Certificate in Computer overview and programming structure and methodology

SEMESTER: 2

Objective
Create documents, Analyze data and make presentations

Benefit
Create professional documents using Word, Analyze and manipulate data using Excel and create professional presentation using PowerPoint

Duration
60 hours

Examination
Pen & Paper after completion of program

Course contents & Syllabus

Fundamental of Data with Data Tools – Paper 1

- Get introduced to IT Fundamentals and computer.
  - Recap of first semester.
- Work with MS Excel 2013
  - Worksheets and Workbook.
  - All functions.
  - Charts.
  - Pivot table.

MS Office Fundamental – Paper 2

- Work with MS Power Point 2013
  - Creating presentation.
  - Different views of slides.
  - Inserting clipart.
  - Animation in PowerPoint.
- Work with MS Outlook 2013
  - Configure Outlook.
  - Managing mails in different folders.
  - Usage of Calendar.
  - Usage of meetings.
- Get introduced to Digital Lifestyle.
  - What is digital lifestyle?

Certification
Certificate in Working with MS Office 2013

Project
Project using Microsoft EXCEL 2013 and get presented using PowerPoint.

SEMESTER: 3

Objective

The learner will be able to learn Logic Building and Effective Problem Solving

Benefit

The Learner will be able to create flowcharts and write pseudocodes.

Duration

70 hours

Examination

Pen & Paper after completion of program

Course contents & Syllabus

Fundamental of Programming Part 1 – Paper 1

- Identify the input and output requirements of a computer problem
  - What is input?
  - What is output?
  - Diagrammatic representation of input and output.

- Explain programs and programming languages
  - What is a program?
  - What is a programming language?
  - Different types of languages.
- Identify the various tools for problem solving
  - Input box
  - Output box
  - Start
  - Terminator.
  - Decision Box.
  - Flow of data.
- Solve problems using flowcharts
  - Represent log of the different problems using Flowcharts.
- Represent decisions and repetitive processes in a flowchart
  - Iterative Data.
  - Loops.

Fundamental of Programming Part 2 – Paper 2

- Solve problems using a pseudocode
  - What is a Pseudocode?
  - Representation of logic using pseudocodes.
- Use variables and constants
  - What is a variable and constants?
  - What is memory allocation?
- Identify data types
  - Different Data Types
  - Integer, character, float, double, string.
- Identify operators
  - Arithmetic operators.
  - Logical operators.
  - Boolean operators.

- Perform the conditional execution
  - If else conditions.

- When then

Certification
Certificate in Logic Building and Effective Problem Solving

SEMESTER: 4

Objective
This program focuses on enterprise resource planning, sales and marketing and managing data using SQL

Benefit
This program imparts of information system and common Business Processes and Manage data using SQL

Duration
66 hours

Examination
Pen & Paper after completion of program

Course contents & Syllabus
Introduction of programming component – Paper 1

- Implement iterative processes
  - Loops.
  - While loop.
  - Do while Loop.

- Implement modular programming
  - Functions.
  - Batches.
  - Procedures.

- Work with arrays
  - What is an array?
  - What is the difference between variable and Array.
  - Single dimensional Array
  - Double Dimensional Array.
  - Manipulate arrays using loops

- Understand Organization and their Business Processes
  - What is organization?

    - What are different business processes?
- Understand Information Systems
    - What is information Systems?
    - How to implement Information systems

- Identify the need of Enterprise Resource Planning
    - Resource Planning.
    - Enterprise resource planning.
- Manage Sales and Marketing Using Information Systems
    - What is sales and Marketing?
    - Why Sales and Marketing?
    - How to implement Sales and Marketing using Information systems.

Data Management System – Paper 2

- Manage Production Using Information Systems
- Manage Logistics Using Information Systems
- Learn about Human Resource Management Using Information Systems
    - What is Human Resource?
    - What are the different Job roles of Human Resource?
    - How we can manage Human Resources using Information Systems.
- Manage Financial Accounting Using Information Systems
    - Idea of Financial Accounting?
    - Different tools in Information
- Create Financial Statements.
    - Tradding Account.
    - Profit and loss Account.
    - Balance sheet.
    - Cash flow statement.
- Manage The Supply Chain Using Information Systems
    - Subsidiary books.
- Learn about Data Models
    - What is a Data Models?
    - Different types of Data Models.
- Create Database Design
    - What is a database?
    - Create database.
    - Manage database.
- Normalize and De-normalize Data
    - What is normalization?
    - Why to normalize data?
    - Different forms of Normal Form.
- Manipulate Data in Tables
    - What is a table?
    - What is tupple?
    - What is a field?
- Implement Indexes, Views, and Full-Text Search
    - What is an Index?
    - Why we need indexing.
    - Different types of Indexes.
    - Full-Text Search.
    - Why Views.

- Implement Stored Procedures and Functions
    - Stored procedures.
    - Stored procedures with input parameters.
    - Stored procedures with Output Parameters.
    - Functions
    - Difference between function and stored procedure.
- Work with Triggers and Transactions
    - Triggers.
    - Different types of Triggers.
    - Insert, update and delete Trigger.
- Monitor and Optimize Performance

Certification

Certificate in Information Systems and Common Business Processes

Project

Project using SQL data base

SEMESTER: 5

Objective

The objective of this course is to familiarize students with the knowledge of object oriented programming language using Java

Benefit

Create object-oriented applications using Java the Programming in Java course is mapped with Oracle Certified Professional, Java SE 7

Duration

77 hours

Examination

Pen & Paper after completion of program

Course contents & Syllabus

Fundamental of Java – Paper 1

- Get overview of Java
  - Java Programs Are Platform-Independent
  - Java SE Platform Versions
  - The Java Community, Open jdk
  - Class Structure , A Simple Class , Code Blocks , Primitive Data Types
  - Java SE 7 Numeric and Binary Literals
  - Strings and String operation , if-else
- Implement Operators
  - Logical Operators , Relational Operator, Arithmetic Operator

- Work with Conditional and Loop Constructs
  - Loop , for loop , while , do- while
  - Arrays and for-each Loop
  - String switch Statement
  - Class and Object, Method, Constructor , Creating an Instance of an Object
  - package Statement , import Statement
- Work with Arrays, Enums, and Strings
- Implement Inheritance and Polymorphism
  - Define Inheritance and Types of Inheritance
  - Abstract Class and Interface
  - Compile-time and Run-time Polymorphism
- Handle Errors and Events
  - Exception Categories , Exception Handling
  - The try-catch Statement , finally clause
  - Declaring and Throwing Exceptions
  - Layout Manager and Event Handling

- Work with Streams
  - Data Within Streams
  - Byte Stream InputStream and OutputStream Methods
  - Character StreamReader and StreamWriterMethods
  - Processing Streams

- Writing to Standard Output , Reading from Standard Input , Channel IO
- Persistence , Serialization and Object Graphs , Transient Fields and Objects

- Work with NIO Classes and Interfaces
  - New File I/O API (NIO.2) , Limitations of java.io.File , File Systems, Paths, Files
  - Relative Path Versus Absolute Path , Java NIO.2 Concepts
  - Path Interface
  - Removing Redundancies from a Path
  - Creating a Subpath , Joining Two Paths , Creating a Path Between Two Paths

Data Structure with Java and Concurrency API – Paper 2

- Get Introduced to JDBC
  - Using a Vendor‘s Driver Class
  - Create Applications Using Advanced Features of JDBC
  - Using a ResultSet Object , Controlling ResultSet Fetch Size
  - ResultSetMetaData
  - Using PreparedStatement , Using CallableStatement
- Apply Inner Classes and Type Casting
  - Anonymous Inner Classes
  - Nested Classes
  - Autoboxing and Autounboxing
- Work with Regular Expression and Localization
  - Pattern and Matcher
  - Character Classes , Predefined Character Classes
  - Quantifiers , Greediness , Boundary Matcher
  - Why Localize?
  - Locale , Resource Bundle , Resource Bundle File , Date and Currency
- Work with Generics
  - Simple Cache Class Without Generics
  - Generic Cache Class , Generics in Action , Generics with Type Inference Diamond
- Work with Collections
  - Collection Types , List Interface
  - ArrayList Implementation Class , ArrayList Without Generics
  - Set Interface and classes
  - Map Interface and classes

- Work with Threads
  - The Thread Class , Extending Thread , Starting a Thread
  - Implementing and executing Runnable
- Implement Thread Synchronization and Concurrency
  - The java.util.concurrent Package
  - The java.util.concurrent. Atomic Package
  - The java.util.concurrent. Locks Package

Certification

Certificate in JAVA 7

SEMESTER: 6

Objective
This course will enable student to; enhance their Interview handling skills, identify and develop knowledge and skills

Benefit
Professional skills also include learning every aspect of a job and doing it to the best of one‘s ability

Business writing skills and ability to provide data in standard formats is a key skill, employers look for.

Duration
68 hours

Examination
Pen & Paper after completion of program

Course contents & Syllabus
Professional Skill Development Part 1 – Paper 1

- Effective Conversation.
  - Identify the importance of conversation in communication
  - Explain the stages in a conversation
  - Identify the constituents of a good conversation
  - Understand the techniques to improve conversation
  - Identify common errors in speech
  - Practice conversational skills tough role play
- Assertive Communication
  - Assess your assertive communication skills
  - Identify the features of assertive communication
  - Understand the techniques for assertiveness
  - Understand types of questions
  - Practice asking quality questions
- Written Communication
  - Identify the need of effective business writing
  - Understand the types of business writing
  - Appreciate and use five C‘s of effective writing
  - Identify and correct mistakes in writing
  - Identify how to make business writing effective
- Self-Presentation
  - Understand the concept and importance of first impressions
  - Understand the concept of 'self-brand'
  - Understand the importance of creating a visual identity
  - Understand grooming guidelines
- Working in Teams.
  - Understand teamwork and the importance of working in teams
  - Understand team roles and the responsibilities of a team member
  - Explain effective leadership
- Critical Thinking and Problem Solving
  - Apply critical thinking and problem solving techniques and processes
  - Summarise the process and conclusions derived

- Perform project management activities to fulfil the requirement of the assigned project

Professional Skill Development Part 2 – Paper 2

- Health, Safety and Security
  - Explain the need for workplace safety
  - Explain the basic workplace safety guidelines
  - Identify the common safety signs used
  - Identify and address security teats and risks
- Planning and Prioritizing
  - Explore the various strategies of effectively utilizing the available time
  - Create an action plan to manage time
  - Identify your role and responsibilities in carrying out your work
  - Identify the need to plan and organize your work to achieve targets and deadlines
- Values and ethics concepts
  - Understand the importance of business ethics
  - Understand the importance of business values
  - Identify the role of business values on quality and business growth
  - Evaluate what is responsibility and how to become responsible
  - Apply the guidelines for showing respect and maintaining integrity
- SWOT and Self-Awareness
  - Recognize personal strengths and weaknesses
  - Understand Personal Quality Initiative (PQI)
  - Create a self-development plan
- Providing Data in Various Formats
  - Understand the importance of presenting data in professional life
  - Identify the guidelines when presenting data
  - Identify the tools used to present and report data
  - Identify the different formats and reporting types used in professional life
- Develop your knowledge, skills, and competence
  - Provide data/ information in standard formats
  - Identifying training needs
  - Understanding Organization Policies and Procedures
  - Aptitude Test practice
- Understanding Organization Policies and Procedures
  - Understand the need of organization policies and procedures
  - Identify the common policies and procedures used in organizations

Certification

Certificate in Professional skills

Project

Project using Core JAVA

Advance Diploma Courses

Aggarwal College Ballabgarh

A Post Graduate Co-educational College
(Affiliated to M. D. University, Rohtak)
NAAC Accredited 'A' Grade (CGPA: 3.40)

Advanced Diploma Course in Computer Education (Level-III)

Paper-L3-I: (Programming in 'C' Language)

Programming Fundamentals

Planning the Computer Program: Writing of algorithm, Characteristics of algorithm, making flowchart. Advantages/ Disadvantages of flowchart, decision table structured programming.

C Language :

Data Types Operators and Expressions: Character Set, Identifiers and Keywords variables and constants; basic data types; arithmetic relational. Logical and bit-wise operators, Increment, decrement and ternary operators, type def, struct , enumerated data types; type conversion. Control Flows: if statements; switch statement; goto statement; while, do while and for statements, break and continue statement.

Arrays: Declaration, initialization and operations on arrays.

Software Lab.

