

# **P. G. Department of Commerce and Business Management**

**Kolhan University, Chaibasa**



**Syllabus of**  
Four Year Under-Graduate Programme (FYUGP),  
under NEP-2020

## **B. Com. Semester II**

(Session: 2022-2026)

Code	Paper Name	Credit	Internal Exam	End Semester Exam	Practical Exam	Full Marks
MJ-2	Financial Accounting	4 (Th)	25	75		100
MJ-3	Business Law	4 (Th)	25	75		100
MN-2A	Financial Literacy	3 (Th) + 1 (P)	15 (Th)	60 (Th)	25 (P)	100

### **Members of the Board of Studies:**

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| 7. Sri Ashok Kumar Rawani    | Invitee Member |

**B. Com. Semester –II****MJ- 3 / Major Paper 3****Business Law**

Credit	Lecture	Internal Exam	End Semester Exam	Marks
4	60	25	75	100

**Objective:**

The course aims to give the learners abroad understanding about important aspects of legal environment of business; to make them study how various special contracts are brought into force; and to impart knowledge about legal agreements that they get acquainted with the process of establishing legal relationships and to have knowledge of various measures protecting the interest of the consumers.

**Learning Outcomes:** After the completion of the course, the learners will be able to:

1. Examine various aspects of entering into a contract and implications of different types of contract;
2. Interpret the regulation governing the Contract of Sale of Goods;
3. Discuss the laws governing partnership and legal consequences of their transactions and other actions in relation with the partnership, and examine contractual obligations and provisions governing limited liability partnership;
4. Describe the significant provisions of the Competition Act to prevent practices having adverse effect on competition and provisions of the Consumer Protection Act to protect the interest of the consumers;

**Course Content:**

- UNIT : 1 : **Indian Contract Act, 1872** [14 Lecture]  
Nature of contract and its essentials, Void, valid and voidable contracts, Consent, consideration and its' impact on contract, Agreements in restraint of trade, Performance, breach, revocation, termination of contract,
- UNIT : 2 : **Agency, Bailment and Pledge** [10 Lecture]  
Agency and bailment contracts, Contract of Indemnity, Contract of Guarantee and Pledge.
- UNIT : 3 : **Sale of Goods Act, 1930** [12 Lecture]  
Nature of sale, conditions and warranties, Performance of contract of sale.
- UNIT : 4 : **Indian Partnership Act, 1932 and Limited Liability Partnership Act, 2008** [12 Lecture]  
General nature of Partnership, Rights and duties of Partners, Reconstitution of Firm, and Registration and dissolution.  
Formation and incorporation of LLP, Partners and their relations, financial disclosures, conversion into LLP, Winding up and dissolution.
- UNIT : 5 : **Consumer Protection Act, 2019** [12 Lecture]  
Consumer Protection Act, 2019: Important definitions, Consumer Disputes Redressal Commission, Measures to Prevent Unfair Trade Practices,

**Practical Exercises:**

The learners are required to:

- Enlist steps involved in execution of contract.
- Enlist steps involved in agreement to sale.
- Enlist steps involved in discharge of contract.
- Prepare agreement to sale and contract related to sale of movable property, pledging of property, indemnity & guarantee bond etc.
- Enlist the various KYC documents for opening of bank account, e-wallet account, mutual fund account, bank locker, etc.

**Suggested Readings:**

1. Bose, D.C.(2008). *Business Law*. New Delhi : PHI Limited.
2. Chopra, R. K. (2015). *Business Laws*. New Delhi: Himalaya Publishing House.
3. Kuchhal, M.C., & Kuchhal, V. (2018). *Business Laws*. New Delhi: Vikas Publishing.
4. Singh, A. (2009). *Business Law*. Delhi: Eastern Book Company.
5. Shukla and Sahay, *Business Law*. Sahitya Publication, Agra
6. Agarwal, R. C. (2019), *Business Law*. SBPD, Agra

*Note: Learners are advised to use latest edition of text books.*

**B. Com. Semester –II****MJ- 2 / Major Paper 2****Financial Accounting**

Credit	Lecture	Internal Exam	End Semester Exam	Marks
4	60	25	75	100

**Objective:**

The course aims to help learners to acquire conceptual knowledge on financial accounting, to impart skills for recording various kinds of business transactions and to prepare financial statements.

