

As per the NEP 2020  
(Effective from Academic Year 2024-2025 onwards)

**ABILITY ENHANCEMENT COURSES**

For Under-Graduate Programme

**Semester-III**



**Faculty of Arts/Commerce/Science/BCA**

**Pandit Deendayal Upadhyaya Shekhawati University**

**Sikar (Rajasthan) 332024**

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(CBCS) As per the NEP 2020 (Semester I to IV)  
w.e.f. the Academic Session 2024-25

### Semester-III

#### ABILITY ENHANCEMENT COURSES

Semester	Ability Enhancement Courses	Credits	Course Code	Credit distribution of the course			Eligibility criteria
				Lecture	Tutorial	Practical/ Practice	
III	Soft Skills Training For Employability	AEC (2)	24BAC6301T	2	0	0	10+2 from any recognized Board
OR							
III	Modern Office Management	AEC (2)	24BAC6302T	2	0	0	
OR							
III	Financial Literacy and Banking	AEC(2)	24BAC6303T	2	0	0	
OR							
III	Agriculture Technology	AEC(2)	24BAC6304T	1	0	1	

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# Ability Enhancement Course (AEC)

## Soft Skills Training For Employability

**Course Objectives:** : The course aims

1. This course would drive away stage fright.
2. The course would imbibe the participants in mastering the art of group discussion.
3. Students understand the basics of interview skills and students would apply them by mock interviews for their enhancement of employability skills.
4. The course will offer practical learning in mastering voice and accent
5. It will also help the students in applying how to include nuances of writing.

### **Learning Outcomes:**

Students will be able to apply reading strategies in understanding texts of diverse genres. They will explore the stated or implied main idea and the supporting ideas in basic academic texts, charts, graphs etc. Students can also think about future careers in the field of emerging job sectors.

Course Title:	Soft Skills Training For Employability	Course Code: 24BAC6301T
<b>Total Lecture hour: 26</b>		<b>Hours</b>
<b>Unit I</b>	<b>Public Speaking</b> <ul style="list-style-type: none"><li>• The power of public speaking</li><li>• Developing confidence</li><li>• Planning</li><li>• Preparation</li><li>• Successful and effective delivery of speech</li><li>• Pedagogy / Course delivery tools: Task-based Teaching learning, Classroomsharing, PowerPoint presentation, Video presentations, Dramatizations.</li></ul>	<b>4</b>
<b>Unit II</b>	<b>Group Discussion</b> <ul style="list-style-type: none"><li>• Why are group discussions held?</li><li>• Preparation for a group discussion</li><li>• Skills for effective participation</li><li>• Traits tested in a group discussion</li><li>• Initiating a group discussion</li><li>• Non-verbal communication in group discussion</li><li>• Types of group discussions</li><li>• Pedagogy / Course delivery tools: Task-based Teaching learning, Classroomsharing, PowerPoint presentation, Video presentations, Group discussions.</li></ul>	<b>6</b>
<b>Unit III</b>	<b>Interview</b> <ul style="list-style-type: none"><li>• Introduction: Interviewing in the 21st century</li><li>• Developing an Interview Strategy</li><li>• Types of interviews</li><li>• Mock Interviews</li></ul>	<b>6</b>

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	<ul style="list-style-type: none"> <li>• Pedagogy / Course delivery tools: Task-based Teaching learning, Classroom sharing, PowerPoint presentation, Video presentations, and Mock presentations by the students.</li> </ul>	
<b>Unit IV</b>	<p><b>Speech and Accent</b></p> <ul style="list-style-type: none"> <li>• Introduction to phonetics and phonology</li> <li>• Segmental and supra-segmental features</li> <li>• 3-dimension chart</li> <li>• Organs of speech</li> </ul> <ul style="list-style-type: none"> <li>• Pedagogy / Course delivery tools: Task-based Teaching learning, Classroom sharing, PowerPoint presentation, Video presentations.</li> </ul> <p><b>Writing Skills</b></p> <ul style="list-style-type: none"> <li>• Introduction to writing and Types of writing; descriptive, narrative, argumentative, expository, and short story</li> <li>• Writing paragraphs</li> <li>• Writing a CV</li> </ul> <ul style="list-style-type: none"> <li>• Pedagogy / Course delivery tools: Task-based Teaching learning, Classroom sharing, PowerPoint presentation, Video presentations.</li> <li>• Creative writing; Dossiers submissions by the students.</li> </ul>	<b>10</b>
<b>Reference and Reading Books:</b>		
	<ol style="list-style-type: none"> <li>1. The Art of Public Speaking: Masterpiece in Communication, J Esenwein, DaleCarnagey, 2017.</li> <li>2. Speech Act Theory and Pragmatics, John Searle, Ferenc, and Bierwisch, 1980.</li> <li>3. G S Mudambadithaya, 'Communicative English – For Professional Courses'; Sapna Book House, 2002</li> <li>4. Grant Taylor, 'English Conversation Practice'; McGraw-Hill Education, 2001</li> <li>5. J Thomson, A V Martinet, 'A Practical English Grammar'; Oxford University Press, 1997.</li> <li>6. Leo Jones, 'Working in English: Teachers Book'; Cambridge University Press, 1998.</li> <li>7. HM Udayakumar &amp; Swamy Premila D, Soft Skills: A Guide for Professional Success; Enas Publications, 2021.</li> </ol>	

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# Ability Enhancement Course (AEC)

