



Department of Higher Education

U.P. Government, Lucknow

National Education Policy-2020

Common Minimum Syllabus for all U.P. State Universities

Co-curricular course: Semester-1

Course Title: Food, Nutrition and Hygiene

Name	Designation	Affiliation
Steering Committee		
Mrs. Monika S. Garg, (I.A.S.), Chairperson Steering Committee	Additional Chief Secretary	Dept. of Higher Education U.P., Lucknow
Prof. Poonam Tandan	Professor, Dept. of Physics	Lucknow University, U.P.
Prof. Hare Krishna	Professor, Dept. of Statistics	CCS University Meerut, U.P.
Dr. Dinesh C. Sharma	Associate Professor	K.M. Govt. Girls P.G. College Badalpur, G.B. Nagar, U.P.

Syllabus Developed by:

S. No.	Name	Designation	Department	College/ University
1	Dr. Nitu Singh Subject Expert	Associate Professor	Home Science	H.N.B.G.P.G.College, Naini, Prayagraj
2	Dr. Shivani Verma Subject Expert	Associate Professor	Home Science	K.M.G.G.P.G.College, Badalpur, G.B.Nagar

Programme /Class: Certificate	Year: First	Semester: First
Co-Curricular Course		
Course Code: Z010101T	Course Title: Food, Nutrition and Hygiene	
Course outcomes: - To learn the basic concept of the Food and Nutrition - To study the nutritive requirement during special conditions like pregnancy and lactation - To learn meal planning - To learn 100 days Nutrition Concept - To study common health issues in the society - To learn the special requirement of food during common illness		
Credits: 2		Compulsory
Max. Marks: 25+75		Min. Passing Marks:
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 2-0-0		
Unit	Topics	No. of Lectures Total=30
I	Concept of Food and Nutrition (a) Definition of Food, Nutrients, Nutrition, Health, balanced Diet (b) Types of Nutrition- Optimum Nutrition, under Nutrition, Over Nutrition (c) Meal planning- Concept and factors affecting Meal Planning (d) Food groups and functions of food	8
II	Nutrients: Macro and Micro RDA, Sources, Functions, Deficiency and excess of (a) Carbohydrate (b) Fats	7

	(c) Protein (d) Minerals Major: Calcium, Phosphorus, Sodium, Potassium Trace: Iron, Iodine, Fluorine, Zinc (e) Vitamins Water soluble vitamins: Vitamin B, C Fat soluble vitamins: Vitamin A, D, E, K (f) Water (g) Dietary Fibre	
III	1000 days Nutrition (a) Concept, Requirement, Factors affecting growth of child (b) Prenatal Nutrition (0 - 280 days): Additional Nutrients' Requirement and risk factors during pregnancy (c) Breast / Formula Feeding (Birth – 6 months of age) Complementary and Early Diet (6 months – 2 years of age)	8
IV	Community Health Concept (a) Causes of common diseases prevalent in the society and Nutrition requirement in the following: Diabetes Hypertension (High Blood Pressure) Obesity Constipation Diarrhea Typhoid (b) National and International Program and Policies for improving Dietary Nutrition (c) Immunity Boosting Food	7
Suggested Readings: 1. Singh, Anita, "Food and Nutrition", Star Publication, Agra, India, 2018. 2. 1000Days-Nutrition_Brief_Brain-Think_Babies_FINAL.pdf 3. https://pediatrics.aappublications.org/content/141/2/e20173716 4. https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5750909/ 5. वृंदा सिंह "आहार और स्वास्थ्य" 2015, तेहरवां 6. Sheel Sharma, Nutrition and Diet Therapy, Peepee Publishers Delhi, 2014, First Edition.		
Suggested Continuous Evaluation Methods: MCQs, Practical Diet/ Meal Planning, assignments Presentations, group Discussion, Case study, Survey		
Suggested equivalent online courses: https://www.udemy.com/course/internationally-accredited-diploma-certificate-in-nutrition Diploma in Human Nutrition-Revised Offered by Alison		



Department of Higher Education

U.P. Government, Lucknow

National Education Policy-2020

Common Minimum Syllabus for all U.P. State Universities

Co-curricular course: Semester-2

Course Title: First Aid and Health

Name	Designation	Affiliation
Steering Committee		
Mrs. Monika S. Garg, (I.A.S.), Chairperson Steering Committee	Additional Chief Secretary	Dept. of Higher Education U.P., Lucknow
Prof. Poonam Tandan	Professor, Dept. of Physics	Lucknow University, U.P.
Prof. Hare Krishna	Professor, Dept. of Statistics	CCS University Meerut, U.P.
Dr. Dinesh C. Sharma	Associate Professor	K.M. Govt. Girls P.G. College Badalpur, G.B. Nagar, U.P.