**Learning Outcomes:** After completion of the course, learners will be able to:

1. Apply the generally accepted accounting principles while recording transactions and preparing financial statements.
2. Demonstrate accounting process under computerized accounting system.
3. Measure business income applying relevant Accounting Standards.
4. Evaluate the importance of depreciation and inventories in financial statements.
5. Prepare accounts for Partnership Firms
6. Prepare accounts for Inland Branches and Not-for-Profit Organizations.

**Course Content:**

- UNIT : 1 : **Introduction of Accounting Principles** [16 Lecture]  
1.1 Accounting: Introduction, Definition, Features, Accounting as an information system, the users of financial accounting information and their needs. Qualitative characteristics of accounting information. Functions, advantages and limitations of accounting. Branches of accounting. Bases of accounting: cash basis and accrual basis. Accounting Process from recording of business transaction; to preparation of Balance Sheet.  
1.2 Financial Accounting Principles, Concept and Conventions : Generally Accepted Accounting Principles (GAAP)  
1.3 Accounting standards: Concept, benefits and Process of formulation of Accounting Standards including Indian AS (IFRS converged standards) and IFRSs; convergence Vs. adoption; Application of accounting standards (AS and Ind AS) on various entities in India. International Financial Accounting Standards (IFRS) – meaning, need and scope;
- UNIT : 2 : **Business Income** [06 Lecture]  
2.1 Business income: Concept of Revenue and Business Income, Measurement of business income; relevance of accounting period, continuity doctrine and matching concept in the measurement of business income; Objectives of measurement of Business income.  
2.2. Revenue recognition: Recognition of expenses and income. Recognition of expenses and income with a reference to AS 9 and Indian AS 18.
- UNIT : 3 : **Accounting for Depreciation** [10 Lecture]  
The nature of Depreciation. Accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method; Disposal of depreciable assets; change in method of depreciation and its impact of on measurement of business income.
- UNIT : 4 : **Accounting for Dissolution of the Partnership Firm** [14 Lecture]  
Accounting for Dissolution of the Partnership Firm including Insolvency of partners (including Garner Vs. Murray Rule and Indian Partnership), Sale of Partnership Firms to limited company

**UNIT : 5 : Accounting for Not-for Profit Organisations [14 Lecture]**

Accounting for Not-for-Profit Organisations: Meaning of Not-for-Profit Organisation; Significance of Receipt and Payment Account, Income and Expenditure Account and Balance Sheet; Difference between Profit and Loss Account and Income and Expenditure Account; Preparation of Receipt and Payment Account, Income and Expenditure Account and Balance Sheet.

**Note:**

1. The relevant Accounting Standards (both AS and Ind AS) for all of the above topics should be covered.
2. Any revision of relevant Indian Accounting Standard/Accounting Standard would become applicable.

**The learners are required to:**

1. Download 'Framework for the Preparation and Presentation of Financial Statements' from the websites of the Institute of Chartered Accountants of India (ICAI) and analyse the qualitative characteristics of accounting information provided therein.
2. Collect and examine the balance sheets of business Organisations to study how these are prepared.
3. Examine the accounting policies and revenue recognition policies by collecting necessary data from small business firms.
4. Prepare Trading and Profit & Loss Account and Balance Sheet collecting necessary data from small business firms.
5. Prepare financial statements manually and using appropriate software.