1. Program to compute the average.
2. Write a program to check whether a number is even or odd.
3. Write a program to check whether a number is prime number or not.
4. Write a program to check whether a year is leap or not.
5. Write a program to find largest of three numbers.
6. Write a program to check whether a character is vowel or consonant using switch statement.
7. Write a program to find sum of' natural numbers.
8. Program to compute the factorial of a given number.
9. Program to generate Fibonacci series.
10. Program to compute Least Common Multiple (LCM)
11. Program to compute Highest Common Factor (HCF)
12. Write a program to insert an element in an array.
13. Write a program to delete an element from array.
14. Write a program for linear searching.
15. Write a program to implement bubble sorting.
16. Program to find the largest and smallest element among 'n' numbers.
17. Program to add and subtract two matrices.
18. Program to compute the transpose of a matrix.

Paper-L3-II : (Web Designing)

Scripting Language

HTML: Basics of HTML, Basic tags, document tags, Empty tags Using lists in websites: nested and unordered list, menu list, Absolute links Relation links in website, image and images maps, Creation of tables. Forms frames and their division Use of Colours, Headings and Animation.

Web Authoring Tools

FrontPage : Front page express explorer, front page editor application of themes formatting of text on web page, creation of web pages, web sites, Hyperlinks images, images boarders, formatting, multimedia, sound and Video effects enhancing tables Rows and Columns, cells, frames and frame properties. Tasks views web wizards. Radio buttons and Command buttons.

Macromedia Flash:

View Movie, Movie properties grid, oval tool creating symbol Gradients, rectangle tool, pencil tool grouping , layers renaming layer Adding new layer, rotate and scale changing the order of layers, key frames, Adding sound, Importing sound, stopping the action, adding button text tool.

Software Lab

HTML

1. Create any webpage using following HTML tags.
    a. Background colour
    b. Font (colour, size, face)
    c. Bold,Italic,Underline.
    d. Big/ Small
    e. H1, H2 etc.
    f. Marquee
    g. Ordered/ Unordered list
    h. Data list
2. Create Employee table and apply various operations on it using HTML also put border around the table.
3. Create Internal and External Hyperlinks in a webpage.
4. Implement the concept of frames in a webpage.
5. Insert an image in a webpage.
6. Design Home page of your Institute.
7. Design web page for tourism spots in your area.

8. Prepare your CV and link on the webpage.

9. Use animation of image in a webpage

10. Insert table and perform table handling in webpage.

Front Page

1. Use front page to create a new page using different text style.

2. Use front page to create a new page showing text and table box.

3. Use front page to create a new page using clip art gallery.

4. Use front page to create a new page using image from a scanner.

5. Use front page to create a web page of your institute

6. Use front page to create a web page showing tourism spots of your area

7. Use front page to use table handling in web page.

Flash

1. Create a blank flash document

2. Create a flash movie and customize the movie setting.

3. Set frame rate back ground colour dimensions to define size tof movie.

4. Use of zoom tool from tool box.

5. Creating a shape with oval tool.

6. Add text to a button.

7. Make button symbol interactive (use of edit symbol button)

8. Add key frames to a button symbol time line.

9. Add sound to a button.

10. Verify changes with test movie.

11. Add layers to a movie

12. Animate text with twining.

13. Add a text field containing a string of text that will change every time a user presses button.

14. Add action script to the button enabling script to change the contents of the text field every time a user clicks the button.

15. Test the movie with flash player, return to main window and save the file.

16. Embed a flash movie in a web page.

Advanced Diploma in Software Development

Duration	**2 Years**

1st Year	
Course Code	**Course Name**
BVSD-101	Computer Fundamentals and Programming in _C‘
BVSD-102	PC Software
BVSD-103	COMMUNICATION SKILLS
BVSD-104	Software Lab- I
BVSD-105	Software Lab- II
BVSD-106	Data Structure Through _C‘
BVSD-107	Object Oriented Programming using C++
BVSD-108	Environmental Science
BVSD-109	Software Lab-III
BVSD-110	Software Lab-IV
2nd Year	
Course Code	**Course Name**
BVSD-201	Web Designing
BVSD-202	JAVA Programming
BVSD-203	Visual Programming–Visual Basic, Visual C++
BVSD-204	Software Lab-V
BVSD-205	Software Lab-VI
BVSD-206	Computer Networks
BVSD-207	Advanced Java
BVSD-208	PHP Programming
BVSD-209	Software Lab-VII
BVSD-210	Software Lab-VIII

Computer Fundamentals and Programming in 'C'

BVSD-101
Time: 3Hrs **External Marks: 60**
Internal Marks: 40

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Unit-I

Computer Fundamentals: Concept of data and information; Components of Computer: Hardware Input Device, Output Device. CPU: Components of CPU; Memory and Storage Devices; Computer Software: System Software and Application Software; Functions of Operating System. Programming Languages: Machine, Assembly, High Level Language, 4GL; Language Translator; Linker, Loader; Classification of Computers: Micro, Mini, Mainframe, Super computer. Advantages of Computer, Limitations of Computer, Range of Applications of Computer, Social concerns of Computer Technology: Positive and Negative Impacts, Computer Crimes, Viruses and their remedial solutions.

Unit-II

Problem Solving: pseudocode, Problem Identification, Analysis, Flowcharts, Decision Tables, Pseudo codes and algorithms, Program Coding, Program Testing and Execution. C Programming Fundamentals: Keywords, Variables and Constants, Structure of a C program. Operators & Expressions: Arithmetic, Unary, Logical, Bit- wise, Assignment & Conditional Operators, Library Functions, Control Statements: Looping using while, do…while, for statements, Nested loops; decision making using if…else, Else If Ladder; Switch, break, Continue and Goto statements.

Unit-III

Arrays & Functions: Declaration and Initialization; Multidimensional Arrays. String: Operations of Strings; Functions: Defining & Accessing User defined functions, Function Prototype, Passing Arguments, Passing array as argument, Recursion, Use of Library Functions; Macro vs. Functions. Pointers: Declarations, Operations on Pointers, Passing to a function, Pointers & Arrays, Array of Pointers, Array accessing through pointers, Pointer to functions, Function returning pointers, Dynamic Memory Allocations.

Unit-IV

Structures and Union: Defining and Initializing Structure, Array within Structure, Array of Structure, Nesting of Structure, Pointer to Structure, Passing structure and its pointer to Functions; Unions: Introduction to Unions and its Utilities. Files Handing: Opening and closing file in C; Create, Read and Write data to a file; Modes of Files, Operations on file using C Library Functions; Working with Command Line Arguments. Program Debugging and types of errors.

Suggested Readings

1. Gill Nasib Singh: Computing Fundamentals and Programming in C, Khanna Books Publishing Co., New Delhi.
5 | P a g e
2. Kenneth.A.: C problem solving and programming, Prentice Hall.
3. Gottfried, B.: Theory and problems of Programming in C, Schaum Series.
4. Gill, Nasib Singh: Handbook of Computers, Khanna Books Publishing Co., New Delhi.
5. Sanders, D.: Computers Today, Tata McGraw-Hill.
6. Rajender Singh Chhillar: Application of IT to Business, Ramesh Publishers, Jaipur.
7. Cooper, Mullish :The spirit of C, An Introduction to Modern Programming, Jaico Publ. House, New Delhi.
8. Kerninghan& Ritchie: The C Programming Language, PHI.
9. Gottfried, B.: Theory and problems of Programming in C, Schaum Series.
10. E. Balaguruswamy: Programming in C, Tata McGraw Hill.

11. H. Schildt: C-The Complete Reference, Tata McGraw Hill.
12. Y. Kanetkar: Let us C, BPB Publication Note: Latest and additional good books may be suggested and added from time to time.

BVSD-102: PC Software

External Marks:60
Internal Marks: 40

Time: 3 hours

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit -I to Unit- IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

UNIT - I

Operating system-Definition & functions, Concept of Multi Programming, Multitasking, Multithreading, Multiprocessing, Timesharing, Real time, Types of Operating System.

MS-Windows Basic components of windows, icons, types of icons, taskbar, activating windows, using desktop, title bar, running applications, exploring computer, managing files and folders, copying and moving files and folders. Control panel – display properties, adding and removing software and hardware, setting date and time, screensaver and appearance using windows accessories.

UNIT - II

Documentation Using MS-Word - Introduction to word processing interface, Toolbars, Menus, Creating & Editing Document, Formatting Document, Finding and replacing text, Format painter, Header and footer, Drop cap, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark, Previewing and printing document, Advance Features of MS-Word-Mail Merge, Macros, Tables, File Management, Printing, Styles, linking and embedding object, Template.

UNIT - III

Electronic Spread Sheet using MS-Excel - Introduction to MS-Excel, Cell, cell address, Creating & Editing Worksheet, Formatting and Essential Operations, Moving and copying data in excel, Header and footer, Formulas and Functions, Charts, Cell referencing, Page setup, Macros, Advance features of MS-Excel-Pivot table & Pivot Chart, Linking and Consolidation, Database Management using Excel- Sorting, Filtering, Validation, What if analysis with Goal Seek, Conditional formatting, Collaborating with Other Users, Analyzing and Presenting Complex data.

UNIT - IV

Presentation using MS-PowerPoint: Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Excel Charts, Word Art, Layering art Objects, Animations and Sounds, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect., Introduction to MS Access: creating database creating and manipulating tables, forms, queries, reports, modules, importing and exporting of data. Overview of MS Outlook.

SUGGESTED READINGS

6. Microsoft Office – Complete Reference – BPB Publication
7. Learn Microsoft Office – Russell A. Stultz – BPB Publication
8. Courter, G Marquis (1999). Microsoft Office 4000: Professional Edition. BPB.
9. Koers, D (4001). Microsoft Office XP Fast and Easy. PHI.
10. Nelson, S L and Kelly, J (4002). Office XP: The Complete Reference. Tata McGraw-Hill.

Note: Latest and additional good books may be suggested and added from time to time.

BVSD-103: Communication Skills

External Marks: 60

Time: 3 hours **Internal Marks: 40**

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit -I to Unit- IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

UNIT-I

Introduction to Basics of Communication: Communication and its various definitions, features/characteristics of the communication, process of communication, communication model and theories, barrier to effective communication. Importance of working in Teams, Apply effective conversation skills, practice assertive communication skills.

UNIT-II

Improving LSRW: introduction, verbal and nonverbal communication, listening process, group discussion, forms of oral presentation, self-presentation, dyadic communication, 5C̲s of communication, Developing dialogues, soft skill.

UNIT-III

Basic vocabulary: how to improve vocabulary, prefix/suffix, synonyms/antonyms, one word substitution, spellings Developing fluency: Grammar (conjunction, auxiliaries, prepositions, articles, tenses……), language games.

Proper use of Language: The Communication Skills, The effective Speech. Effective self-presentation & facing interview: The interview process & preparing forit, The presentation skills.

UNIT-IV

SWOT and Self Awareness, Effective business writing skills, Identify and apply business ethics, Apply Critical thinking and problem solving skills, Identify the importance of planning and prioritizing tasks.

SUGGESTED READINGS

6. Vik, Gilsdorf, —Business Communication‖, Irwin
7. K KSinha, —Business Communication‖, Himalaya Publishing House / Galgoria Publication
8. Bovee, —Business Communication‖, Pearson ̲ PHI
9. Mohan, Banerjee, Business Communication, Mac million
10. Raman, Singh – Business communication – Oxford Press

Note: Latest and additional good books may be suggested and added from time to time.

BVSD-104: Software Lab- I

External Marks: 60
Internal Marks: 40

Based on paper BVSD-101

Note: Paper BVSD -104 Practical ('C' Language) for External Marks 60 will be conducted by External Examiner appointed by University.

BVSD-105: Software Lab- II

External Marks: 60
Internal Marks: 40

Based on paper BVSD-102

Note: Paper BVSD -105, Practical (Ms-Office) for External Marks 60 will be conducted by External Examiner appointed by University.

BVSD-106: Data Structure through 'C'

External Marks: 60

Time: 3 hours **Internal Marks: 40**

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit -I to Unit- IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Unit-I

Introduction: Elementary data organization, Data Structure definition, Data type vs. data structure, Categories of data structures, Data structure operations, Applications of data structures, Algorithms complexity and time-space trade off, Big-O notation. Strings: Introduction, Storing strings, String operations, Pattern matching algorithms. Arrays: Introduction, Linear arrays, Representation of linear array in memory Multidimensional arrays, Operations in Arrays, Sparse arrays. Linked List: Introduction, Array vs. linked list, Representation of linked lists in memory, Traversal, Insertion, Deletion, Searching in a linked list, Header linked list, Circular linked list, Two-way linked list, Threaded lists, Garbage collection, Applications of linked lists.