Syllabus Developed by:

S. No.	Name	Designation	Department	College/ University
1	Dr. Monisha Banerjee	Professor & Dean, Research	Zoology	University of Lucknow, Lucknow
2	Dr. Dinesh C. Sharma	Associate Professor	Zoology	K.M. Govt. Girls P.G. College Badalpur, G.B. Nagar, U.P.

Co-curricular course

Programme/Class: Certificate	Year: First	Semester: Second
Co-Curricular Course		
Course Code: Z020201	Course Title: First Aid and First Aid and Health	
Course outcomes:		
• Learn the skill needed to assess the ill or injured person. • Learn the skills to provide CPR to infants, children and adults. • Learn the skills to handle emergency child birth • Learn the Basic sex education help young people navigate thorny questions responsibly and with confidence. • Learn the Basic sex education help youth to understand Sex is normal. It's a deep, powerful instinct at the core of our survival as a species. Sexual desire is a healthy drive. • Help to understand natural changes of adolescence • Learn the skill to identify Mental Health status and Psychological First Aid		
Credits: 2 (1Theory+1 Practical)		Compulsory
Max. Marks: 25+75		Min. Passing Marks:
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 2-0-0		

Unit	Topics	No. of Lectures Total= 15 Theory+ 30 Practical
	A. Basic First Aid - Aims of first aid & First aid and the law. - Dealing with an emergency, Resuscitation (basic CPR). - Recovery position, Initial top to toe assessment. - Hand washing and Hygiene - Types and Content of a First aid Kit B. First Aid Technique - Dressings and Bandages. - Fast evacuation techniques (single rescuer). - Transport techniques. C. First aid related with respiratory system - Basics of Respiration.	2 (Theory) 10 (Practical)



	- No breathing or difficult breathing, Drowning, Choking, Strangulation and hanging, - Swelling within the throat, Suffocation by smoke or gases and Asthma. D. First aid related with Heart, Blood and Circulation - Basics of The heart and the blood circulation. - Chest discomfort, bleeding. D. First aid related with Wounds and Injuries - Type of wounds, Small cuts and abrasions - Head, Chest, Abdominal injuries - Amputation, Crush injuries, Shock E. First aid related with Bones, Joints Muscle related injuries - Basics of The skeleton, Joints and Muscles. - Fractures (injuries to bones).	
II	F. First aid related with Nervous system and Unconsciousness - Basics of the nervous system. - Unconsciousness, Stroke, Fits – convulsions – seizures, Epilepsy. G. First aid related with Gastrointestinal Tract - Basics of The gastrointestinal system. - Diarrhea, Food poisoning. H. First aid related with Skin, Burns - Basics of The skin. - Burn wounds, Dry burns and scalds (burns from fire, heat and steam). - Electrical and Chemical burns, Sun burns, heat exhaustion and heatstroke. - Frost bites (cold burns), Prevention of burns, Fever and Hypothermia. I. First aid related with Poisoning - Poisoning by swallowing, Gases, Injection, Skin J. First aid related with Bites and Stings - Animal bites, Snake bites, Insect stings and bites K. First aid related with Sense organs - Basic of Sense organ. - Foreign objects in the eye, ear, nose or skin. - Swallowed foreign objects. L. Specific emergency satiation and disaster management - Emergencies at educational institutes and work - Road and traffic accidents. - Emergencies in rural areas. - Disasters and multiple casualty accidents. - Triage. M. Emergency Child birth	2 (Theory) 10 (Practical)
III	Basic Sex Education - Overview, ground rules, and a pre-test - Basics of Urinary system and Reproductive system. - Male puberty — physical and emotional changes - Female puberty — physical and emotional changes - Male-female similarities and differences - Sexual intercourse, pregnancy, and childbirth - Facts, attitudes, and myths about LGBTQ+ issues and identities - Birth control and abortion - Sex without love — harassment, sexual abuse, and rape - Prevention of sexually transmitted diseases. - Pregnancy ethics - Infection during pregnancy period in adult females - Care after parturition, Neonatal cares and Nursing of neonates - Feeding mother milk to neonates - Caring and feeding of Minor child along with teaching morality. - Problems related to menstruation and menopause.	15 (Theory)