**Suggested Readings:**

- Anthony, R. N., Hawkins, D., & Merchant, K. A. (2010). Accounting: Text and Cases. New York: McGraw-Hill Education India.
- Dam, B. B., & Gautam, H. C. (2019). Financial Accounting. Guwahati: Gayatri Publications.
- Horngren, C. T., & Philbrick, D. (2017). Introduction to Financial Accounting. London: Pearson Education.
- Lal, J., & Srivastava, S. (2012). Financial Accounting Text & Problems. Mumbai: Himalaya Publishing House.
- Monga, J. R. (2017). Financial Accounting: Concepts and Applications. New Delhi: Mayur Paperback Publishing.
- Shukla, M. C., Grewal, T. S., & Gupta, S. C. (2016). Advanced Accounts. Vol.-I. New Delhi: Sultan Chand Publishing.
- Maheshwari, S. N., Maheshwari, S. K., & Maheshwari, S. K. (2018). Financial Accounting. New Delhi: Vikas Publishing House Pvt. Ltd.
- Sehgal, D. (2014). Financial Accounting. New Delhi: Vikas Publishing House Pvt. Ltd.
- Goyal, B. K., & Tiwari, H. N. (2019). Financial Accounting. New Delhi: Taxmann Publication.
- Goldwin, N., Alderman, W., & Sanyal, D. (2016). Financial Accounting. Boston: Cengage Learning.
- Tulsian, P. C. (2002). Financial Accounting. Chennai: Pearson Education.
- Hannif and Mukherjee, Advance Accounting, McGraw Hill
- Singh, S. K. Financial Accounting, SBPD Publications, Agra
- Mehta B. K, Financial Accounting, Shiksha Sagar, Agra
- Ojah B. N., Financial Accounting, Dinesh Publication, Kalyani Publication, Delhi

Note: Learners are advised to use latest edition of text books.

**B. Com. Semester –II**  
**MN- 2A / Minor Paper 2A**

**Basic Financial Literacy - I**

Total Credit	Lecture	Internal Exam	End Semester Exam	Practical	Marks
3 (Th) + 1 (P) = 4	60	15	60	25	100

**Theory (Th)**

(Credit - 3; Lectures - 45; Internal - 15 marks; ESE - 60 marks; Pass Marks - 30)

**Objectives:**

The course aims to offer an integrated approach to understand the concepts and applications of financial planning.

**Learning Outcomes:**

After completion of the course, learners will be able to:

1. Describe the importance of financial literacy and list out the institutions providing financial services.
2. Open, avail, and manage/operate services offered by banks and post offices.

**Course Content:**

**UNIT : 1 : Introduction**

**[15 Lecture]**

- Meaning, importance and scope of financial literacy; Prerequisites of Financial Literacy – level of education, numerical and communication ability.
- Various financial institutions – banks, Post Offices; Mobile App based services. Need of availing of financial services from banks and postal services.

**UNIT : 2 : Banking and Post Office Services**

**[30 Lecture]**

- Types of banks; Types of bank deposit accounts; Formalities to open various types of bank accounts, PAN Card, Address proof, KYC norm.
- Various types of loans – and related interest rates offered by various nationalized banks and post office.
- Cashless banking, e-banking, Check Counterfeit Currency; CIBIL, ATM, Debit and Credit Card, and APP based Payment system; Banking and Post Office complaints and Ombudsman.
- Various types of Post office Savings Schemes
- Money Transfer: Money Order, E-Money order. Instant Money Order, collaboration with the Western Union Financial Services; MO Videsh, International Money Transfer Service, Electronic Clearance Services (ECS), Money gram International Money Transfer, Indian Postal Order (IPO).