UNIT – II

Stack: Introduction, Array and linked representation of stacks, Operations on stacks, Applications of stacks: Polish notation, Recursion. Queues: Introduction, Array and linked representation of queues, Operations on queues, Deques, Priority Queues, Applications of queues. Tree: Introduction, Definition, Representing Binary tree in memory, Traversing binary trees, Traversal algorithms using stacks Tree: Header nodes, Threads, Binary search trees, Searching, Insertion and deletion in a Binary search tree, AVL search trees, Insertion and deletion in AVL search tree. B-trees, Searching, Insertion and deletion in a B-tree, B+tree, Huffman's algorithm, General trees.

UNIT – III

Graph: Introduction, Graph theory terminology, Sequential and linked representation of graphs.

Graphs: Warshall's algorithm for shortest path, Dijkstra algorithm for shortest path, Operations on graphs, Traversal of graph, Sorting: Internal & external sorting, Radix sort, Quick sort, Heap sort, Merge sort, Tournament sort, Searching: Liner search, binary search, merging, Comparison of various sorting and searching algorithms on the basis of their complexity.

UNIT – IV

Files: Physical storage devices and their characteristics, Attributes of a file viz fields, records, Fixed and variable length records, Primary and secondary keys, Classification of files, File operations, Comparison of various types of files, File organization: Serial, Sequential, Indexed-sequential, Random- access/Direct, Inverted, Multilist file organization. Hashing: Introduction, Hashing functions and Collision resolution methods.

SUGGESTED READINGS

5. Seymour Lipschutz, —Data Structure‖, Tata-McGraw-Hill
6. Horowitz, Sahni& Anderson-Freed, -Fundamentals of Data Structures in C‖,Orientlongman.
7. Trembley, J.P. And Sorenson P.G., –An Introduction to Data Structures With Applications‖, Mcgrraw- Hill International Student Edition, New York.
8. Mark Allen Weiss, -Data Structures and Algorithm Analysis in C‖, Addison- Wesley,

(An Imprint Of Pearson Education), Mexico City.Prentice- Hall Of India Pvt.Ltd.,New Delhi.

Note: Latest and additional good books may be suggested and added from time to time.

BVSD-107: Object Oriented Programming using C++

External Marks: 60

Time: 3 hours **Internal Marks: 40**

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit -I to Unit- IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

UNIT-I

Introduction to C++ - key concepts of Object-Oriented Programming –Advantages – Object Oriented Languages – I/O in C++ - C++ Declarations. Control Structures: - Decision Making and Statements : If .. else ,jump, goto, break, continue, Switch case statements - Loops in C++ : For,While, Do - Functions in C++ - Inline functions – Function Overloading.

UNIT-II

Classes and Objects: Declaring Objects – Defining Member Functions – Static Member variables and functions – array of objects –friend functions – Overloading member functions – BVSD fields and classes – Constructor and destructor with static members.

UNIT-III

Operator Overloading: Overloading unary, binary operators – Overloading Friend functions – type conversion – Inheritance: Types of Inheritance – Single, Multilevel, Multiple, Hierarchal, Hybrid, Multi path inheritance – Virtual base Classes – Abstract Classes.

UNIT-IV

Pointers – Declaration – Pointer to Class , Object – this pointer – Pointers to derived classes and Base classes – Arrays – Characteristics – array of classes – Memory models – new and delete operators – dynamic object – Binding , Polymorphism and Virtual Functions. Files – File stream classes – file modes – Sequential Read / Write operations – Binary and ASCII Files – Random Access Operation – Templates – Exception Handling, File Input and output, String – Declaring and Initializing string objects – String Attributes – Miscellaneous functions .

SUGGESTED READINGS

5. Ashok N Kamthane , OBJECT-ORIENTED PROGRAMMING WITH ANSI AND TURBOC C++, Pearson Education publication. 4003.
6. E. Balagurusamy, OBJECT-ORIENTED PROGRAMMING WITH C++, Tata Mc-GrawhillPupblication, 1998.
7. Maria Litvin&GrayLitvin , C++ for you, Vikas publication, 4002.
8. John R Hubbard, Programming with C, 2nd Edition, TMH publication, 4002.

Note: Latest and additional good books may be suggested and added from time to time.

BVSD-108: Environmental Science

External Marks: 60

Time: 3 hours **Internal Marks: 40**

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit -I to Unit- IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

UNIT-I

Environmental studies – Nature, scope and importance, need for public awareness; natural resources – renewable and non-renewable resources, use an overexploitation/ over-utilization of various resources and consequences; role of an individual in conservation of natural resources; equitable use of resources for sustainable lifestyles

UNIT-II

Ecosystems – concept, structure and function of an ecosystem; energy flow in the ecosystem; ecological succession; food chains, food webs and ecological pyramids; types of ecosystem – forest ecosystem, grassland ecosystem, desert ecosystem, aquatic. Ecosystems Environmental Pollution – Definition, cause, effects and control measures of different types of pollutions – air pollution, water pollution, soil pollution, marine pollution, noise pollution, thermal pollution, nuclear hazards; solid waste management – causes, effects and control measures of urban and industrial wastes; role of an individual in prevention of pollution

UNIT-III

Social issues and the environment – Sustainable development, urban problems related to energy, water conservation, rain water harvesting, watershed management; resettlement and rehabilitation of people, its problems and concerns; climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust; Wasteland reclamation, consumerism and waste products

UNIT-IV

Environmental legislation – Environment Protection Act.Air (prevention and control of pollution) Act. Water (prevention and control of pollution) Act, Wildlife Protection Act, Forest Conservation Act

SUGGESTED READINGS:

5. Rajagopalan R, Environmental Studies, Oxford University Press, New Delhi
6. KaushikAnubha, C.P. Kaushik, Perspective in Environmental Studies, New Age International (P) Ltd. Publishers
7. Joseph Benny, Environmental Studies, Tata McGraw Hill Publishing Company Ltd., New Delhi
8. Ubaroi, N.K., Environment Management, Excel Books, New Delhi

Note: Latest and additional good books may be suggested and added from time to time

BVSD-109: Software Lab-III

External Marks: 60
Internal Marks: 40

Based on paper BVSD-106

Note: Paper BVSD -109 Practical (**Data Structure Through'C'**)for External Marks 60 will be conducted by ExternalExaminer appointed by University.

BVSD-110: Software Lab-IV

External Marks: 60
Internal Marks: 40

Based on paper BVSD-107

Note: Paper BVSD -110 Practical (**Object OrientedProgramming using C++**)for External Marks 60 will beconducted by External Examiner appointed by University.

BVSD-201: **Web Designing**

External Marks: 60
Internal Marks: 40

Time: 3 hours

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit -I to Unit- IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

UNIT – I

Introduction to Internet and World Wide Web; Evolution and History of World Wide Web; Basic features; Web Browsers; Web Servers; Hypertext Transfer Protocol, Overview of TCP/IP and its services; URLs; Searching and Web-Casting Techniques; Search Engines and Search Tools;

UNIT – II

Web Publishing: Hosting your Site; Internet Service Provider; Web terminologies, Phases of Planning and designing your Web Site; Steps for developing your Site; Choosing the contents; Home Page; Domain Names, Front page views, Adding pictures, Links, Backgrounds, Relating Front Page to DHTML. Creating a Website and the Markup Languages (HTML, DHTML);

UNIT – III

Web Development: Introduction to Responsive web design and HTML5; Hypertext and HTML; HTML Document Features; HTML command Tags; Creating Links; Headers; Text styles; Text Structuring; Text colors and Background; Formatting text; Page layouts, Viewport and Media Queries, Adding Fluidity to a website, Introduction to Java Script Libraries, Manipulating and Traversing HTML DOM using JQuery with examples, Event Driven Programming with JQuery and AJAX, Using Twitter Bootstrap.

UNIT – IV

Images; Ordered and Unordered lists; Inserting Graphics; Table Creation and Layouts; Frame Creation and Layouts; Working with Forms and Menus; Working with Radio Buttons; Check Boxes; Text Boxes; DHTML: Dynamic HTML, Features of DHTML,CSSP(cascading style sheet positioning) and JSSS(JavaScript assisted style sheet), Layers of Netscape, The ID attributes, DHTML events. Introducing Geo Location and Offline support for data.

SUGGESTED READINGS

1. Raj Kamal, ―Internet and Web Technologies‖, Tata McGraw-Hill.
2. Ramesh Bangia, -Multimedia and Web Technology‖, Firewall Media.
3. Thomas A. Powell, -Web Design: The Complete Reference‖ , 4/e, Tata McGraw- Hill
4. Wendy Willard, -HTML Beginners Guide‖, Tata McGraw-Hill.
5. Deitel and Goldberg, -Internet and World Wide Web, How to Program‖, PHI.

Note: Latest and additional good books may be suggested and added from time to time.

BVSD-202: # Java Programming

External Marks: 60

Time: 3 hours **Internal Marks: 40**

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit -I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

UNIT-I

Fundamentals of Object-Oriented Programming: Object-Oriented Paradigm – Basic Concepts of Object-Oriented Programming – Benefits of Object-Oriented Programming – Application of Object- Oriented Programming. Java Evolution: History – Features – How Java differs from C and C++ – Java and Internet – Java and www –Web Browsers. Overview of Java: simple Java program
– Structure – Java Tokens – Statements – Java Virtual Machine.

UNIT-II

Constants, Variables, Data Types - Operators and Expressions – Decision Making and Branching: if, if ..else, nested if, switch, ? : Operator - Decision Making and Looping: while, do, for – Jumps in Loops - Labeled Loops – Classes, Objects and Methods. Generic and Collections, Garbage Collection.

UNIT-III

Arrays, Strings and Vectors, Abstract class and its uses, Interfaces, Inheritance: Types of Inheritance, Packages, Threading and Concurrency, Introduction to JDBC.

UNIT-IV

Managing Errors and Exceptions – Applet Programming – Graphics Programming. Managing Input / Output Files in Java : Concepts of Streams- Stream Classes – Byte Stream classes – Character stream classes – Using streams – I/O Classes – File Class – I/O exceptions – Creation of files – Reading / Writing characters, Byte-Handling Primitive data Types – Random Access Files.

SUGGESTED READINGS

1. PROGRAMMING WITH JAVA – A PRIMER - E. Balagurusamy, 3 rd Edition, TMH
2. THE COMPLETE REFERENCE JAVA 2 - Patrick Naughton& Hebert Schildt, 3rd ed,TMH
3.PROGRAMMING WITH JAVA – John R. Hubbard, 2nd Edition, TMH.

Note: Latest and additional good books may be suggested and added from time to time.

BVSD-203: Visual Programming–Visual Basic, Visual C++

External Marks: 60

Time: 3 hours **Internal Marks: 40**

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit -I to Unit- IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

UNIT-I

Introducing Visual Basic: What is VB? – Event and Event Procedures – Object related concepts – VB program Development Process- Logical Program Organization -VB Program Components – VB environment – Opening, Saving, Running a VB Project –Visual Basic Fundamentals: constants

– Variables – Data Types and Declarations – Operators and Expressions – Program Comments. Branching and Looping: Relational operators and Logical Expressions – Branching with If-Then, If- Then-Else blocks – Selection Select Case – Looping with For-Next, Do-Loop, While-Wend – Stop statement.

UNIT-II

Visual Basic control Fundamentals: Control tools – Control tool Categories – Working with Controls – Naming Forms and Controls – Assigning Property values to Forms and Controls – Executing commands – Displaying Output – Entering Input Data – Selecting Multiple Features, Exclusive Alternatives, Form from a List - Assigning Properties collectively – Generating Error Messages – Creating timed Events – Scroll Bars. Menus and Dialog Boxes: Building Drop-Down Menus – Accessing Menu from Keyboard – Menu Enhancements – Submenus – Pop-Up Menus – Dialog Boxes

– more about MsgBox Function – The Input Box function.

UNIT-III

Procedures: Modules and Procedures – Sub Procedures – Event Procedures – Function Procedures

– Scope – Optional Arguments. Arrays: Characteristics – Declarations –Processing – Passing Arrays to Procedures – Dynamic Arrays – Array-related Functions – Control Arrays – Looping with for Each- Next. Data Files : Sequential Data Files – Random-Access Data files– Binary files.