IV	Mental Health and Psychological First Aid • What is Mental Health First Aid? • Mental Health Problems in the India • The Mental Health First Aid Action Plan • Understanding Depression and Anxiety Disorders • Crisis First Aid for Suicidal Behavior & Depressive symptoms • What is Non-Suicidal Self-Injury? • Non-crisis First Aid for Depression and Anxiety • Crisis First Aid for Panic Attacks, Traumatic events • Understanding Disorders in Which Psychosis may Occur • Crisis First Aid for Acute Psychosis	2 (Theory) 10 (Practical)
	• Understanding Substance Use Disorder • Crisis First Aid for Overdose, Withdrawal • Using Mental Health First Aid	
Suggested Readings: • Indian First Aid Manual-https://www.indianredcross.org/publications/FA-manual.pdf • Red Cross First Aid/CPR/AED Instructor Manual • https://mhfa.com.au/courses/public/types/youthedition4 • Finkelhor, D. (2009). The prevention of childhood sexual abuse. Durham, NH: Crimes Against Children Research Center. www.unh.edu/ccrc/pdf/CV192.pdf • Kantor L. & Levitz N. (2017). Parents' views on sex education in schools: How much do Democrats and Republicans agree? PLoS ONE, 12 (7): e0180250. • Orenstein, P. (2016). Girls and sex: Navigating the complicated new landscape. New York, NY: Harper. • Schwietershausen, E. (2015, May 28). The Cut. www.thecut.com/2015/05/most-women-are-catcalled-before-they-turn-17.html • Wiggins, G. & McTighe, J. (2008). Understanding by design. Alexandria, VA: ASCD. • https://marshallmemo.com/marshall-publications.php#8		
Suggested Continuous Evaluation Methods: Assignments, Presentation, Group Discussion, and MCQ		
Suggested equivalent online courses: • https://www.redcross.org/take-a-class/first-aid/first-aid-training/first-aid-online • https://www.firstaidforfree.com/ • https://www.coursera.org/learn/psychological-first-aid • https://www.coursera.org/learn/mental-health		
Further Suggestions:		



Department of Higher Education

U.P. Government, Lucknow

National Education Policy-2020

Common Minimum Syllabus for all U.P. State Universities

Co-curricular course: Semester-3

Course Title: Human Values and Environment studies

Name	Designation	Affiliation
Steering Committee		
Mrs. Monika S. Garg, (I.A.S.), Chairperson Steering Committee	Additional Chief Secretary	Dept. of Higher Education U.P., Lucknow
Prof. Poonam Tandan	Professor, Dept. of Physics	Lucknow University, U.P.
Prof. Hare Krishna	Professor, Dept. of Statistics	CCS University Meerut, U.P.
Dr. Dinesh C. Sharma	Associate Professor	K.M. Govt. Girls P.G. College Badalpur, G.B. Nagar, U.P.

Syllabus Developed by:

S.No.	Name	Designation	Department	College University
1.	Dr. Ajai Prakash	Astt. Professor	Business Administration	University of Lucknow
2.	Dr. Manuka Khanna	Professor	Political Science	University of Lucknow
3.	Dr. Amita Kannaujia	Professor	Zoology	University of Lucknow
4.	Dr. Rashi Kesh	Sr. Astt. Professor	HRD, FMS	VBS Purvanchal University, Jaunpur
5.	Dr. Jyoti Prakash	Sr. Astt. Professor	Amity Inst. of Biotechnology	Amity University, Lucknow
6.	Prof. Nishant Kumar	Astt. Professor	Business Administration	Lucknow University, Lucknow

