

Course Title	Credit	Minimum weeks per Week (15 hours)
English – (Paper I)	02	Course Category: AEC
Unit-1	TEXT 1. 1.In the Parliament of Religion - Swami Vivekanand 2. 2.The Essence of Democracy--Dr. B.R.Ambedkar 3. 3.Romance of Busy Broker -- O' Henry 4. The Solitary Reaper -- William Wordsworth 5. Failte --Mr. Pabu Gadhavi 'Pushp'	
Unit-2	GRAMMAR AND COMPOSITION 1. Parts of Speech 2. Types of Sentences. 3. Comprehension	
References:	Abhir by Macmillan Publishers Reading skills for college students by Ophelia Hancock English grammar for you by R Karal Spoken English by V & S Publisher	

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



Course Title	Credit	
Gujarati (Paper – I)	02	AEC
Unit-1		
Unit-2		
References:		



Course Title	Credit	
Hindi (Paper-1)	02	AEC
Unit-1		
Unit-2		
References:		



Course Title	Credit	
Sanskrit – Malvikagnimitram - Kalidas	02	AEC
Unit-1		
Unit-2		
References:		



Course Title	Credit	Minimum weeks per Week (15 hours)
Business English-1	02	Course Category: AEC
Unit-1	Introductions <ul style="list-style-type: none"> • Course outline and approach • Describing your role and responsibilities • Typical & critical scenarios you use the target language in, key issues Meetings <ul style="list-style-type: none"> • Chairing, setting the agenda, controlling the conversation • Participating, turn-taking, listening and taking notes • Being diplomatic, agreeing and disagreeing 	
Unit-2	Business Correspondence <ul style="list-style-type: none"> • Emails – register, style, standard phrasing • Notes and memos • Business-specific language phrases Telephoning <ul style="list-style-type: none"> • Checking & clarifying information • Finance-specific scenarios • Listening to different accents, intonation 	
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Course Title	Credit	Minimum weeks per Week (15 hours)
Life Skills-1	02	Course Category: AEC
Unit-1	<p>Empathy and Sympathy Skills With Empathy, a person will be able to understand other people's perceptions, feelings, and circumstances any person is in. It simply puts them in someone's place to understand their actual emotions. It helps them to react accordingly.</p> <p>With sympathy, a person will be able to show appreciation and compassion towards other people and their emotional reactions.</p> <p>Problem-Solving Skills The life skill of problem-solving makes an individual trace a problem, suggest options to solutions, evaluate the solutions to pick the best solution, and then apply the solution to the problem within the time limit. It is one of the most important life skills to practice in life on an everyday basis.</p>	
Unit-2	<p>Decision-Making Skills Every now and then, an individual has to face times when they have to make a decision that can affect their life. With decision-making skills, a person develops the skill to make the right and appropriate decision and pass it on. Decision-making enables them to take decisions in any hard and fast situation.</p> <p>Thinking Skills Developing thinking skill is very important as it is the mental activity by which an individual can process information, use experiences, make relationships, finalize solutions to problems, pass on decisions, ask questions, and suggest new ideas.</p>	
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Course Title	Credit	Minimum weeks per Week (15 hours)
Corporate English	02	Course Category: AEC
Unit-1	Preparing for Corporate Career <ul style="list-style-type: none"> • Job Hunting I: Knowing What You Want • Job Hunting II: Knowing Where to Look/ Understanding Professional Networking • Job Hunting III: Preparing for Interviews and GDs, etc. 	
Unit-2	Corporate Communication: Onboarding <ul style="list-style-type: none"> • Getting Hired: Writing Powerful CVs and Cover Letters • Asking for and Giving Information: Making Inquiry and Replying to them • Conflict Resolution: Responding to Oral and Written Complaints • Assertive Communication: Giving and Accepting Criticism • Speaking with Confidence: Making Effective Use of Voice and Body Language 	
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Course Title	Credit	Minimum weeks per Week (15 hours)
Financial Literacy	02	Course Category: AEC
Unit-1	Introduction Financial Literacy- Meaning and Importance - Components of Financial Literacy- Financial Institutions : Meaning, Banking and Non Banking Financial Institutions, Post offices . Investment: Meaning, Difference between Investment Vs Gambling- Risk and Return - Principles of investment - Investment Avenues –Financial Planning and Budgets , Family Budget, Business Budget and National Budget. Budget deficit and Surplus.	
Unit-2	Banking: Meaning and Types of Banks, Various services offered by banks, types of bank deposit accounts, Formalities to open various types of bank accounts, KYC norms. Various types of Loans: Shortterm, Medium term and Long term loans. Cashless banking, e-banking, ATM, Debit and Credit cards, banking Complaints.	
References:	1. Avadhani, V A (2019), Investment Management , Mumbai: Himalaya Publishing House Pvt Ltd 2. Chandra, P (2012), Investment Game: How to Win . New Delhi: Tata McGraw Hill Education. 3. Kothari , R (2010), financial Services in India: Concept and application. New Delhi: Sage Publication India Pvt td 4. Milling B. E, (2003), The Basics of Finance: Financial Tools for Non Financial Managers, Indiana : Universe Company. 5. Zokaityte , A (2017), Financial Literacy Education. London: Palgrave Macmillan.	

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