UNIT IV

Visual C++: Programming: MFC and Windows – MFC Fundamentals – MFS Class Hierarchy – MFC Member & Global Functions – Various Object Properties – Cobject, CArchive, CWinApp, CWnd, CFile, CGD, Object, CExcept, CDialog, CString, CEdit, CList – Resources: Menus – Accelerators, Dialogs, Icons, BVSDmaps, Versions – Message Maps – Document/View Architecture. VC++ (Contd): connecting to Data Source – DAO – ODBC – Thread – Based Multitaksing – Visual C++ APPWIZARD and class Wizard, Concepts of MS SQL Server, Query Analyzer, Enterprise Manager, Creating database, tables, modules, users, roles, etc. Connectivity of VB applications with SQL database.

SUGGESTED READINGS

1. VISUAL BASIC – Byron S. Gottfried, Schaum_s Outline series, TMH.
2. Eric A Smith, ValorWhisher, Hank Marquis, —Visual Basic 6 Programming Bible
3. Herbert Schildt, —MFC Programming From the Ground up, Second Edition, Tata McGrawHill.
4. Cornell, —Visual Basic 6 From the Ground Up, Tata Mcgraw – Hill Company Ltd
5. Mveller, —Visual C++ from the Ground up, TMCH.

Note: Latest and additional good books may be suggested and added from time to time.

BVSD-204: **Software Lab-V**

External Marks: 60
Internal Marks: 40

Based on paper BVSD-401

Note: Paper BVSD -404 Practical (HTML, DHTML) for External Marks 60 will be conducted by External Examiner appointed by University.

BVSD-205: **Software Lab-VI**

External Marks: 60
Internal Marks: 40

Based on paper BVSD-402

Note: Paper BVSD -405 Practical (Java) for External Marks 60 will be conducted by External Examiner appointed by University.

BVSD-206: # Computer Networks

External Marks: 60

Time: 3 hours **Internal Marks: 40**

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit- IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Unit-I

Introduction to communications and Networking : Introduction–Fundamental concepts - Datacommunications – Protocols- standards - Standards organizations - Signal propagations- Analog and Digital signals- Bandwidth of a signal and a medium - Fourier analysis and the concept of bandwidth of a signal - The data transmission rate and the bandwidth. **Information encoding:** Introduction – Representing different symbols- Minimizing errors- Multimedia – Multimedia and Data compression.

UNIT- II

Analog and digital transmission methods: Introduction - Analog signal, Analog transmission -Digital signal, Digital transmission - Digital signal , Analog transmission - Baud rate and BVSDs per second - Analog signal, Digital (Storage and) transmission - Nyquist Theorem. **Modes of datatransmission and Multiplexing:** Introduction–Parallel and Serial communication -Asynchronous, Synchronous and Isochronous communication - Simplex, Half-duplex and Full-duplex communication – Multiplexing - Types of Multiplexing - FDM versus TDM. **TransmissionErrors: Detection and correction:** Introduction–Error classification–Types of Errors–Errordetection.

UNIT- III

Transmission media: Introduction - Guided media - Unguided media - Shannon capacity.

Network topologies, switching and routing algorithms: Introduction - Mesh topology - Startopology - Tree topology - Ring topology - Bus topology - Hybrid topology - Switching basics-Circuit switching – Packet switching - Message switching - Router and Routing – Factors affecting routing algorithms - Routing algorithm -Approaches to routing.

UNIT- IV

Networking protocols and OSI model: Introduction–Protocols in computer communications -The OSI model - OSI layer functions. **Integrated services digital networking (ISDN):**

Introduction – Background of ISDN - ISDN architecture – ISDN interfaces - Functional grouping – Reference points - ISDN protocol architecture - Broadband ISDN (B-ISDN) of ATM – Packet size

– Virtual circuits in ATM – ATM cells – Switching – ATM layers – Miscellaneous Topics, Network protocols; IP, IPv4, IPv6, UPD, TCP,HTTP, SHTTP, FTP, POP, SMTP, etc.

SUGGESTED READINGS

1. COMPUTER NETWORKS – Andrew S. Tanenbaum, 4th edition, PHI.
2. DATA COMMUNICATION AND NETWORKS – AchyutGodbole, 4007, TMH.. COMPUTER NETWORKS Protocols, Standards, and Interfaces – Uyless Black, 2nd ed, PHI.

Note: Latest and additional good books may be suggested and added from time to time.

BVSD-207: # Advanced Java

External Marks: 60

Time: 3 hours **Internal Marks: 40**

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit -I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

UNIT - I

Introduction to Java and Framework, Data types, variables, operators, Arrays, Control Statements, Classes & Methods, Inheritance, Exception Handling, Multithreading, Collections, I/O streams, AWT & Applet programming. Connecting to a Server, Implementing Servers, Making URL Connections, Advanced Socket Programming

UNIT- II

The Design of JDBC. The Structured Query Language, JDBC Installation, Basic JDBC Programming Concepts, Query Execution, Scrollable and Updatable Result Sets, Metadata, Row Sets, Transactions, Advanced Connection Management, Introduction of LDAP The Roles of Client and Server, Remote Method Invocations, Setup for Remote Method Invocation, Parameter Passing in Remote Methods Server Object Activation, Java IDL and CCRA, Remote Method Calls with SOAP

UNIT III

Introduction to SWING, Build application using JAVA BEANS, Life Cycle of SERVLETS: Advantage and Disadvantages of Servlets, Servlet API, CGI, Servlet Terminologies, javax.servlet package, Servlet Package: Servlet Request, Servlet Response, Request Dispatcher, Servlet Config and Context, JSP Technology, JSTL tags EL in Web Applications, Overview of XML and attachment of JSP file to .java file.
,

UNIT IV

Sending E-Mail, E-Mail API, Filters, Sessions management Techniques, AJAX and asynchronous Servlets, Need for Web Security and Types of Security Threats, Hibernate, Spring, Authentication and Authorization using JAAS.

Suggested Readings:

1. Core JavaTM 2, Volume II-Advanced Features, 7th Edition by Cay Horetmann,
Gary Cornelll Pearson Publisher, 4004
2. Professional Java Programming by Brett Spell, WROX Publication
3. Advanced Java 2 Platform, How to Program, 2nd Edition, Harvey. M. Dietal, Prentice Hall
4. Advanced Java, Gajendra Gupta , Firewall Media

Note: Latest and additional good books may be suggested and added from time to time.

BVSD-208: # PHP Programming

External Marks: 60
Time: 3 hours **Internal Marks: 40**

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit -I to Unit- IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

UNIT – I

Introducing PHP – Basic development Concepts – Creating first PHP Scripts – Using Variable and Operators – Storing Data in variable – Understanding Data types – Setting and Checking variables Data types – Using Constants – Manipulating Variables with Operators.

UNIT – II

Controlling Program Flow: Writing Simple Conditional Statements - Writing More Complex Conditional Statements – Repeating Action with Loops – Working with String and Numeric Functions.

UNIT – III

Working with Arrays: Storing Data in Arrays – Processing Arrays with Loops and Iterations – Using Arrays with Forms - Working with Array Functions – Working with Dates and Times.

UNIT – IV

Using Functions and Classes: Creating User-Defined Functions - Creating Classes – Using Advanced OOP Concepts. Working with Files and Directories: Reading Files-Writing Files-Processing Directories.Working with Database and SQL : Introducing Database and SQL- Using MySQL-Adding and modifying Data-Handling Errors – Using SQLite Extension and PDO Extension. Introduction XML— Simple XML and DOM Extension.

SUGGESTED READINGS

1. Christopher J.Goddard, Mark White, —Mastering VB Scriptǁ, Galgotia publications, New Delhi.
2. Lee Purcell, Mary Jane Mara, —The ABCs of Javascript
3. Steven Holzner, —PHP: The Complete Reference

Note: Latest and additional good books may be suggested and added from time to time.

BVSD-209: **Software Lab-VII**

External Marks: 60
Internal Marks: 40

Based on paper BVSD-407

Note: Paper BVSD -409 Practical (Advance Java) for External Marks 60 will be conducted by External Examiner appointed by University.

BVSD-210: **Software Lab-VIII**

External Marks: 60
Internal Marks: 40

Based on paper BVSD-408

Note: Paper BVSD -210 Practical (PHP Programming) for External Marks 60 will be conducted by External Examiner appointed by University.

Aggarwal College Ballabgarh

A Post Graduate Co-educational College
(Affiliated to M. D. University, Rohtak)
NAAC Accredited 'A' Grade (CGPA: 3.40)

Advanced Diploma in Retail Management

Duration	**3 Years**
Course Code	**Course Name**
BVRM-101	English
BVRM -102	Basics of marketing
BVRM -103	Fundamentals of Customer Services
BVRM -104	Basics of Retailing
BVRM -105	Project Work (Safety methods at work Place)
BVRM-106	Computer Practical-I (MS-Office)
BVRM -107	Computer Application in Retail Business
BVRM -108	Fundamental of Accounting
BVRM -109	Environmental Studies
BVRM -110	Business organisation and management
BVRM -111	Project Work (Health and Hygiene at work place)
BVRM -112	Store Operations-I
BVRM -201	Business communication
BVRM -202	Basic Maths and Statistics
BVRM -203	Customer Relationship Management
BVRM -204	Retail Management
BVRM -205	Project Work (customer needs and satisfaction)
BVRM -206	Computer Practical-II-Ms- PowerPoint& Internet)
BVRM -207	Business Economics
BVRM -208	Human Resources Management
BVRM -209	Supply Chain Management
BVRM-210	Consumer Behaviour
BVRM -211	Project Work
BVRM -212	Store Operations-II(Including Warehouse)
BVRM-301	Personality and soft skill development
BVRM -302	Store Layout and Design
BVRM -303	Organisational Behaviour
BVRM -304	Elements of Salesmanship
BVRM -305	Tally
BVRM -306	Summer Training

BVRM -307	Merchandise buying and planning
BVRM -308	Retail Operations
BVRM -309	Entrepreneurship Development
BVRM -310	Advertising and Brand management
BVRM -311	Fundamentals of Visual Merchandising (VM)
BVRM -312	Comprehensive Viva-Voce

BVRM -101: ENGLISH

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: 1. To make the students conversant and fluent in English
2.RAS/ NO114 To Process credit applications for purchases
3. RAS/ NO126To help customers choose right products
4. RAS/ NO130To create a positive image of self and organisation in the customers mind
5.RAS/ NO132 To resolve customer concerns
6. RAS/ NO134 To improve customer relationship
7. RAS/NO 137 To work effectively in your team
8. RAS/NO 138 To work effectively in your organisation

UNIT I
Tenses, Auxiliaries, Subject-Verb Concord, , Conjunction, Preposition, Articles.

UNIT II
Synonyms/Antonyms, Homophones, Prefix, Suffix, One Word Substitution.

UNIT III
Translation (Hindi to English),Retranslation(English to Hindi)Curriculum Vitae, Paragraph Writing on current and business issues.

UNIT IV
Comprehension, , Dialogues Writing, Voices, Narration

SUGGESTED READINGS:
9. Communication Skills in English by D.G. Saxena & Kuntal Tamang
10. *Word Power Made Easy* by Norman Lewis
11. Remedial English *Grammar* by *Frederick T*. *Wood*
12. Intermediate Grammar Usage & Composition by Tickoo M.L.

Note: Latest and additional good books may be suggested and added from time to time.

BVRM-102 BASICS OF MARKETING

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: 1. To help students to understand the concept of marketing and its applications

2. To expose the students to the latest trends in marketing.
3. RAS/NO 135 to monitor and solve service problems
4. RAS/NO 136 to promote continuous improvement in service
5. RAS/NO 128 to maximise sales of goods & services
6. RAS/NO 127 to provide specialist support to customers facilitating purchases
7. RAS/NO 133 To organise the delivery of reliable service

Unit I

Introduction to Marketing: Meaning, Definition, Nature, Scope, Importance, difference between sales and marketing, The Holistic marketing, Target marketing.

Unit II

Marketing Environment: Components of modern marketing information system, analysing the marketing environment- Micro and Macro, Demand forecasting –need and techniques

Unit III

Consumer markets, Factors influencing consumer behaviour, buying decision process, analysing business markets- the procurement process

Unit IV

Market Segmentation: Bases for Market Segmentation, Market Targeting Strategies, designing and managing marketing channels, marketing mix

SUGGESTED READINGS:

32. Philip Kotler - Marketing Management

33. J.C. Gandhi - Marketing Management
34. William M. Pride and O.C. Ferrell – Marketing.
Note: Latest and additional good books may be suggested and added from time to time.