Syllabus: Human Values and Environment studies

Programme/Class: Certificate	Year: Second	Semester: Third
Co-Curricular Course		
Course Code: Z030301	Course Title: Human Values and Environment studies	
Course outcomes: The mission of the course on Human Values and Environmental Studies is to create morally articulate solutions to be truthful and just and to become responsible towards humanity. The course seeks to establish a continuous interest in the learners to improve their thought process with intent to develop a new generation of responsible citizens capable of addressing complex challenges faced by the society due to disruptions in human interactions effecting human values. This course works towards • Building fundamental knowledge of the interplay of markets, ethics, and law, • Look at various challenges faced by individual to counter unethical issues • Look at core concepts for business ethics • Look at core concepts of anti-corruption • Look at core concepts for a morally articulate solution evolver to management issues in general, • Issues of sustainable development for a better environment. • To know how environmental degradation has taken place. • Be aware of negotiations and international efforts to save environment. • How to develop sustainably? • Efforts taken up by UN in Sustainable Development. • Efforts taken by India in Sustainable Development.		

The course intends to create a sense of how to be more responsible towards the environment. Upon finishing of the course students will be able to come up with using ethical reasoning for decision making and frame ethical issues as well as operationalise ethical choices. The course integrates various facets of human values and environment.		
Credits: 2		
Max. Marks: 100		Min. Passing Marks:40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 2-0-0 As the course requires two areas of Human Values and Environment Studies institutions can even opt for a parallel delivery		
Unit	Topics	No. of Lectures Total=30
I	Human Values- Introduction- Values, Characteristics, Types ,Developing Value system in Indian Organisation , Values in Business Management , value based Organisation , Trans –cultural Human values in Management. Swami Vivekananda's philosophy of Character Building, Gandhi's concept of Seven Sins, APJ Abdul Kalam view on role of parents and Teachers. Human Values and Present Practices – Issues : Corruption and Bribe , Privacy Policy in Web and Social Media, Cyber threats ,Online Shopping etc. Remedies UK Bribery Act, Introduction to sustainable policies and practices in Indian Economy. Principles of Ethics Secular and Spiritual Values in Management- Introduction- Secular and Spiritual values, features , Levels of value Implementation. Features of spiritual Values , Corporate Social Responsibility- Nature, Levels ,Phases and Models of CSR, Corporate Governance. CSR and Modern Business Tycoons Ratan Tata, Azim Premji and Bill Gates.	02
		02
		03
II	Holistic Approach in Decision making- Decision making, the decision making process , The Bhagavad Gita: Techniques in Management , Dharma and Holistic Management. Discussion through Dilemmas – Dilemmas in Marketing and Pharma Organisations, moving from Public to Private – monopoly context , Dilemma of privatisation, Dilemma on liberalization, Dilemma on social media and cyber security , Dilemma on Organic food , Dilemma on standardization ,Dilemma on Quality standards. Case Studies	03
		03
		02
III	Ecosystem: Concept, structure & functions of ecosystem : producer, consumer, decomposer, foodweb, food chain, energy flow, Ecological pyramids Conservation of Biodiversity- In-situ & Ex- situ conservation of biodiversity Role of individual in Pollution control Human Population & Environment Sustainable Development India and UN Sustainable Development Goals Concept of circular economy and entrepreneurship	7
IV	Environmental Laws? International Advancements in Environmental Conservation Role of National Green Tribunal Air Quality Index Importance of Indian Traditional knowledge on environment	8

	Bio assessment of Environmental Quality Environmental Management System Environmental Impact Assessment and Environmental Audit	
Suggested Readings: 1. A foundation course in Human Values and Professional Ethics by RR. Gaur, R. Sangal et.al 2. JUSTICE: What's the Right Thing to Do? Michael J. Sandel. 3. Human Values by A. N. Tripathi New Age International 4. Environmental Management by N.K. Uberoi 5. https://www.un.org/sustainabledevelopment/sustainable-development-goals/ 6. https://www.india.gov.in/my-government/schemes 7. https://www.legislation.gov.uk/ukpga/2010/23/contents 8. Daniel Kahneman, Thinking, Fast and Slow; Allen Lane Nov 2011 ISBN: 9780141918921		
Suggested Continuous Evaluation Methods: In addition to the theoretical inputs the course will be delivered through case studies and dilemmas. Assignments, Presentation, Group Discussions. This will instill in student a sense of decision making and practical learning. The course participants can be evaluated on the following structure. ➤ Assignments (10) ➤ Presentation (10) ➤ Attendance (5) ➤ Final exam (75)		