**Practical (P)**

(Credit - 1; Practical Hours - 30; ESE - 25 marks ; Pass Marks - 10)

Distribution of marks : Report writing 15 marks; Presentation: 10 marks

**Project Work:**

1. Case studies of Banks / Post offices related to the services offered by these institutions and procedure for available of these services.
2. Conducting mock interviews: Testing initiatives, Team spirit and Leadership
3. Conduct market survey to know about the services offered by Bank / Post offices.
4. Presentation by students (Individual / Group of students)

**Practical Exercises:** The learners are required to:

1. Visit banks and post offices to collect information and required documents related to the services offered by these institutions and to know the procedure of availing of these services.
2. Fill up the forms to open accounts and to avail loans and shall attach photocopies of necessary documents.

**Reference Books:**

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 Publications India Pvt. Ltd.
  4. Milling, B. E. (2003). The Basics of Finance: Financial Tools for Non-Financial Managers. Indiana: Universe Company.
  5. Mitra, S., Rai, S. K., Sahu, A. P., & Starn, H. J. (2015). Financial Planning. New Delhi: Sage Publications India Pvt. Ltd.
  6. Zokaityte, A. (2017). Financial Literacy Education. London: Palgrave Macmillan.
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## Semester 2

### **COMMON COURSE (CC) : AEC 2 LANGUAGE AND COMMUNICATION SKILLS (LCS) Essentials of English Grammar and Composition**

**Credits: 2 F.M. : 50 P.M. : 20 Lecture Hours: 30**

**Course Level Learning Outcomes:** Some of the course learning outcomes that students of this course are required to demonstrate run thus:

- Acquire the basic understanding of English grammar
- Acquire the official and business writing skills
- Acquire skills to present one's ideas in English

#### **UNIT-I Grammar**

**20 Marks**

**[Credit- 0.8 Lecture Hours- 12]**

Grammar – Part of speech & their types – Noun, Pronoun, Verb, Adjective, Adverb, Conjunction, Determiners.

Type of sentences: Simple, Compound & Complex.

#### **UNIT II: Composition**

**30 Marks**

**[Credit- 1.2 Lecture Hours- 18]**

Composition: Factual Description, Paragraph Writing, Office Memo, Notices, Circulars, Agenda, Email, Blog Writing, Resume, Formal Letter, Letters of Complaint, Letters of Editor, Job Application, Inquiry Letter, Letter of Appreciation, Recommendation Letter.

#### ***Semester Examination and distribution of marks:-***

#### **End Semester Examination (ESE) : 50 Marks**

Group A Grammar

1. ***Ten objective questions based on grammatical exercises of the components prescribed (2 x10 = 20)***

Group B Composition

***Three questions based on the components prescribed in Unit II Composition (10 x 3 = 30)***  
(Three questions to be answered out of a choice of Six.)

Note: There may be subdivisions in each question asked in the examination.

**Source Book:**

Wren & Martin, High School English Grammar and Composition, S Chand Publication, New Delhi

Nesfield J C, English Grammar, Composition and Usage,

Sanjay Kumar & PushpLata, *Communication Skills*, Oxford University Press



**Jharkhand NEP, FYUGP 2022-23 onwards**

**Major in Political Science**



Revised Curriculum and Credit Framework for the Four-Year Undergraduate Programmes(FYUGP)

As per Provisions of NEP-2020, implemented from the Academic Year 2022-23 onwards (KU Ref.No.KU/R397/23,dated-14/03/23)