BVRM -103: FUNDAMENTALS OF CUSTOMER SERVICE

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: **1.**To help students understand the critical need for service orientation in the current business scenario.
2. RAS/ NO126 to help customers chooseright products
3. RAS/ NO130To create a positive image of self and organisation in the customers mind
4.RAS/ NO132 To resolve customer concerns
5. RAS/ NO134 To improve customer relationship
6. RAS/NO 137 To work effectively in your team
7. RAS/NO 138 To work effectively in your organisation
8. RAS/NO 125 to demonstrate products to customers.
9. RAS/NO 135 to monitor and solve service problems
10. RAS/NO 136 to promote continuous improvement in service
11.RAS/NO 128 to maximise sales of goods & services
12. AS/NO 127 to provide specialist support to customers facilitating purchases
13. RAS/NO 133 to organise the delivery of reliable service
14. RAS/NO 129 to provide personalised sales & post- sales service support

Unit I
Focus on Customers: Understanding the Customers, Understanding Customer Service, and Service Triangle, Benefits of Exceptional Customer Service, Customer Delight, First Impressions, and Perception vs. Reality.

Unit II
Scanning Environmental and Cultural Influences: Environmental and Cultural Influences on Customer Behaviour, creating, delivering and sustaining value

Unit III
Building Customer Relationship: Why do People do Business with you, Ways to Address Human Needs, Building Relationships through Valuing the Customer, Building Rapport, Emotional Bank Account, the Value Equation.

Unit IV
Empathy, Empathy vs. Sympathy, Problem Solving, Customer Interaction Cycle. Communication Styles: Three Main Styles. (Aggressive, Passive and Assertive), Disagreement Process, Selective Agreement, Benefits of Assertive Communication

SUGGESTED READINGS:
1. Peeru Mohammed: Customer Relationship Management
2. Grover S K: Marketing: A Strategic Orientation
3. P. Kotler: Marketing Management
4. R. Saxena: Marketing Management
5. Stanton: Marketing Management
Note: Latest and additional good books may be suggested and added from time to time.

BVRM-104: BASICS OF RETAILING

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objectives: 1. to get known to the students about prevailing, past and future scenario of retailing in India.

2. RAS/NO 125 to demonstrate products to customers.
3. RAS/ NO126 to help customers choose right products
4. RAS/ NO130To create a positive image of self and organisation in the customers mind
5.RAS/ NO132 To resolve customer concerns
6. RAS/ NO134 To improve customer relationship
7. RAS/NO 137 To work effectively in your team
8. RAS/NO 138 To work effectively in your organisation
9.RAS/NO 135 to monitor and solve service problems
10.RAS/NO 136 to promote continuous improvement in service
11.RAS/NO 128 to maximise sales of goods & services
12. RAS/NO 127 to provide specialist support to customers facilitating purchases
13.RAS/NO 133 to organise the delivery of reliable service
14. RAS/NO 146 to organise the display at the store
15. RAS/NO139 to plan visual merchandising

Unit – I

Introduction – Meaning, nature, scope,importance,growth and present size. Career options in retailing, Technology induction in retailing, future of retailing in India,

Unit – II

Types of retailing: stores classified by owners, stores classified by merchandising categories. Retailing formats, cash and carry business; Retailing models- franchiser franchisee, directly owned; wheel of retailing and retailing life cycle; cooperation and conflict with other retailers.

Unit -III

Retail planning- importance and process; developing retailing strategies: objectives, action plans, pricing strategies and location strategies, visual merchandising and displays

Unit – IV

Retail Selling Skills: Pre-Check, Opening the Sale, Probing, Demonstration, Trial,Handling Objections, Closing, Confirmations & Invitations. Retail Audits, Online Retailing, and changing role of retailing in globalised world

SUGGESTED READINGS:

7. Swapna Pradhan, Retailing Management, Tata Mc Graw Hill Publishing Company, New Delhi
8. Barry Berman, Joel R. Evans, Retail Management, Pearson Education
9. A. J. Lamba, The Art of Retailing, Tata McGraw Hill Publishing Co. Ltd. New Delhi

Note: Latest and additional good books may be suggested and added from time to time.

BVRM-105:PROJECT WORK

Max Marks: 100
Total Credits as per Qualification pack: 5

Objectives:1. To learn students the practical tactics of retail business

2. RAS/NO 114 to process credit applications for purchases
3. RAS/NO 120 to keep store secure
4. RAS/NO to help maintain healthy and safety
5. RAS/NO 127 to provide specialist support to customers facilitating purchases
6. RAS/NO 128 to maximise sales of goods & services
7. RAS/NO 133 to organise the delivery of reliable service

Projects Based on Classification and Overview of Various Departments in Any Retail Set up,. Fundamentals of Retailing Operations, Foot falls, Conversion Rate, Basket size, Calculation of sales, Margins, Break-even point of a Retail business, Pre opening set up of a retail business, Divisions of organised Retail, Negotiations.

Foot falls: Location, Advertising, Brand, past experience

Conversion Rate: Right category, RightBrand, RightPrice, Right quantity

Basket size: Fill Rate, Store arrangement, Discount, Up selling, Tagging, Customer Care, Plano gram

Pre-opening Depts.: Purchase, Inspection, Masters Preparation, Schemes, Transportation, Rejections, Accounts and Finance.

Categories/Divisions in a Retail business: Food Items, Non- Food Items, Garments

Negotiations: Margin-Mark down , Delivery Time, Payment Terms, Freight & Insurance, Rejections, Damages, Expiries, Cash Discount, Display, Advisors, Testers, Quantity Based Inventories & Schemes, preparing purchase order,

Store security, Maintaining health and safety: measures of stores safety to be adopted, techniques and methods to keep employees healthy and safety measures in store.

BVRM -106: COMPUTER PRACTICALS-I (MS Office)

Max. Marks: 100
Total Credits as per Qualification pack: 5

PRACTICAL
Objective: To enhance the knowledge about the usage of the Computer and IT in retail business

I - MS WORD

13. Type Chairman‘s speech/ Auditor‘s report / Minutes/ Agenda and perform the following operations: Bold, Underline, Font Size, style, Background color, Text color, Line spacing, Spell Check, Alignment, Header & Footer, Inserting pages and page numbers, Find and Replace.

14. Prepare an invitation for the college function using Text Boxes and Clip Arts.

15. Design an Invoice and Account Sales by using Drawing Tool Bar, Clip Art, Word Art, Symbols, Borders and Shading.

16. Prepare a Class Time Table and perform the following operations: Inserting the Table, Data Entry, Alignment of Rows and Columns, Inserting and Deleting the Rows and Columns and Change of Table Format.

17. Prepare a Shareholders meeting letter for 10 members using mail merge operation.

18. Prepare Bio-Data by using Wizard/ Templates.

II- MS-EXCEL

1.Applications of a Spreadsheet; Advantages of an Spreadsheet; Features of Excel; Rows, Columns, Cell, Menus, Creating worksheet, Formatting, Printing, establishing worksheet links, Table creating and printing graphs, Macros, Using Built-in-functions.

BVRM -107: COMPUTER APPLICATION IN RETAIL BUSINESS

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: To enhance the knowledge about the usage of the MIS in retail business

Unit I

Introduction: Managing in Information Age, Evolution of IT Management, Types of Information Systems, Internet Based Business Systems, Value Chain Reconstruction for E-Business, IT Management Challenges and Issues, Critical Success Factors for IT Managers.

Unit II

Hardware Software and Communication: Computing Hierarchy, Input – Output, Technologies, Hardware Issues, System Architecture, Operating Systems, Network Operating Systems, Grid Computing, Mobile Computing, Ubiquitous Computing, Application Programming, Managing Application Development, Data Resources, Managing Data Resources, Problem of Change and Recovery.

Unit III

IT Applications: Enterprise Resource Planning, Enterprise System, Expert System, Decision Support System, Neural Networks, Executive Information System, Customer Relationship Management System, Supply Chain Management Systems, Knowledge Management, Data Warehousing, Data Mining, Virtual Reality, E-Business and Alternatives, E-Business Expectations and Customer Satisfaction.

Unit IV

Retail Information Systems: Approaches to EPOS, Auto Identification, Data Capture and Product Marking, Payments System at POS, Smart Cards, EPOS Products and Supplier, Managing Retail through Technology, Approaches to EPOS.

SUGGESTED READINGS:

1. Garroll W. Frenzel Johne. Frenzel, Management of Information Technology, Thomson Course Technology, Boston, 2004.
2. Henry C. Lucas. Jr, Information Technology – Strategic Decision Making for Managers, John Wiley & Sons (Asia) Pvt. Ltd., Singapore, 2005.
3. Efraim Turban, R. Kelly Rainer Jr, Richard E. Potter, Introduction to Information Technology, John Wiley & Sons, (Asia) Pvt. Ltd. Singapore, 2004.
4. Swapna Pradhan, Retailing Management, Tata Mc Graw Hill Publishing Company, New Delhi 5 Barry Merman, Joel R. Evans, Retail Management, Pearson Education.

BVRM-108 FUNDAMENTAL OF ACCOUNTING

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: 1.This paper is aimed at providing comprehensive knowledge of maintenance of accounts under different agreements.

2. RAS/NO 151 manage a budget
3. RAS/NO 148 to maintain the availability of goods for sale to customers

UNIT I

Meaning and Scope of Accounting: Nature of, Basis of Accounting, Accounting Process from Recording of Business Transaction to Preparation of Trial balance,

Unit II

Fundamentals of Book-keeping: Accounting Principles, Concepts and Conventions, Journal, Ledger, Subsidiary Books,
Apportionment of Capital and Revenue Expenditure; Significance and Methods of Inventory Valuation and inventory management, Final Accounts of Sole Trader with adjustments

UNIT III

Preparation of Bank Reconciliation Statement, Errors and their Rectification, Depreciation Accounting,

UNIT IV

Hire Purchase, instalment payment system, accounting Ratios, Budgetary Control

SUGGESTED READINGS:

13. Gupta R.L., Advanced Accounting Vol. I, S. Chand & Sons, New Delhi
14. Grewal T.S. and M.C. Shukla, Advanced Accounting Vol. I, S. Chand & Sons, New Delhi
15. Monga, J.R., Financial Accounting, Margin Paper Bank, New Delhi
16. Maheshwari S.N., Advanced Accounting Vol. I, Vikas Publications

Note: Latest and additional good books may be suggested and added from time to time.

BVRM -109: ENVIRONMENTAL STUDIES

External Marks: 60
Internal Marks: 40
Time: 3 Hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: 1. This paper is aimed at providing a comprehensive knowledge of mechanism of Ecological System

2. RAS/NO 122 To maintain health and safety

UNIT I

Environmental Studies: Nature, Scope and Importance, Need for Public Awareness, Natural Resources, Renewable and Non-Renewable Resources, Use and Over-Exploitation/Over-Utilization of Various Resources and Consequences, Role of an Individual in Conservation of Natural Resources, Equitable use of Resources for Sustainable Lifestyles.

UNIT II

Ecosystems: Concept, Structure and Function of an Ecosystem, Energy Flow in the Ecosystem, Ecological Succession, Food Chains, Food Webs and Ecological Pyramids, Types of Ecosystem : Forest Ecosystem, Grassland Ecosystem, Desert Ecosystem, Aquatic Ecosystems. Environmental Pollution: Definition, Causes, Effects and Control Measures of Different Types of Pollutions, Air Pollution, Water Pollution, Soil Pollution, Marine Pollution, Noise Pollution, Thermal Pollution, Nuclear Hazards, Solid Waste Management: Causes, Effects and Control Measures of Urban and Industrial Wastes, Role of an Individual in Prevention of Pollution

UNIT III

Social Issues and the Environment: Sustainable Development, Urban Problems Related to Energy, Water Conservation, Rain Water Harvesting, Watershed Management, Resettlement and Rehabilitation of People, Its Problems and Concerns, Climate Change, Global Warming, Acid Rain, Ozone Layer Depletion, Nuclear Accidents and Holocaust, Wasteland Reclamation, Consumerism and Waste Products.

UNIT IV

Environmental legislation: Environment Protection Act. Air (Prevention and Control of Pollution) Act. Water (Prevention and Control of Pollution) Act, Wildlife Protection Act, Forest Conservation Act.