Department of Higher Education

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Common Minimum Syllabus for all U.P. State Universities

Co-curricular course: Semester-4

Course Title: Physical Education and Yoga

Name	Designation	Affiliation
Steering Committee		
Mrs. Monika S. Garg, (I.A.S.), Chairperson Steering Committee	Additional Chief Secretary	Dept. of Higher Education U.P., Lucknow
Prof. Poonam Tandan	Professor, Dept. of Physics	Lucknow University, U.P.
Prof. Hare Krishna	Professor, Dept. of Statistics	CCS University Meerut, U.P.
Dr. Dinesh C. Sharma	Associate Professor	K.M. Govt. Girls P.G. College Badalpur, G.B. Nagar, U.P.

Syllabus Developed by:

Name	Designation	Department	College/ University
Dr. Sheel Dhar Dubey	Assistant Professor	Physical education	DDU Govt. PG Collage, Lucknow
Dr. Gunjan Shahi	Assistant Professor	Physical education	MBP Govt. PG Collage, Lucknow

Syllabus: Physical Education and Yoga

Programme: Certificate	Year: First	Semester: Forth
Co-Curricular Course		
Course Code: Z040401	Course Title: Physical Education and Yoga	
Course outcomes: Students will learn the introduction of Physical Education, Concept of fitness and wellness, Weight management and lifestyle of an individual. The student will also learn about the relation of Yoga with mental health and value Education. In this course student will also learn about the aspects of the Traditional games of India.		
Credits: 2		Compulsory
Max. Marks: 25+75		Min. Passing Marks:
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 2-0-0		
Unit	Topics	No. of Lectures Total=30
I	Physical Education: • Meaning, Definition, Aim and Objective. • Misconception About Physical Education. • Need, Importance and Scope of Physical Education in the Modern Society. • Physical Education Relationship with General Education. • Physical Education in India before Independence. - Physical Education in India after Independence.	6 Theory

II	Concept of Fitness and Wellness: • Meaning, Definition and Importance of Fitness and Wellness. • Components of Fitness. • Factor Affecting Fitness and Wellness. Weight Management: • Meaning and Definition of Obesity. • Causes of Obesity. • Management of Obesity. • Health problems due to Obesity. Lifestyle: • Meaning, Definition, Importance of Lifestyle. • Factor affecting Lifestyle. • Role of Physical activity in the maintains of Healthy Lifestyle.	5 Theory 3 Practical
III	Yoga and Meditation: • Historical aspect of yoga. • Definition, types scopes & importance of yoga. • Yoga relation with mental health and value education. • Yoga relation with Physical Education and sports. • Definition of Asana, differences between asana and physical exercise. • Definition and classification of pranayama. • Difference between pranayama and deep breathing. • Practical: Asana, Suraya-Namaskar, Bhujang Asana, Naukasana, Halasana, Vajrasana, Padmasana, Shavasana, Makrasana, Dhanurasana, Tad Asana. • Pranayam: Anulom, Vilom.	2 Theory 6 Practical
IV	Traditional Games of India: • Meaning. • Types of Traditional Games- • Gilli- Danda • Kanche • Stapu • Gutte, etc. • Importance/ Benefits of Traditional Games. • How to Design Traditional Games. Recreation in Physical Education: • Meaning, Definition of Recreation. • Scope and Importance of Recreation. • General Principles of Recreation. • Types of Recreational Activities. • Aerobics and Zumba.(Fir India Movement)	2 Theory 6 Practical
Suggested Readings: • Singh, Ajmer, Physical Education and Olympic Abhiyan, “Kalayani Publishers”, New Delhi, Revised Addition, 2006 • Patel, Shri krishna, Physical Education, “Agrawal Publishers”, Agra, 2014-15 • Panday, Preeti, Sharirik Shiksha Sankalan, “ Khel Sanskriti Prakashan, Kanpur		