## Modern Office Management

<b>Course Title:</b>	Modern Office Management	<b>Course Code:</b> 24BAC6302T
<b>Total Lecture hour: 26</b>		<b>Hours</b>
<b>Unit I</b>	<b>Office:</b> What is a Business Enterprise? What is an Office? Who are Office Staff? What are the most Common Forms of Business Organization? What are the Advantages of Office Work? What are the Categories of Office Career and Job Classifications under Each Category? What are the Specific Skill Requirements for Office Jobs? Duties and Responsibilities of Office Staff	6
<b>Unit II</b>	Records Management Objectives of Record Keeping; What is Filing? What are the Different Kinds of Filing System? Steps in Filing; Indexing; Selecting the Appropriate Filing System; How to handle Incoming & Outgoing Mails	7
<b>Unit III</b>	Document/Report Writing Key points to write a document: The 5w-h plan for writing; Steps in writing workplace documents; Important things to remember when editing seven layout mistakes to avoid; Quick tips for report Writing; Basics of Meetings	6
<b>Unit IV</b>	Supervisory Skills What are the Skills of the Supervisor and How to Acquire Them? Functions of Supervisor Communication Meaning; Process; Communicating Tools; Types, Barriers Leadership & Motivation Meaning and Concept; Importance of Leadership; Qualities of a Leader; Relationship & Differences Leadership and Motivation; Organizational Leadership; Leadership Ethics - Traits of an Ethical Leader; Leadership Styles - Important Leadership Styles- Situational Leadership – Emotional Intelligence of Leader; Which Leadership Style to Follow? Influence of Situational Leadership Styles on Subordinate Development;	7
<b>Reference and Reading Books:</b> 1. Office Management By Ankita Bhatia Dr. R. K. Chopra 2. Office Management By Dr. P. Rizwan Ahmed 3. Office Management By R S N Pillai		

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# Ability Enhancement Course (AEC)

## Financial Literacy and Banking

**Course Objectives:** To make the students aware of the benefits of financial planning

Course Title:	Financial Literacy and Banking	Course Code: 24BAC6303T
<b>Total Lecture hour: 26</b>		<b>Hours</b>
<b>Unit I</b>	Basics of Savings and Investment: Why are investing and savings important? Savings Vs Investment, Power of Compounding, What should be the investment objectives? Risk and Return, Inflation effects on Investment, Investor's Age and Assets Allocation. Tax saving Schemes Government Schemes-National Saving Certificates, Public Provident Fund, Post Office Schemes, Equity Linked Savings Schemes, Retirement Benefits Schemes- NPS (New Pension System)	6
<b>Unit II</b>	Banking Activities: Deposits and Types of Deposits-Saving Bank Accounts, Fixed Deposit Accounts, Recurring Deposit Account, Special Term Deposit Schemes, Loans and Types of loan advanced by Banks and Other secondary functions of Bank. Banking structure in India and Role of Reserve Bank of India	5
<b>Unit III</b>	Financial Markets: Capital Market Vs Money Market, Securities and its types, i.e., Equity, Debentures or Bonds, IPOs and FPOs, Mutual Funds, Types of Mutual Funds, Brokers, sub-brokers, Process for becoming a capital market investor	5
<b>Unit IV</b>	products: Insurance Policies, Life Insurance, Term Life Insurance, Endowment Policies, Pension Policies, ULIP, Health Insurance and its Plans, Understanding of Ponzi Schemes	10
<b>Reference and Reading Books:</b> 1. Investment Planning by SEBI 2. Indian financial System, by T. R. Jain and R. L. Sharma, VK Global Publisher 3. Money and Banking by T. R. Jain and R. K. Kaundal, VK Global Publisher		

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# Ability Enhancement Course (AEC)

## Agriculture Technology

**Course Objectives:** To make the students aware of the benefits of financial planning

### Course Outcomes

At the end of the course, Students will be able to:

1. Understand the basic principles, practices and modernization of Indian Agriculture
2. Understand the fundamentals of Agronomy, timing of seeds sowing, tillage and tilling
3. Illustrate the need of crop nutrition, manures and fertilizers, nutrient use efficiency and water resources

Course Title:	Agriculture Technology	Course Code: 24BAC6304T
Total Lecture hour: 26		Hours
Unit I	<b>Introduction to Indian agriculture</b> Introduction of Indian agricultural heritage; Ancient agricultural practices, Relevance of heritage to present day agriculture • Pedagogy/Course delivery tools: Chalk & talk and Powerpoint presentation	6
Unit II	<b>Principles of Agronomy</b> Agronomy and its scope, Principles of Agronomy, seeds and sowing, Methods of sowing, timing of sowing, Depth of Sowing. • Pedagogy/Course delivery tools: Chalk and talk and Powerpoint presentation	5
Unit III	<b>Crop nutrition</b> Crop nutrition, manures and fertilizers, nutrient use efficiency, water resources, and soil-plant-water relationship. • Pedagogy/Course delivery tools: Chalk and talk and Powerpoint presentation  <b>Hydroponics</b> Principles and Concepts of Hydroponic Technology, essential plant nutrient elements, Preparation of nutrient solution and rooting media • Pedagogy/Course delivery tools: Chalk and talk and Powerpoint presentation	5
Unit IV	<b>Case Studies</b> Case Studies on Plant Growth in Hydroponics Systems. • Pedagogy/Course delivery tools: Chalk and talk, field work	10

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**Reference and Reading Books:**

1. N.R. Das., "Introduction to crops of India", Scientific Publishers. 2020
2. ICAR, "Handbook of Agriculture" ICAR-New Delhi 2018
3. J. Benton Jones. Jr. "Growing Plants Hydroponically" 4<sup>th</sup> Edition, The FutureGarden Press, 2003
4. Aubrey Ortiz, Hilary Rotatori, Liz Schreiber, George von Roth "Hydroponic Farming in Mahasarakham" scientific publishers 2019
5. Hydroponics Farming Technology –A skilling program training manual. By DoA Ministry of Agriculture and Forests, Royal Govt. of Bhutan. 2010

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