SUGGESTED READINGS:

5. Rajagopalan R, Environmental Studies, Oxford University Press, New Delhi
6. Kaushik Anubha, C.P. Kaushik, Perspective in Environmental Studies, New Age International (P) Ltd. Publishers

7. Joseph Benny, Environmental Studies, Tata McGraw Hill Publishing Company Ltd., New Delhi
8. Ubaroi, N.K., Environment Management, Excel Books, New Delhi

BVRM 110 BUSINESS ORGANISATION AND MANAGEMENT

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective:1.This paper will impart conceptual knowledge of different forms of Business Organizations

2. RAS/NO 147 To process the sale of products
3. RAS/NO 131 to allocate and check work in your team
4. RAS/ NO 137 to work effectively in your team
5. RAS/NO 138 to work effectively in your organization
6. RAS/NO 145 to communicate effectively with stake holders
7. RAS/NO 142 provide leadership for your team

Unit I

Basic Concepts: Business Organization and its Scope – Business, Profession, employment, Industry, Trade, Types of Trade and Aids to Trade, Types of Industries

Forms of Business Organizations: Sole Trader – Characteristics, Merits and Demerits of Sole Trader, Joint Hindu Family: Karta, Merits and Demerits.

Unit II

Partnership: Characteristics, Merits and Demerits, Partnership Deed, Types of Partners, Rights and Duties of Partners.

Joint Stock Company: Characteristics, Merits and Demerits, Kinds of Companies, Promoters

Unit III

Incorporation of Joint Stock Company: Procedure and Incorporation of Joint Stock Company, Memorandum of Association, Articles of Association, Prospectus.

Co-Operative Societies: Characteristics, Types of Co-Operative Societies, Merits and Demerits

Unit-IV

Management: Introduction, concept, nature, process and significance, Planning: concept, types and process, Organizing: concept, nature, process and significance **Staffing**: concept, nature and scope.

SUGGESTED READINGS:

3. L.M. Prasad: Organisational Behaviour
4. Koontz& O'Donnel: Principles of Management

Note: Latest and additional good books may be suggested and added from time to time.

BVRM 111 PROJECT WORK

Max. Marks: 100
Total Credits as per Qualification pack: 5

Objectives: 1. Overview of Various Departments in any retail setup

2. RAS/NO 114 to process credit applications for purchases
3. RAS/NO 133 to organise the delivery of reliable service
4. RAS/NO 137 to work effectively in your team

Projects to be made on detailed functioning of Purchase Dept., Warehousing / Logistics, Accounts, Schemes, IT, HR, Front Operations, Allied services like Housekeeping / Security / Assets management, Repair and Maintenance.

Purchase Department: Vendor registration Form, Various terms in details, Purchase order, Basis of Purchase order, Stock Turnover. Duly filled forms, duly filled purchase orders,

Warehousing Aspects in details: Gate Entry Formats, Goods receiving (Stamps to be made),Inspection of goods received, Inspection report format, MastersCreation, Classification / Categories / MIN and MAX,Sample masters of 10 Items, GRC Process, Sample GRC,Bar coding Process, Sample barcodes Printing ,Stacking Process, Issue to Store process

Purchase Invoice Process: Sample Purchase Invoice,Vendor Payment, GRT process, Sample GRT,Physical Stock take.

BVRM -112: STORE OPERATIONS-I

Max. Marks: 100
Total Credits as per Qualification pack: 5

PRACTICAL TRAINING

This module explains the different operating processes and their significance in running retail operations smoothly. It also helps develop necessary skills for planning, monitoring and controlling merchandise in a retail store.

Area of Study

- Managing Retail Operations
- What are Store Operations
- Productivity & Operating Efficiency
- Most Common Mistakes of Retailers
- Controls Essential for successful operations
- Measuring Performance
- Stock Turn
- Franchising
- Store Appearance & House Keeping
- Functions of a Store Manager
- Promotion, Planning and Execution Retail Operations

Suggested Instructional Methodology
Store visits have to be organized to get them acquainted them with day to day operations of a store

SUGGESTED READINGS:

4. Swapna Pradhan, Retailing Management, Tata Mc Graw Hill Publishing Company, New Delhi
5. Barry Berman, Joel R. Evans, Retail Management, Pearson Education
6. A. J. Lamba, The Art of Retailing, Tata McGraw Hill Publishing Co. Ltd. New Delhi

Note: Latest and additional good books may be suggested and added from time to time.

BVRM -201: BUSINESS COMMUNICATION

External Marks: 60
Internal Marks: 40
Time: 3 hours

Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: 1.After the Successful Completion of the Course the student must be able toCommunicate Clearly in the day-to-day Business World
2. RAS/NO145 communicate effectively with stakeholders
3. RAS/NO 142 Provide leadership for your team
4. RAS/NO 143 Build and manage store team

5. RAS/NO 131 Allocate and check work in your team
6. RAS/NO 137 to work effectively in your team
7. RAS/NO 138 to work effectively in your organisation
8. RAS/NO 144 Develop individual retail service opportunity

Unit I
Business Communication: Meaning, Importance of Effective Business Communication, Modern Communication Methods, Role of Communication Skill in Business, Barriers of Communications & their Remediation.

Unit II
Communication Skills: Listening Skills, Cognitive Process of Listening, Barriers to Listening, Reading Skills, Speaking Skills, Public Speaking, Voice Modulation and Body Language.

Unit III
Trade Enquiries: Orders and their Execution, Credit and Status Enquiries, Employment letters, Writing Memo and Notice, Complaints and Adjustments, Collection Letters, Sales Letters and Circular Letters.

Unit IV
Business Reports: Purpose and Types, Framework of Business Report, Presentation of Business Report, Brouchers, Issuing Notice and Agenda of Meeting and Recording of Minutes of Meeting,

SUGGESTED READINGS:
1. Rajendra Pal Korahill, —Essentials of Business Communication‖, Sultan Ch and & Sons,New Delhi, 2006.

2. Ramesh, MS, & C. C Pattanshetti, —Business Communication‖, R.Chand&Co, New Delhi, 2003.
3. Rodriquez M V, —Effective Business Communication Concept‖ Vikas Publishing Company, 2003.

Note: Latest and additional good books may be suggested and added from time to time

BVRM -202: BASIC MATHS AND STATISTICS

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objectives: 1.After learning the contents of this paper, student should be able to perform mathematical, logical calculations required for decision making in day today retail business.
2.RAS/NO 141 Monitor and manage store performance

Unit I
Profit and Loss: Cost Price, Selling Price, Marked Price, Loss, Trade Discount and Cash Discount, Commission, Brokerage, Problems on these topics Interest: Concept of Present Value, Simple Interest, Compound Interest, Amount at the End of Period, Equated Monthly Instalment (EMI) by Reducing and Flat Interest System, Problems

UnitII
Statistics: Meaning, Evolution, Scope, Limitations and Applications, Diagrammatic and graphical presentation of data, Measures of Central Tendency and Dispersion.

Unit III
Correlation: Meaning, Types, Karl Pearson coefficient of correlation, Rank Correlation, on current deviation method
Linear Programming Problems: Graph of linear Equation, Graph of linear Inequality, Formulation of LPP, Solution by Graphical Method

UNIT IV
Index Number and Their uses in Business: Construction of Simple and Weighed Price, Quantity and Value Index Numbers, Test for an Ideal Index Number. Time series: components and secular trends.

SUGGESTED READINGS:

1. Gupta, S.P. & M.P. Gupta, Business Statistics
2. Gupta, C.B., An Introduction to Statistical Methods
3. Gupta, B.N., An Introduction to Modern Statistics
4. Sancheti, S.C. & V.K. Kapoor, Statistical Methods
5. Ellhans, D.N., Fundamentals of Statistics
6. Gupta, S.P., Statistical Methods
7. Sharma, J.K., Business Statistics, Pearson Education, New Delhi

Note: Latest and additional good books may be suggested and added from time to time.

BVRM -203: CUSTOMER RELATIONSHIP MANAGEMENT

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: 1.This course will enable the students to learn the basics of Customer Relationship Management.

2. Understood Relationship Marketing Learnt Sales Force Automation Learnt Database Marketing

3.RAS/NO 126,127,129,130,132,134,135,136.

UNIT I

Customer Relationship Management: Meaning, Definition and Scope, Attracting and Retaining Customers. Building Loyalty, Types of Relationship Marketing, Customer Lifecycle.

UNIT II

CRM: Overview and Evolution of the Concept, CRM and Relationship Marketing, CRM Strategy, Importance of Customer Divisibility in CRM, Customer Mental Process, Customer Satisfaction Index.

UNIT III

Building Customer Value: Satisfaction and Loyalty, Total Customer Satisfaction, Cultivating Customer Relationship, Sales Force Automation, Contact Management, CRM in India.

UNIT IV

Value Chain: Concept, Integration Business Management, Benchmarks and Metrics, Culture Change, Alignment with Customer Eco System, Vendor Selection.

SUGGESTED READINGS:

1. Relationship Marketing: S. Shajahan - Tata Mc Graw Hill,
2. CRM Paul Green Berg(1997) - Tata Mc Graw Hill,
3. Marketing Management: Philip Kotler (2002), Prentice Hall, 2013
4. Retail Management – A Strategic Approach- Barry Berman and Joel R Evans –Prentice Hall of India, Tenth Edition, 2006

Note: Latest and additional good books may be suggested and added from time to time

BVRM -204: RETAIL MANAGEMENT

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objectives: 1. This paper is aimed at providing students with a comprehensive understanding of the theoretical and applied aspects of retail management.

2. RAS/NO 140 Establish and satisfy customer needs
3. RAS/NO 141, 135Monitor and manage store performance
4. RAS/NO 142 Provide leadership for your team
5. RAS/NO 148 to maintain the availability of goods for sale to customers
6. RAS/NO 126 to help customers choose right products
7. RAS/NO 127 to provide specialist support to customers facilitating purchases

Unit I

Management of retailing operations, Retailing Management: Functions, strategic retail management process and total performance model, Retail Communication Mix, Promotional Strategy, Retail Human Resources Management, Customer Service, The GAPs Model and Customer Relationship Management.

Unit II

Information gathering in retailing: retail strategic planning and operation management, retail financial strategy, target market selection and retail location, store design and layout, visual merchandising and Displays

Unit III

Logistics Framework: Concept, objectives, scope, Transportation, Warehousing, Inventory Management, packaging and unitization, communication and control

Unit IV

Role of Information technology in Logistics, role of ecommerce in retailing, global retailing, legal and ethical issues in retailing, mall introduction and mall management.

SUGGESTED READINGS:

1. Levy IM. And Weitz B.A (2004), Retailing Management, 5th ed., Tata McGraw Hill.

2. Berman B. Evans J. R. (2004), Retail Management, 9th Edition, Pearson Education.
3. Bajaj C; Tuli R., Srivanstava N.V. (2005), Retail Management, Oxford University Press, Delhi.
4. Dunne P.M, Lusch R.F. and David A. (2002), Retailing, 4th ed., South-Western, Thomson Learning Inc.

Note: Latest and additional good books may be suggested and added from time to time.

BVRM-205: PROJECT WORK

Max. Marks: 100

Objectives: 1. Overview of Various Departments in any retail setup

2. **RAS/NO 139 to Plan visual merchandise,**
3. **RAS/NO monitor and manage store performance**
4. **RAS/NO 144 Develop individual retail service opportunities**

Front Operations: I

Food and Non Food Sections: Store layout Planogram, Assets in any store, Teamhierarchy, Roles of Various team members, Sample KRA of few members, goods receiving Process from warehouse, Reconciliation of goods electronic, Display and Visual Merchandising, Schemes and its designing , Daily Check chart, Opening and Closing process of stores**,** HR Functions, House Keeping Role, Security Function,Anti Pilferage systems.

BVRM -206: COMPUTER PRACTICALS-II (MS- Power point & Internet)

Max. Marks: 100
Total Credits as per Qualification pack: 5

PRACTICAL

MS-POWERPOINT &INTERNET

I-INTERNET

1. Create an e-mail id and check the mail inbox.

2. Learn how to use search engines and visit yahoo com, bing.com, hotmail.com and google.com
3. Working with E-Commerce websites, shopping cart, online shopping.
4. Visit your University and college websites and collect the relevant data
5. Web Designing: , HTML ,Basic structure of HTML document, creating HTML document, Heading Tags, formatting tags, HTML tags, working with lists, tables, hyperlinks, images.
6. Create a simple website.

II - MS POWERPOINT

1. Design presentation slides for a product of your choice. The slides must include name, brand name, type of product, characteristics, special features, price, special offer etc. Add voice if possible to explain the features of the product. The presentation should work in manual mode.

2. Design presentation slides for organization details for 5 levels of hierarchy of a company by using organization chart.

3. Design slides for the headlines News of a popular TV Channel. The Presentation Should contain the following transactions: Top down, Bottom up, Zoom in and Zoom out - The presentation should work in custom mode.

4. Design presentation slides about an organization and perform frame movement by interesting clip arts to illustrate running of an image automatically.