**Kolhan University,Chaibasa,Jharkhand**

**Revised Courses of Study for Four Year Undergraduate Programme 2022-23, Major in Political Science**

**w.e.f. 2022-23 Academic Year**

**Semester wise Course Code, Paper name and Credit Points**

<b>Jharkhand, NEP, FYUGP 2022-23 onwards</b>							
<b>Table 6: Semester wise Course Code and Credit Points for Single Major:</b>							
<b>Semester</b>	<b>Common, Introductory, Major, Minor, Vocational &amp; Internship Courses</b>						
	<b>Code</b>	<b>Papers</b>	<b>Credits</b>	<b>F.M.</b>	<b>P.M.</b>	<b>Internal Exam.F.M.</b>	<b>University Exam.F.M.</b>
<b>I</b>	<b>AEC-1</b>	<b>Language and Communication Skills (MIL-1)(Modern Indian Language including TRL) Hindi(50 Marks)</b>	<b>2</b>	<b>50</b>	<b>20</b>	<b>No Internal Exam</b>	<b>50</b>
	<b>VAC-1</b>	<b>Value added Course-1 Section-A- Understanding India Section-B- Environmental Science</b>	<b>2+2 =4</b>	<b>50 50</b>	<b>20 20</b>	<b>No Internal Exam</b>	<b>50 50</b>
	<b>SEC-1</b>	<b>Skill Enhancement Course-1 Digital Education</b>	<b>3</b>	<b>75</b>	<b>30</b>	<b>No Internal Exam</b>	<b>75</b>
	<b>MDC-1</b>	<b>Multi-disciplinary Course-1 Citizenship and Governance</b>	<b>3</b>	<b>75</b>	<b>30</b>	<b>No Internal Exam.</b>	<b>75</b>
	<b>MN-1A</b>	<b>Minor from Discipline-1 Globalization and Politics</b>	<b>4</b>	<b>100</b>	<b>40</b>	<b>25</b>	<b>75</b>
	<b>MJ-1</b>	<b>Major paper 1 (Disciplinary/ Interdisciplinary Major) Understanding Political Theory and Politics</b>	<b>4</b>	<b>100</b>	<b>40</b>	<b>25</b>	<b>75</b>

**Multi-disciplinary Course-1**  
**Citizenship and Governance**

**Course Code- MDC-1**

**Full Marks-75**

**End Sem.UniversityExam-75**

**Pass Marks-30**

**No Internal Examination**

**Credit-3**

**Paper Name- Citizenship and Governance**

**Course Objective:**

This course will help the students to understand the meaning of good governance and how to realize this. In spite of the best of the policy formulations and institutional arrangements, the government is unlikely to yield good governance if there is no active citizen participation. This course will not only help the students to learn about several institutional arrangements but will also equip them with information and techniques of how to apply them for better governance. They will be able to understand how both citizens and government complement each other in realizing good governance.

**Learning Objectives:**

1. The students will be able to explain meaning and factors and forces which enable good governance.
2. The students will be able to know about their rights which have been given to them and how the exercise of those rights set things right in the functioning of government and delivery of services to the people.
3. The students will understand the key areas of governance issues

**Unit-I: Introduction to Good Governance**

- a) What is Good Governance?
- b) Factors and Models of Good Governance

**Unit-II: Democracy and Governance**

- a). Relationship between democracy and Good Governance
- b). Democratic Governance, Environment Governance, Education and Health Governance

**Unit-III: State and Citizenship in Governance**

- a) Role of the state in governance, policy formulations and enforcement of Social Audit

b) Role of the citizen in Governance: Civic Culture, Citizen Participation and Social Audit

#### **Unit-IV: Institutional and Legal Arrangements**

- a) Citizen Charter
- b) Right to Information
- c) Consumer Protection Act
- d) E-Governance
- e) Public Service Delivery
- f).Lokpal
- g) Lokayukta

#### **Readings:**

Yadav,Sushama And Balwan Gautam, “Lok Prashasan: Siddhant Evam Vyavahar”,Orient Blackswain, Hyderabad.

Basu,Rumaki “Lok Prshasan”, Jawahar Publication, Delhi.

Sharma,M.P., and B.L. Saana, “Lok Prashasan”, Kitab Mahal, Delhi.

Avasthi and Avasthi, “Public administration”, Laxmi Narayan Agrawal, Agra.

Phadia,B.L., “ Bharatiya Prashasan”, Sahitya Bhawan Agra.

Phadia,B.L., “Bharat Main LokPrashasan”, Sahitya Bhawan Agra.

Fadia,B.L. & K.Fadia, “Lok Prashasan”, Sahitya Bhawan Agra.