✚ Kamlesh M.L., “Physical Education, Facts and foundations”, Faridabad P.B. Publications. ✚ B.K.S. Yengar, &quot;Light and Yog. Yoga Deepika&quot;, George Allen of Unwin Ltd., London,1981. ✚ BrajBilari Nigam, Yoga Power &quot;TheKpath of Personal achievement&quot; Domen and Publishers, New Delhi, 2001. ✚ Indira Devi, &quot;Yoga for You&quot;, Gibbs, Smith Publishers, Salt Lake City, 2002 Domenand Publishers, New Delhi - 2001. ✚ Jack Peter, &quot;Yoga Master the Yogic Powers&quot;, Abhishek Publications, Chandigarh, 2004. ✚ Janice Jerusalem, &quot;A Guide To Yoga&quot; Parragon Bath, Baiihe-2004. ✚ नारंग, प्रियंका, परम्परागत भारतीय खेल, " स्पोर्ट्स पब्लिकेशन" , नई दिल्ली, 2007
Suggested Continuous Evaluation Methods: ➤ Assignments (10) ➤ Presentation (10) ➤ Attendance (5) ➤ Final exam (75)
Suggested equivalent online courses: • IGNOU. • Rajarshi Tandan Open University.
Further Suggestions:.....



Department of Higher Education

U.P. Government, Lucknow

National Education Policy-2020

Common Minimum Syllabus for all U.P. State Universities

Co-curricular course: Semester-5

Course Title: Analytic Ability and Digital Awareness

Name	Designation	Affiliation
Steering Committee		
Mrs. Monika S. Garg, (I.A.S.), Chairperson Steering Committee	Additional Chief Secretary	Dept. of Higher Education U.P., Lucknow
Prof. Poonam Tandan	Professor, Dept. of Physics	Lucknow University, U.P.
Prof. Hare Krishna	Professor, Dept. of Statistics	CCS University Meerut, U.P.
Dr. Dinesh C. Sharma	Associate Professor	K.M. Govt. Girls P.G. College Badalpur, G.B. Nagar, U.P.

Syllabus Developed by:

S. N.	Name	Designation	Department	College/ University
1	Dr. Raj Kumar	Head	Mathematics, Faculty of Engg. & Technology	Veer Bahadur Singh Purvanchal Univ. Jaunpur- 222003 UP
2	Prof. Ashutosh Gupta	Director/ Professor	School of Science	U.P.Rajarshi Tandon Open University, Prayagraj
3	Prof. Manu Pratap Singh	Professor	Dept. of Computer Science	Dr. B. R. Ambedkar University, Agra
4	Dr. Brajesh Kumar	Associate Professor	Dept. of CS & IT	MJP Rohilkhand University, Bareilly

Co-Curricular Course name: Analytic Ability and Digital Awareness

Programme/Class: Bachelor of Science	Year: Third	Semester: Fifth
Subject: <u>Co-Curricular Course</u>		
Course Code: Z050501	Course Title: Analytic Ability and Digital Awareness	

Course outcomes (Analytic Ability):

CO 1: Familiarize with analogy, number system, set theory and its applications, number system and puzzles.

CO 2: To understand the basics of Syllogism, figure problems, critical and analytical reasoning.

CO 3: Familiarize with word processing application and worksheet .

CO 4: To understand the basics of web surfing and cyber security.

Credits: 2	Co-Curricular
Max. Marks: 25+75	Min. Passing Marks:
Total No. of Lectures-Tutorials-Practical (in hours per week): 2-0-0	

Unit	Topic	No. of Lectures
I	Alphabet test, Analogy, Arithmetic Reasoning, Blood relations, Coding and Decoding, Inequalities, Logical Venn diagram, Seating Arrangements, Puzzles and Missing numbers	6L+2T+0P
II	Syllogism, Pattern completion and figure series, Embedded Figure and counting of figures, Cube & Dice, Paper cutting and folding, Data sufficiency, Course of Action, Critical Reasoning, Analytical and decision making	5L+2T+0P
III	Computer Basics: Block diagram of Digital Computer, Classification of Computers, Memory System, Primary storage, Auxiliary memory, Cache memory, Computer Software (System/Application Software), MS Word Basics: The word screen, Getting to word documents, typing and Revising text, Finding and Replacing, Editing and Proofing tools, Formatting text characters, Formatting Paragraph, Document templates., Page set up, tables, Mail Merge, Macros, protecting documents, printing a document.	2T+3P+3P

