

SEMESTER-1 (BASKET FOR SEC/AEC/VAC)

SEC	Basic Statistical Analysis Using Excel
	Office Management
	Fundamentals of Mutual Funds
	Team Building
	Communication and Employability Skills
	Introduction to Tally
AEC	English/Gujarati/Hindi/Sanskrit
	Business English-1
	Life Skills-1
	Corporate English
	Financial Literacy
VAC	Indian Knowledge System
	Yoga and Health
	Bhagvad Gita and Life Management
	Environment Science
	NSS/NCC



Semester-1

Course Title	Credit	Minimum weeks per Week (15 hours)
Basic Statistical Analysis Using Excel	02	Course Category: SEC
Unit-1	Introduction and Descriptive Statistics This module introduces descriptive statistics and its role in summarizing and describing data. You will learn about the significance of statistics in making informed decisions and its relevance to professions like Data Analyst, BI Analyst, and Data Scientist. The module covers key measures of central tendency, including mean, median, and mode, and their applications in different scenarios. Additionally, you will evaluate the importance of measures of dispersion, such as variance and standard deviation, in assessing data variability.	
Unit-2	Data Visualization This module focuses on data visualization and its role in effectively communicating information. You will learn to identify different types of visualizations suitable for various types of data and information. The module covers the calculation and interpretation of measures and graphs used in data visualization. You will also apply principles and guidelines to select appropriate visualizations based on data characteristics and communication goals. Additionally, you will learn data visualization techniques to present and communicate information clearly and intuitively. The module emphasizes the analysis and evaluation of visualizations to derive insights and effectively convey the intended message.	

Structure of Course Examination

Evaluation for each course shall be done by a Continuous and Comprehensive Evaluation (CCE) by the concerned course teacher as well as by an end semester examination and will be consolidated at the end of the course. The components for continuous internal assessment are:



Internal Evaluation System

Internal Tests	15 Marks
Class participation / Case analysis and presentation/ assignment, tutorials/ slip tests (announced/ surprised),quizzes etc.	10 Marks
Total	25 Marks

Component, the end semester examination, which will be a written-type examination of at least 2:00 hours duration. , would also form an integral component to the evaluation. The ratio of marks to be allotted to Continuous and Comprehensive Evaluation (CCE) and to end semester examination is 50 : 50.

Question No.	Unit	Type of Questions	Marks
1	1	Essay question with choice OR Short Notes	10
2	2	Essay question with choice OR Short Notes	10
3	All	Objective Type Questions/ Definitions/ Fill in the blanks/ Short questions/ True- False/ Match A with B	05



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1	1	Essay question with choice OR Short Notes	10
2	2-3	Essay question with choice OR Short Notes	10
3	All	Objective Type Questions/ Definitions/ Fill in the blanks/ Short questions/ True- False/ Match A with B	05



Course Title	Credit	Minimum weeks per Week (15 hours)
Fundamentals of Mutual Funds	02	Course Category: SEC
Unit-1	<p>Concept and structure of mutual funds in India The origin, meaning and growth of Mutual funds; Fund Units Vs shares. Types of Mutual fund schemes; The role of Mutual Funds; Organization of the Fund; Net Asset Value; Role of custodian; Registrar and transfer agent; AMC; New fund offer & procedure for investing in NFO; Investors rights and obligations</p>	
Unit-2	<p>Mutual Fund Products and Features Concept of open ended and close ended fund; Types of funds - equity, index, diversified large cap funds, midcap fund, sec or fund and other equity schemes; Concept of entry and exit load Expense ratio; Portfolio turnover; AUM; Analysis of cash level in portfolio.</p>	
Unit-3	<p>Investors Protection and Mutual Fund Regulation Investors Rights; Facilities available to Investors; Selection of a Fund; Advantages of Mutual Funds. Deregulation, Market Imperfection and Investment Risks; The need for Regulation; Regulation and Investors Protection in India.</p>	
Unit-4	<p>Investment modes of Mutual Fund Systematic Investment Plan (SIP), Systematic Transfer Plan (STP), Systematic Withdrawal Plan (SWP).</p>	
References:	<p>-K.G. Sahadevan and M.Thripairaju: "Mutual funds, data interpretation and Analysis" (Prentice Hall of India) -V.K. Avadhani: Marketing of Financial Services (Himalaya) -R.Gorden and Natarajan: Emerging scenario of Financial Services (Himalaya) .</p>	



	-Fredman and Wiles: How Mutual Funds work (Prentice Hall of India) -H.Sadhak: Mutual Funds in India. (Response Books)
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1	1-2	Essay question with choice OR Short Notes	10
2	3-4	Essay question with choice OR Short Notes	10
3	All	Objective Type Questions/ Definitions/ Fill in the blanks/ Short questions/ True- False/ Match A with B	05



Course Title	Credit	Minimum weeks per Week (15 hours)
Team Building	02	Course Category: SEC
Unit-1	Group dynamics Group Definition Need of forming group Characteristics of a group Difference between formal and Informal Group 1)Group Theories Proximity Theory Activity Theory Exchange / Benefit Theory Balance Theory	
Unit-2	2) Group Development Stages 3) Sociometry and Group Decision Making Group Norms Group Roles Group Cohesion GroupThink Difference between Group and Team Team Building Design and Development Chrematistics of Different types of team Ginnetts Teams model Team Effectiveness	
References	Team Building and Leadership - Unit V Dr. D.K Tripathi Himalaya Publishing House	

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Course Title	Credit	Minimum weeks per Week (15 hours)
Communication and Employability Skills	02	Course Category: SEC
Unit-1	Employability Skills: <ul style="list-style-type: none"> • Resume Writing and Cover Letter. • Group discussion. • Interview Skills and Empathy. 	
Unit-2	Communication Skills: <ul style="list-style-type: none"> • Barriers to Effective Communication. • Interpersonal Skills. • Levels of Communication (Extra personal, intrapersonal, interpersonal, organizational, mass.) 	

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Course Title	Credit	Minimum weeks per Week (15 hours)
Introduction to Tally	02	Course Category: SEC
Unit-1	Introduction to Tally Prime: Introduction Features and Types of Tally Prime Downloading and Installation of Tally Prime Activate and Reactivate license in Tally Prime Working Tally Prime in Educational Mode Company Creation and Setting up Company Features in Tally Prime	
Unit-2	Maintaining Chart of Accounts: Accounting Masters Inventory Masters Alteration and Deletion of Masters in Tally Prime Multi-Masters Creation and Display of Chart of Accounts	

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