5 Design presentation slides for the Seminar/Lecture Presentation using animation Effects and perform the following operations: Creation of different slides, changing background color, font color using word art.

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BVRM -207: BUSINESS ECONOMICS

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: 1.This paper is to make the student understand how the business organizations work by applying economic principles in their Business Management.

2. RAS/NO 140 Establish and satisfy customer needs
3. RAS/NO 148 To maintain the availability of goods for sale to customers
4. RAS/NO 128 to maximise sales of goods and services

Unit I

Business Economics: Meaning, Nature and Scope, Law of Demand, Exceptions to Law of Demand, Change in demand, Elasticity of Demand: Types , measurement and determinants Law of Supply, elasticity of Supply.

Unit II

Theory of Consumer Behaviour: Utility Analysis and Indifference Curve Analysis, Derivation of demand curves,

Unit III

Theory of Cost, Type of Costs, Short and Long Run Costs,Revenue, Break- even point, Theory of Production- Returns to Factor and Returns to Scale

Unit IV

Markets: Perfect competitions, Monopoly, Monopolistic Competitions and Oligopoly: *Features* and Comparison

SUGGESTED READINGS:

23. Joel Dean: Managerial Economics
24. Sankaran : Business Economics
25. Varsheney and Maheswari: Managerial Economics
26. Seth M L Text Book of Economic Theory
27. Petersen & Lewis: Managerial Economics
28. Mote V L peul. S & Gupta G S: Managerial Economics TMH
29. H. Craig Petersen & W. Cris lewis: Managerial Economics, PHI.
30. Dr. P.N. Reddy and H.R. Appanaiah: Essentials of Business Economics.
31. Barry Keating and J. Holton Wilson: Managerial Economics, Biztantra. 8
32. Advance Economic Theory H.L. Ahuja

Note: Latest and additional good books may be suggested and added from time to time

BVRM -208: HUMAN RESOURCE MANAGEMENT

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: **1.** To impart conceptual knowledge of Human Resource Management
2.RAS/NO 122 help maintain healthy and safety
3. RAS /NO 126 to help customer choose right products.
4. RAS/NO 129 to provide personalised sales & post- sales service support
5. RAS/NO 135 to monitor and solve service concerns
6. RAS/NO 137 to work effectively in your team
7. RAS/NO 138 to work effectively in your organisation
8. RAS/NO 131 to allocate and check work in your team
9. RAS/NO 142 provide leadership in your team

Unit I

An Introduction to Human Resource Management

Definition, Importance Objectives, Scope& functions of Human Resource Management, Qualification and Qualities of Human Resource Manager in our Organization,

Unit II

Recruitment Selection and Training

Recruitment: Meaning, Steps in Recruitment Policy, Sources and Modes of Recruitment, Factors Affecting Recruitment; Selection: Meaning, Essentials of Selection Procedure, Training: Need, Importance, Methods of Training:

Unit III

Wage and Wage Incentives

Wages: Methods of Wage Programme: Time Wages and Piece Wages Methods, Concept of Wages**:** Fair, Minimum and Living Wage, Factors Determining Wage Structure of an Organization.

Unit IV

Industrial Relation:concept, Importance, objectiveof Industrial relations, contents and participants of Industrial relations, Essentials of good Industrial Relations Programme, Participative Management.

SUGGESTED READINGS:

1. Human Resource Management: Concepts and Issues, by T.N. Chhabra, Dhanpat Rai & Co. New Delhi.
2. Human Resource Management by R. Wayne Mondy, Pearson Publications, Delhi.
3. Human Resource Management by C.B. Gupta.

BVRM -209: SUPPLY CHAIN MANAGEMENT

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: **1.** To create awareness about the supply chain activities taken in order to deliver the goods

2. RAS/NO 133 to organise the delivery of reliable service
3. RAS/NO 148 To maintain the availability of goods for sale to customers

Unit I

Supply Chain Management: Global Optimisation, Importance, Key Issues, Inventory Management, Economic Lot Size Model, Supply Contracts, Centralized vs. Decentralized System.

Unit II

Supply Chain Integrates: Push, Pull Strategies, Demand Driven Strategies, Impact on Grocery Industry, Retail Industry, and Distribution Strategies.

Unit III

Supply Chain Benchmarking- Introduction, Understanding the Benchmarking Concept, Benchmarking Process, Benchmarking Procedure

Unit IV

Recent Trends in Supply Chain Management-Introduction, New Developments in Supply Chain Management, Outsourcing Supply Chain Operations, Co-Maker ship, The Role of E-Commerce in Supply Chain Management, Green Supply Chain Management, Distribution Resource Planning, World Class Supply Chain Management

SUGGESTED READINGS:

1. Rushton, A., Oxley, J & Croucher, P (2nd Edition, 2000). Handbook of Logistics and Distribution Management. Kogan Page.
2. Simchi-Levi, David, Kamisnsky, Philip, and Simchi-Levi, Edith. (2nd Edition, 2004). Designing and Managing the Supply Chain: Concepts, Strategies and Case Studies. Irwin/McGraw Hill 32
3. Supply chain management , Kulkarni Sarika & Sharma Ashok
4. Supply chain management concepts and cases, Ragul V.Altekar
5. Text book of logistics and supply chain management, Prof D.K. Agarwal

Note: Latest and additional good books may be suggested and added from time to time.

BVRM -210: CONSUMER BEHAVIOUR

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective:1. To impart conceptual knowledge about consumer behaviour and other related issues,

2. RAS/ NO126 To help customers chooseright products
3. RAS/ NO130To create a positive image of self and organisation in the customers mind
4. RAS/ NO132 To resolve customer concerns
5. RAS/ NO134 To improve customer relationship
6. RAS/NO 137 To work effectively in your team
7. RAS/NO 138 To work effectively in your organisation
8. RAS/NO 125 to demonstrate products to customers.
9. RAS/NO 135 to monitor and solve service problems
10. RAS/NO 136 to promote continuous improvement in service
11. RAS/NO 128 to maximise sales of goods & services
12. AS/NO 127 to provide specialist support to customers facilitating purchases
13. RAS/NO 133 to organise the delivery of reliable service
14. RAS/NO 129 to provide personalised sales & post- sales service support
15. RAS/NO 140 to establish and satisfy customer needs
16. RAS/NO 150 to monitor and solve customers‘ service problems

Unit I
Nature and Scope of Analyzing Consumer Behaviour, Factors influencing consumer behaviour,, Building Customer Satisfaction, consumer trends for the future

Unit II
Connecting with consumers: building and delivering Customer values, Satisfaction and loyalty. Cultivating customer relationship, Customer Equity

Unit III
Organising buyer behaviour: Key psychological process, Motivation, Consumer Attitude and Attitude Change

Unit IV
Consumer Buying Decision Process- Problem Recognition, Situation Influence, Post Purchase Action.

SUGGESTED READINGS:

1. Consumer Behavior: Solomon, Michael R
2. Consumer Behavior: Evans, Martin, Jamal, Ahmad
3. Marketing Management : Philip Kotler
4. Consumer Behavior: Satish K Batra & S H H Kajmi

Note: Latest and additional good books may be suggested and added from time to time.

211- PROJECT WORK

Max. Marks: 100
Total Credits as per Qualification pack: 5

Overview of Various Departments in any retail setup – Repeat

Front Operations: II

Garments / Foot wears / Sports Wear Section: Store layout Planogram, Assets in any store, Team hierarchy, Roles of Various team members Sample KRA of few members, Purchases from Fairs/Ready stock, Goods receiving Process from warehouse ,Reconciliation of goods electronic ,Display and Visual Merchandising, Schemes and its designing ,Daily Check chart ,Opening and Closing processes of Stores, HR Functions ,House Keeping Role, Security Function, Anti Pilferage systems

BVRM -212: STORE OPERATIONS-II

Max. Marks: 100
Total Credits as per Qualification pack: 5

PRACTICAL TRAINING

This module explains the different operating processes and their significance in running retail operations smoothly. It also helps develop necessary skills for planning, monitoring and controlling merchandise in a retail store.

Area of Study

- Managing Retail Operations
- What are Store Operations
- Productivity & Operating Efficiency
- Most Common Mistakes of Retailers
- Controls Essential for successful operations
- Measuring Performance
- Stock Turn
- Franchising
- Store Appearance & House Keeping
- Functions of a Store Manager
- Promotion, Planning and Execution Retail Operations

Suggested Instructional Methodology
Store visits have to be organized to get them acquainted them with day to day operations of a store

SUGGESTED READINGS:

10. Swapna Pradhan, Retailing Management, Tata Mc Graw Hill Publishing Company, New Delhi
11. Barry Berman, Joel R. Evans, Retail Management, Pearson Education
12. A. J. Lamba, The Art of Retailing, Tata McGraw Hill Publishing Co. Ltd. New Delhi

Note: Latest and additional good books may be suggested and added from time to time.

BVRM-301: PERSONALITY AND SOFT SKILLS DEVELOPMENT

External Marks: 60
Internal Marks: 40
Time: 3 hours

Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: 1. After completion of the course students will be familiar with different aspects of personality and role of soft skills in personality development.

2. RAS/ NO126 To help customers choose right products

3. RAS/ NO130 To create a positive image of self and organisation in the customers mind

4. RAS/ NO132 To resolve customer concerns

5. RAS/ NO134 To improve customer relationship

6. RAS/NO 137 To work effectively in your team

7. RAS/NO 138 To work effectively in your organisation

8. RAS/NO 125 to demonstrate products to customers .

9. RAS/NO 135 to monitor and solve service problems

10. RAS/NO 127 to provide specialist support to customers facilitating purchases

11. RAS/NO 133 to organise the delivery of reliable service

12. RAS/NO 129 to provide personalised sales & post- sales service support

13. RAS/NO 140 to establish and satisfy customer needs

14. RAS/NO 144 To develop individual retail service opportunities

15. RAS/NO 145 communicate effectively with stake holders

UNIT-I

Introduction: Concept of Personality, Personality Consciousness, Personality Patterns, personality Pattern, Persistence and Change.

UNIT-II

Personality Determinants, Personality Development: Healthy Personalities, Developing Self Awareness,

UNIT-III

Managing Personal Stress, Solving Problems Analytically and Creatively, Grooming, Appearance, Dress Sense, Personal Hygiene, Etiquettes and Body Language, Time Management, Public Speaking.

UNIT-IV

Interpersonal and Group Skills: Building Positive Relationship, Strategies for Gaining Power and Influence, Fostering Motivational Environment, Interviewing Skills, Conducting Meetings.

SUGGESTED READINGS:

1. Hurlock, Elizabeth B, Personality Development, Tata McGraw Hill, New Delhi
2. McGrath, E.H., Basic Managerial Skills for All, Prentice Hall of India Pvt. Ltd., New Delhi
3. Wehtten, David A and Kim S Cameron, Developing Managerial Skills, Pearson Education, New Delhi

Note: Latest and additional good books may be suggested and added from time to time.

BVRM -302: STORE LAYOUT & DESIGN

External Marks: 60
Internal Marks: 40
Time: 3 hours

Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: 1. This paper is aimed at providing comprehensive knowledge of Store Location, layout and operations and NOS/ NO 120,127,146,141,143

Unit I

Store Location: Nature and significance of Retail Location, Types,and factors affecting store location, Location and Sight Evaluation, Trading Area Analysis, Recent Trends in Location of Store.

Unit II

Nature and Objective of Store Layout: Allocation of floor space, Classification of store offering, Traffic flow pattern of store, Space need, Interior display.

Unit III

Store design Objective and Types of Store Format, Impact on Consumer Behaviour, Impulsive Buying, out – store and In-Store Tactics, Store Security.

Unit IV

Planning and Controlling of Inventory. Retail Logistics. Place-Supply Chain Management. The Supply Channel. Store Maintenance, Energy Management and Renovation.

SUGGESTED READINGS:

1. The Retail Revival- Reimaging Business: Dougs Stephens
2. Retail Analytics : The Secret Weapon by Enmets Cox
3. Emerging Trends in Retail Management : N Panchanatham & R Gnanguru

Note: Latest and additional good books may be suggested and added from time to time.

BVRM-303: E-COMMERCE

External Marks: 60

Internal Marks: 40

Time: 3 hours

Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: This paper will make students understand the concepts and Application of E-Commerce

UNIT I

Introduction: Meaning, Nature, Concepts, Advantages and Reasons for Transacting Online, Categories of E-commerce, Planning and launching Online Business,

UNIT II

Technology for Online Business: Internet, IT Infrastructure, Mechanism of Making Payment Through Internet, Electronic Payment Systems, Payment Gateways,

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UNIT III

Applications in E-commerce: E-commerce Applications in Manufacturing, Wholesale, Retail and Service Sector

Tools for Promoting Website, Laws Relating to Online Transactions

UNIT IV

Virtual Existence: Concepts, Working, Advantages and Pitfalls of Virtual Organizations, Security in E-commerce, Digital Signatures, Network Security, Data Encryption.