	MS-Excel Introduction, Worksheet basics, Creating worksheet, Heading information, Data & Text, Date & Time, Alphanumeric values, Saving & quitting worksheet, Opening and moving around in an existing worksheet, Toolbars and Menus, Excel shortcut and function keys, Working with single and multiple workbook, Working with formulae & cell referencing, Auto sum, coping formulae, Absolute & relative addressing, Worksheet with ranges, Formatting of worksheet, Previewing & Printing worksheet, Graphs and charts, Database, Creating and using macros, Multiple worksheets- concepts Introduction of Open Source Applications: LibreOffice, OpenOffice and Google Docs etc.	
IV	Web Surfing: An Overview: working of Internet, Browsing the Internet, E-Mail, Components of E-Mail, Address Book, Troubleshooting in E-Mail, Browsers: Netscape Navigator, Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, Tor, Search Engines like Google, DuckDuckGo etc, Visiting web sites: Downloading. Cyber Security: Introduction to Information System, Type of information system, CIA model of Information Characteristics, Introduction to Information Security, Need of Information Security, Cyber Security, phishing, spamming, fake news, general issues related to cyber security, Business need, Ethical and Professional issues of security.	3P+ 4T
Suggested Readings: - Sharma, A., "How to prepare for Data Interpretation and Logical Reasoning for the CAT" McGraw Hill Education Pvt. Ltd., New Delhi, India, 2011, Ed. 5, ISBN 978 2007 070 481 - Aggarwal, R.S., "A Modern Approach to Verbal and Non-verbal Reasoning" S. Chand Publishers New Delhi, India, 2010, ISBN 10: 8121905516 - Madan, Sushila, Introduction to Essential tools, Jain Book Agency, New Delhi/India, 2009, 5th ed.. - Goel, Anita, Computer Fundamentals, Pearson Education, India, 2012 - Michael E. Whitman and Herbert J. Mattord, "Principles of Information Security," Sixth Edition, Cengage Learning, 2017 Note: Course Books published in Hindi may be prescribed by the Universities.		
This course can be opted as an elective by the students of following subjects: "Co-Curricular"		
Suggested Continuous Evaluation Methods: Max. Marks: 25 Assessment Type: Class Tests (Max. Marks 14) Suggested Usage: Include all types of questions-essay, short answer, objective; Design to test all levels of domain; Exam Blue Print be prepared to ensure inclusion of all types & levels of questions and proper sampling of content; Marking Criteria made known to students; Teacher should provide written feedback selectively and discuss answers in the class; Only Role/Code numbers, not names be written to avoid bias in marking; Display of model answer copies. After Completion of Unit I and Unit II, a first class test of max. marks of 7 shall be conducted. After Completion of Unit III and IV, a second class test of max. marks of 7 shall be conducted. If any student does not appear in any one or both class test, a makeup test shall be conducted of max. marks of 5 instead of total 14 marks. Assessment Type: Quizzes/ Objective Tests / Recognition Type (such as MCQs; True or False; Matching; Classifying) / Recall Type -Filling Blanks; One word / Phrase Answers (Max Marks: 5) Suggested Usage: Teachers be trained in construction, advantages, disadvantages and precautions while preparing different types of objective items; Go beyond factual information to High Order Thinking (HOT) Skills. It shall be "End of the class quiz". Assessment Type: Assignments (Max Marks: 4) Suggested Usage: Some class assignments shall be given to students at the end of each Unit. Note making techniques be taught to students; Not just direct questions from notes, but application analysis and synthesis of that knowledge. Assessment Type: Group Discussion (Max. marks: 2)		
Course prerequisites: None		
Suggested equivalent online courses:		
Further Suggestions: None		