Maheswari,S.R., “Indian Administration”, Laxmi Narayan Agrawal, Agra.

White,L.D.,“Introduction to the Study of Public administration”, S. Chand & Company, New Delhi.

Bhagawan,Vishnu and Vidya Bhushan, “A text Book of Public administration”, S. Chand & Co. New Delhi.

Bhattacharya,Mohit “Public Administration and Planning”, The World Press Pvt. Ltd., Calcutta.

Bhattacharya,Mohit“New Horizons of Public administration”, Jawahar Publisher Delhi.

Avasthi,A & S.R. Maheshwari, “Public Administration”, Agra: Lakshmi Narain Agarwal, (latest Hindi and English editions)

S. R. Maheswari: Indian Administration.Orient BlackSwan

R.B. Jain: Contemporary Issues in Indian Administration,Vishal Publication

B. Chakrabarty and P. Chand: Indian Administration,Sage Publications

Noorjahan Bava, Development Policies and Administration in India, Uppal Publishing

Satyajit Singh and Pradeep K. Sharma [eds.] Decentralisation: Institutions and Politics in Rural India, Oxford

Basu Rumki: Public Administration in India Mandates, Performance and Future Perspectives, Sterling Publishers

Maheshwari, S., & Maheswari, S. (1987). Public Policy Making in India. *The Indian Journal of Political Science*, 48(3), pp. 336-353.

Frederickson, H. George et al. (2015). Theories of Governance. In *The Public Administration Theory Primer*, Boulder, CO: Westview Press, pp. 219-244.

Leftwich, A. (1994). Governance, the State and the Politics of Development. *Development and Change*, 25(2), Blackwell Publishing Ltd, pp. 363–86.

World Bank Report. (2017). *World Development Report: Governance and the Law*. Washington.

Keping, Y. (2018). Governance and Good Governance: A New Framework for Political Analysis. *Fudan Journal of the Humanities and Social Sciences*, 11(1), pp. 1–8.

□Singh, A.P., & Murari K. (2018). *Governance: Issues and Challenges*. New Delhi: Pearson.

□Ragi, S. K. (2019). *Citizenship and Governance*. New Delhi: National Book Trust

Currie, B. (1996). Governance, Democracy and Economic Adjustment in India: Conceptual and Empirical Problems. *Third World Quarterly*, 17(4), pp. 787-807.

□Leftwich, A. (1993). Governance, Democracy and Development in the Third World. *Third World Quarterly*, 14(3), pp. 605-624.

□Bevir, M. (2006). Democratic Governance: Systems and Radical Perspectives. *Public Administration Review*, 66(3), pp. 426-436.

Faur, D. L. (2012). *From “Big Government” to “Big Governance”?* The Oxford Handbook of Governance.

□Crow, D. (2009). How Citizens Interact with Their Government and Why We Care. *Public Administration Review*, 69(2), pp. 353-355.

□Shastri, S. (2002). Citizen Confidence in Political Institutions and Processes in India: Some Findings from the World Values Survey. *The Indian Journal of Political Science*, 63(1), pp. 89-104.

□Almond, G., & Verba, S. (1963). *The Civic Culture: Political Attitudes and Democracy in Five Nations*. Princeton University Press

Haque, M.S. (2007). Limits of the Citizen's Charter in India: The critical impacts of social exclusion. *Journal of Public Management Review*, pp. 391-416.

□Paul, S. (2008). India's Citizen's Charters: In Search of a Champion. *Economic and Political Weekly*, 43(7), pp. 67-73.

□Jain, A. (2012). Good Governance and Right to Information: A Perspective. *Journal of the Indian Law Institute*, 54(4), pp. 506-519.

□Birkinshaw, P. (2006). Freedom of Information and Openness: Fundamental Human Rights? *Administrative Law Review*, 58(1), pp. 177-218.