SUGGESTED READINGS:

1. Murty, C.V.S., E-Commerce, Himalaya Publications, New Delhi
2. Kienam, Managing Your E-Commerce business, Prentice Hall of India, N. Delhi.
3. Kosiur, Understanding E-Commerce, Prentice Hall of India, N. Delhi.
4. Kalakota, Whinston , Frontiers of Electronic Commerce, Addison Wesley.

Note: Latest and additional good books may be suggested and added from time to time.

BVRM -304: ELEMENTS OF SALESMANSHIP

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: To impart conceptual knowledge of salesmanship and understanding consumer behaviour and RAS/NO 125,126,127, 128,129,146, 140, 147, 148, 142, 143,

Unit I

Introduction: Concept of Salesmanship, Types of Selling, Changing Roles and Functions of a Salesman, Importance of Personal Selling in the Context of Competitive Environment.

Unit II

Salesman Career: Career Counselling & Guidance, Types of Salesman, Duties, Responsibilities, Opportunities and Growth in the Sales Field, Qualities, Rewards in Selling: Financial and Non-Financial (Incentives), Methods of Training Salesmen.

Unit III

Buyer Behaviour: Introduction, Classification of Buyer, Buying Motives- Rational and Emotional, Factors Influencing Purchase of a Product, Shopping Behaviour, Methods of Identifying Customer Perceptions, Finding out Customer‘s Needs, Problems and Potentialities.

Unit IV

Sales Presentation: Introduction, Planning Sales Presentation, Objectives of Sales Planning, Sales Talk, Supporting Evidence etc. Steps involved in product presentation and demonstration

SUGGESTED READINGS:

1. *Little Red Book of Selling* by Jeffrey Gitomer's
2. *Secrets of Closing the Sale,Zig Ziglar*
3. *How to Sell Anything to Anybody,* Joe Girard
4. *How to Master the Art of Selling* , *Tom Hopkins*
5. *Coaching Salespeople into Sales Champions,Keith Rosen'*s

Note: Latest and additional good books may be suggested and added from time to time.

BVRM-305: TALLY

Max. Marks: 100
Total Credits as per Qualification pack: 5

1. Create a new company, group, voucher and ledger and record minimum 10 transactions and display the relevant results.

2. Prepare trial balance, Profit and Loss A/c and Balance Sheet (with minimum of any five adjustments).

3. Prepare inventory statement using (Calculate inventory by using all methods)

a) FIFO b) LIFO c) Simple Average Method d) Weighted Average Method E) Base Stock Method F) Standard Price Method

BVRM -306: SUMMER TRAINING

Max. Marks: 100
Total Credits as per Qualification pack: 5

BVRM -307: MERCHANDISE PLANNING & BUYING

External Marks: 60
Internal Marks: 40
Time: 3 hours

Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.
Objectives: RAS/NO 139, 140,126, 127, 133, 135,146, 147, 150

Unit I
Merchandise Management: Objective, Presentation and Demonstrating Merchandise; Strategies for Creating Good looking Retail Stores Displays, Retail Plano Gram.

Unit II
Visual Merchandise: Objective and Principle of successful visual Merchandise. Signage: Types and Character, Visual Display,

Unit III
Management of Service and Quality in Merchandise Planning, Devising Merchandise Plan: Innovativeness, Assortment, Category Management.

Unit IV

; Role of Information Technology in Point-of-Sale System; Electronic Fund Transfer at POS; Data Ware House and Data Mining, General Merchandise Planning Software.

SUGGESTED READINGS:

1. Retail Management: Pateric M Dulle & Robert F Lusch
2. Retail Management: Gaurav Ghosal
3. Data Driven Marketing: Mark Jeffrey
4. Reflection in Retailing: Stanley Marcus
5. Retail Merchandising: Risch E. H.
6. Merchandise Buying : M Smith Bohlinger

Note: Latest and additional good books may be suggested and added from time to time.

BVRM -308: RETAIL OPERATIONS

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objectives: 1. to get the student acquainted with the knowledge of retail operations performed in a retail organisation and RAS/NO 14

Unit I

Retails Operation: Elements and Components, Store Administration and Management of Store Floor. Management of the Premises, Opening and Closing Activity of Store, Skills and Responsibility of Retails Store Manager.

Unit II

Method and Approaches to Retail Operations: Retail Location: Strategies and Decisions, Retail Branding.

Unit III

Retail Marketing Mix: Role of Personal Selling in Retail processes. Retail Promotion: Role and Objective.

Unit IV

Supply Chain Management: Objectives, Integration of Supply Chain Strategies; Bottlenecks and Remedies, Supply Chain Performance.

SUGGESTED READINGS:

1. Supply Chain Management for Retail : Rajesh Ray
2. Logistic and Retail Management : John Fervieleighs
3. Retal management- A Strategies approach : Barry Berman and Joen R Evan
4. Marketing at Retail : Robert Lilejenwale and Barba

Note: Latest and additional good books may be suggested and added from time to time.

BVRM -309: ENTREPRENEURSHIP DEVELOPMENT

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objective: To make the students to prepare business plans

Unit I
Entrepreneurship: Introduction to Entrepreneur, Entrepreneurship and Enterprise, Importance and Relevance of the Entrepreneur, Factors Influencing Entrepreneurship, Pros and Cons of being an Entrepreneur, Women Entrepreneurs, Problems and Promotion, Types of Entrepreneurs, Competency Requirement for Entrepreneurs.

Unit II
Entrepreneurship theories: Theories of entrepreneurship, entrepreneurial Development Programmes, EDP objectives

Unit III
Preparing the Business Plan (BP): Introduction, meaning, objectives and significance of a business plan, components of BP, contents of BP, Feasibility study and Common Pitfalls to be avoided in Preparation of a BP, legal formalities and documentation.

Unit IV
Small Scale Industries: Meaning, definition, nature, scope, Importance, of Small Scale Industries/ Tiny Industries/Ancillary Industries/ Cottage Industries, Product Range, Capital Investment, Ownership Patterns, Problems Faced by SSI‘s and the Steps Taken to Solve the Problems, Policies Governing SSI‘s; Sources of finance, nature , scope, role in economic development.

SUGGESTED READINGS:
1. Mark. J. Dollinger, Entrepreneurship – Strategies and Resources, Pearson Edition.
2. Udai Pareek and T.V. Rao, Developing Entrepreneurship
3. S.V.S. Sharma, Developing Entrepreneurship, Issues and Problems
4. Srivastava, A Practical Guide to Industrial Entrepreneurs
5. Government of India, Report of the committee on Development of small and medium entrepreneurs, 1975
Note: Latest and additional good books may be suggested and added from time to time

BVRM-310: ADVERTISING AND BRAND MANAGEMENT

External Marks: 60
Internal Marks: 40
Time: 3 hours
Total Credits as per Qualification pack: 5

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 10 parts (short-answer type questions) covering the entire syllabus and will carry 20 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Objectives: 1. To make the students understand the importance of advertising and medias' role in advertising and Brand management.

2. RAS/NO 140 establish and satisfy customer needs

3. RAS/NO 147 to process the sale of products

Unit I
Introduction to Advertisement: Concept and Definition of Advertisement, Social, Economic and Legal Implications of Advertisements, Setting Advertisement Objectives, Advertisement Agencies, Selection and Remuneration, Advertisement Campaign.

Unit II
Advertisement Media: Media Plan, Type and Choice Criteria, Reach and Frequency of Advertisements, Cost of Advertisements Related to Sales, Media Strategy and Scheduling.

Unit III
Design and Execution of Advertisements: Message Development, Different Types of Advertisements, Layout, Design Appeal, Copy Structure, Advertisement Production, Print, Radio. T.V. and Web Advertisements, Media Research, Testing Validity and Reliability of Ads, Measuring Impact of Advertisements

Unit IV
Brand Management: Meaning, definition, scope, building, measuring, managing Brand Equity, Brand positioning: developing and communicating a positioning strategy

SUGGESTED READINGS:

1. Kenneth Clow. Donald Back, —Integrated Advertisements, Promotion and Marketing Communication‖, Prentice Hall of India, New Delhi, 2003.
2. S.H.H.Kazmi, Satish K Batra, –Advertising & Sale s Promotion‖, Excel Books, New Delhi, 2001.
3. George E Belch, Michel A Belch, —Advertising & Promotion‖, McGraw Hill, Singapore, 1998.
4. Julian Cummings, -Sales Promotion‖, Kogan Page, London 1998.
5. E.Betch and Michael, Advertising and Promotion, MC. Graw Hill.

BVRM -311: FUNDAMENTALS OF VISUAL MERCHANDISING (VM)

Max. Marks: 100
Total Credits as per Qualification pack: 5

Practical Training

This module aims at learning basic visual merchandising concepts and theories essential in the store image, its merchandise, and displays.

Introduction to VM

Pre- opening Operations: Preparation of check chart, Point of sale mechanism, Customer service, Value addition and Loyalty Programmes, Personality development and grooming of employees, Pre Opening Operations and check chart, Personal grooming of staff members , POS, Management information System , Free Items / Schemes , Customer care and Loyalty programs

Visual Merchandising: Devising a merchandising plan, Factors in VM, Visual merchandising in online retail formats, Preparation of a Retail business plan, Global practices in Retail formats,

Devising merchandise plan: Innovation, Assortment, Category management, Out store-In store tactics, Security, Renovation planning,Store planning and layout

Visual merchandising details: Props and Signage, Visual display and design, Mannequins, Tools and materials of trade, Fixtures and lighting,

Preparation of a retail business plan: Business plan formats, financial assistance, Steps involved in starting a business venture, Licensing and registration process

Projects will be given to students related to Extensive practical sessions, Visit to various stores and projects, putting up displays etc.

SUGGESTED READINGS:

1. Dravid Gilbert, Retailing Marketing, Prentice Hall - Pearson Education
2. George H, Lucas Jr, Robert P. Bush, Larry G. Gresham, Retiling, All India Publishers and Distributors, Chennai
3. Swapna Pradhan, Retailing Management, Tata Mc Graw Hill Publishing Company, New Delhi

Note: Latest and additional good books may be suggested and added from time to time.

BVRM -312: COMPREHENSIVE VIVA-VOCE

Max. Marks: 100
Total Credits as per Qualification pack: 5

acer

5 Days Workshop
on

SOLARIS
MACINTOSH
ANDROID
Digital
Literacy
for women

A Brief Profile

Aggarwal College Ballabgarh (Estd. 1971), is a post graduate co-educational institution a part affiliated to M.D. University, Rohtak. It is situated in Ballabgarh, Distt. Faridabad on NH-2, of the National Capital Region and is approx. 45 km from Indira Gandhi International Airport, New Delhi. The college is running 7 under graduate, 5 Hons. and 8 post graduate courses. Besides 28 certificate courses, 5 diploma courses, 3 advance diploma courses, six add-on courses, two vocation degree courses sponsored by University Grants Commission, New Delhi are also running to equip students with market oriented innovative skills.

The total students strength is 4768. There are 140 qualified and trained faculty to effectively implement the teaching, learning and evaluation process. The college has 12 Computer labs having 573 PC/nComputing devices with Wi-Fi and Internet facilities and total 691 computer. The central library of the college has OPAC and is a regular subscriber to N-LIST and INFLIBNET. The college has students' Web/Portal and developed state/of/the/art Learning Management System. Beside 59 class rooms, there are 18 smart class rooms for using ICT tools in teaching and learning. The college has three NSS units and two NCC units.

To provide value oriented holistic education, particularly to the rural areas, college has some good practices like Mentoring System, Cultural Activities, Sports Club, Red Ribbon Club, Entrepreneur Club, Equal Opportunity Cell, Online Feedback from stakeholders and a number of fora/societies of different streams. In order to sustain quality education and to set the benchmark in holistic education, the college is being guided by Internal Quality Assurance Cell (IQAC) which sets goals for the overall development of the institution. A number of our students have outperformed in Sports & Cultural activities and brought laurels to the college both at National and International Level.

The college has been reaccredited 'A' Grade with CGPA 3.40 by NAAC in 2014.

The college has been granted 'College with potential for Excellence' (CPE) status by UGC, New Delhi.

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