Department of Higher Education U.P. Government, Lucknow

National Education Policy-2020
Common Minimum Syllabus for all U.P. State Universities

Co-curricular course: Semester-6

Course Title: Communication Skills and Personality Development

Name	Designation	Affiliation
Steering Committee		
Mrs. Monika S. Garg, (I.A.S.), Chairperson Steering Committee	Additional Chief Secretary	Dept. of Higher Education U.P., Lucknow
Prof. Poonam Tandan	Professor, Dept. of Physics	Lucknow University, U.P.
Prof. Hare Krishna	Professor, Dept. of Statistics	CCS University Meerut, U.P.
Dr. Dinesh C. Sharma	Associate Professor	K.M. Govt. Girls P.G. College Badalpur, G.B. Nagar, U.P.

Syllabus Developed by:

S.N.	Name	Designation	Department	College/ University
1	Dr. Rachana Singh	Associate Professor	Psychology	Agra College, Agra
2	Dr. Ritu Narang	Assi. Professor	Dept. of Business Admin.	Lucknow University, U.P.
3	Mrs. Abha Chaudhary	Senior Trainer - India	Grooming and Personality Development	Aero Aviation Academy, Chandigarh

Co-curricular Certificate course 'Communication Skills and Personality Development'

Programme: Certificate	Year: Third	Semester: Sixth
Co-Curricular Course		
Course Code: Z060601	Course Title: Communication Skills and Personality Development	
Course outcomes: • To understand the concept of Personality. • To learn what personal grooming pertains. • To learn to make good resume and prepare effectively for interview. • To learn to perform effectively in group discussions. • To explore communication beyond language. • To learn to manage oneself while communicating. • To acquire good communication skills and develop confidence.		
Credits: 2		Compulsory
Max. Marks: 25+75		Min. Passing Marks:
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 2-0-0		

Unit	Topics	No. of Lectures Total=30
I	<i>PERSONALITY AND PERSONAL GROOMING</i> Understanding Personality • Definition and Meaning of Personality • Types of Personality • Components of Personality • Determinants of Personality • Assessment of Personality Grooming Self • Dress for success • Make up & skin care • Hair care & styles for formal look • Art of accessorizing • Oral Hygiene	7 All topics will include practical learning
II	<i>INTERVIEW PREPARATION AND GROUP DISCUSSION</i> • Meaning and Types of Interview [Face to Face, Telephonic, Video] • Interview procedure [Opening, Listening, Closure] • Preparation for Interview • Resume Writing • LinkedIn Etiquette • Meaning and methods of Group Discussion • Procedure of Group Discussion. • Group Discussion simulation • Group discussion common error	8 Mock Interviews Included
III	<i>BODY LANGUAGE AND BEHAVIOUR</i> • Concept of human behavior • Individual and group behavior • Developing Self-Awareness • Behaviour and body language • Dimensions of body language: - Proxemics - Haptics - Oculesics - Paralanguage - Kinesics - Sign Language - Chromatics - Chronemics - Olfactics • Cultural differences in Body Language • Business Etiquette & Body language • Body Language in the Post Corona Era • Virtual Meeting Etiquette • Social Media Etiquette	7

IV	ART OF GOOD COMMUNICATION • Communication Process • Verbal and Non-verbal communication • 7 C's of effective communication • Barriers to communication • Paralinguistics - Pitch - Tone - Volume - Vocabulary - Word stress - Pause • Types of communication - Assertive - Aggressive - Passive Aggressive • Listening Skills • Questioning Skills • Art of Small Talk • Email Writing	8
Suggested Readings: 1. Cloninger, S.C., "Theories of Personality : Understanding Person", Pearson, New York, 2008, 5th edition. 2. Luthans F, "Organizational Behaviour", McGraw Hill, New York, 2005, 12th edition. 3. Barron, R.A. & Brian D, "Social Psychology", Prentice Hall of India, 1998, 8th edition. 4. Adler R.B., Rodman G. & Hutchinson C.C. , "Understanding Human Communication", Oxford University Press : New York, 2011. 5. Suggestive digital platforms web links-		
Suggested Continuous Evaluation Methods:		
Suggested equivalent online courses:		
Further Suggestions:		