Saxena, I. (1988). The Consumer Protection Act 1986: A Viewpoint. *Journal of the Indian Law Institute*, 30(3), pp. 321-331.

□Saxena, A. (2005). E-Governance and Good Governance: The Indian Context. *The Indian Journal of Political Science*, 66(2), pp. 313-328.

□Yadav, S. (2009). Implementing E-Governance in India Exploring the Administrative Reforms Agenda. *The Indian Journal of Political Science*, 70(3), pp. 679-692.

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Paul, S., Suresh Balakrishnan, K. Gopakumar, Sita Sekhar, & M, Vivekananda. (2004). State of India's Public Services: Benchmarks for the States. *Economic and Political Weekly*, 39(9), pp. 920-933.

□Sangita, S. (2007). Decentralisation for Good Governance and Service Delivery in India: Theory and Practice. *The Indian Journal of Political Science*, 68(3), pp. 447-464.

Panchu, S. (2011). Lokpal: Where Do We Stand Now, and How We Got Here. *Economic and Political Weekly*, 46(41), pp. 19-21.

Panchu, S. (2012). Repairing the Lokpal Bill. *Economic and Political Weekly*, 47(3), pp. 10-13.

□Nanth, V. (2011). Lokpal Bill Campaign: Democratic and Constitutional. *Economic and Political Weekly*, 46(16), pp. 20-22.

Jha, R. R. (2018). India's Anti-Corruption Authorities: Lokpal and Lokayukta. *Indian Journal of Public Administration*, 64(3), pp. 502-517.

Lele, S. et al. (2010). A Structure for Environmental Governance in India: A Perspective. *Economic & Political Weekly*, 45(6), pp. 13-16.

Kandpal, P.C. (2018). *Environmental Governance in India: Issues and Challenges*. New Delhi: Sage.

□Abrol, D. (2010). Governance of Indian Higher Education: An Alternate Proposal. *Social Scientist*, 38(9/12), pp. 143-177.

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Qadeer, I. (2008). Health Planning in India: Some Lessons from the Past. *Social Scientist*, 36(5/6), pp. 51-75.

□Gupta, M. et al. (2010). How Might India's Public Health Systems Be Strengthened? Lessons from Tamil Nadu. *Economic and Political Weekly*, 45(10), pp. 46-60.

**Semester-1 total Credits=20**

**For all Semesters=160 Credits**

1 Credit -1-hour Class in a Week

4 Credit - 4 hours Class in a Week

15 weeks 60 hrs Class (60 Lectures)

In a week 3 classes+1 Tutorial=4 Classes

25 Marks Internal Examination may include 20 marks questions from **written Examination (1 Hr Exam)**/Assignment/Project/Tutorial wherever applicable whereas 5 marks will be awarded on the attendance/overall class performance in the semester

**For End Sem.Examination-75 Marks,3Hrs Exam**

There will be two group of questions. Group A is Compulsory which will contain three questions. Question No.1 will be very short answer type consisting of five questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Objective type= $1 \times 5 = 5$

Short Answer= $5 \times 2 = 10$

Long Answer= $15 \times 4 = \underline{60}$

Total                      75

**Note: Follow the Revised NEP Guidelines 2023, for details Ref.No.KU/R/397/23,dated-14/03/23(Enclosed)**

**KOLHAN UNIVERSITY, CHAIBASA**  
**FYUGP SEMESTER –II UNDER NEP**  
**SEC-II (SKILL ENHANCEMENT COURSE)**  
**Course Title: COMMUNICATION SKILLS AND PERSONALITY**  
**DEVELOPMENT**

Total Marks: 75  
 CREDITS: 03

Pass Marks: 30  
 Total Lecture: 45 Hours

**Learning Outcome**

- 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.

Unit	Topics	No of hours
I	<p style="text-align: center;"><b>PERSONALITY AND PERSONAL GROOMING</b></p> <p><b>Understanding Personality</b></p> <ul style="list-style-type: none"> <li>• Definition and Meaning of Personality</li> <li>• Types of Personality</li> <li>• Components of Personality</li> <li>• Determinants of Personality</li> <li>• Assessment of Personality</li> </ul> <p><b>Grooming Self</b></p> <ul style="list-style-type: none"> <li>• Dress for success</li> <li>• Make up &amp; skin care</li> <li>• Hair care &amp; styles for formal look</li> <li>• Art of accessorizing</li> <li>• Oral Hygiene</li> </ul>	10 Lecture hours (Including practical training upon all topics)
II	<p style="text-align: center;"><b>INTERVIEW PREPARATION AND GROUP DISCUSSION</b></p> <ul style="list-style-type: none"> <li>• Meaning and Types of Interview [ Face to Face, Telephonic, Video]</li> <li>• Interview procedure [Opening. Listening, Closure]</li> <li>• Preparation for Interview</li> <li>• Resume Writing</li> <li>• LinkedIn Etiquette</li> <li>• Meaning and methods of Group Discussion</li> <li>• Procedure of Group Discussion.</li> <li>• Group Discussion simulation</li> </ul>	12 Lecture hours (Including mock interviews)



	<ul style="list-style-type: none"> <li>• Group discussion common error</li> </ul>	
<b>III</b>	<p><b>BODY LANGUAGE AND BEHAVIOUR</b></p> <ul style="list-style-type: none"> <li>• Concept of human behavior</li> <li>• Individual and group behavior</li> <li>• Developing Self-Awareness</li> <li>• Behaviour and body language</li> <li>• Dimensions of body language: <ul style="list-style-type: none"> <li>Proxemics</li> <li>Haptics</li> <li>Oculesics</li> <li>Paralanguage</li> <li>Kinesics</li> <li>Sign Language</li> <li>Chromatics</li> <li>Chronemics</li> <li>Olfactics</li> </ul> </li> <li>• Cultural differences in Body Language</li> <li>• Business Etiquette &amp; Body language</li> <li>• Body Language in the Post Corona Era</li> <li>• Virtual Meeting Etiquette</li> <li>• Social Media Etiquette</li> </ul>	10 Lecture hours
<b>IV</b>	<p><b>ART OF GOOD COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>• Communication Process</li> <li>• Verbal and Non-verbal communication</li> <li>• 7 C's of effective communication</li> <li>• Barriers to communication</li> <li>• Paralinguistics <ul style="list-style-type: none"> <li>Pitch</li> <li>Tone</li> <li>Volume</li> <li>Vocabulary</li> <li>Word stress</li> <li>Pause</li> </ul> </li> <li>• Types of communication <ul style="list-style-type: none"> <li>Assertive</li> <li>Aggressive</li> <li>Passive Aggressive</li> </ul> </li> <li>• Listening Skills</li> <li>• Questioning Skills</li> <li>• Art of Small Talk</li> <li>• Email Writing</li> </ul>	13 Lecture hours

**Suggested Readings:**

1. Cloninger, S.C., "Theories of Personality: Understanding Person", Pearson, New York, 2008, 5<sup>th</sup> 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. A Reading for Academic Purpose by Robyn Brinks & Kelly Sipped.
6. Academic Writing by Aptech Onlinevarsity
7. Pronunciation by Jonathan Smith & Annette Margobs.
8. English Grammar by Aptech Learning Center.
9. Oxford Online LSR W
10. Basic Knowledge of Computer by John Monyjok.
11. Objectives of Reading, Writing & Listening Skills by Aptech Academy.

**Suggested Digital platforms/ web links for reading:**

1. <https://www.smashigmagazine.com>
  2. <https://files.eric.ed.gov>
  3. <https://site.nationalacademies.org>
  4. [www.aptechmeerut.com](http://www.aptechmeerut.com) , [www.aptechlearning.com](http://www.aptechlearning.com)
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