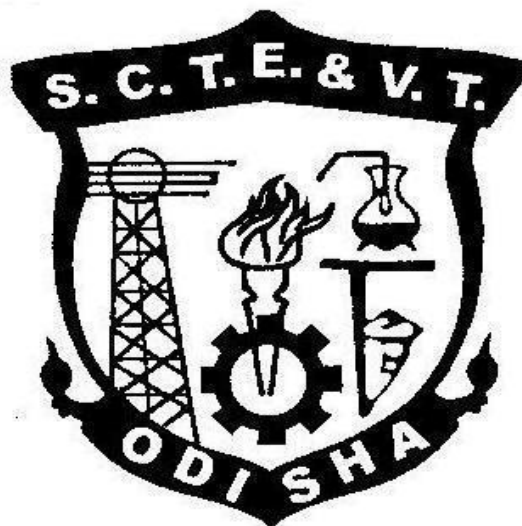


**CURRICULLUM OF 3<sup>rd</sup> SEMESTER FOR  
DIPLOMA IN MODERN OFFICE MANAGEMENT EFFECTIVE FROM  
2024-25 SESSIONS**



**STATE COUNCIL FOR TECHNICAL EDUCATION  
&  
VOCATIONAL TRAINING, ODISHA, BHUBANESWAR**



**STETE COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING, ODISHA**  
**TEACHING AND EVALUATION SCHEME FOR 3RD SEMESTER (MODERN OFFICE MANAGEMENT)(W.E.F 2024-25)**

**SEMESTER III**

SLNO	COURSE CODE	COURSE TITLE	TEACHING SCHEME			EVALUATION SCHEME				TOTAL MARKS	CREDITS	
			PRE-REQUISITE	CONTACT HOURS/WEEK			THEORY		PRACTICAL			
				L	T	P	END EXAM	PROGRESSIVE ASSESSMENT	END EXAM			PROGRESSIVE ASSESSMENT
1	TH 1	Business Statistics		3	0	0	70	30			100	3
2	TH 2	Management Accounting		3	0	0	70	30			100	3
3	TH 3	Business Regulatory Framework		3	0	0	70	30			100	3
4	TH 4	Financial Markets And Institutions		3	0	0	70	30			100	3
5	TH 5	E- Commerce		3	0	0	70	30			100	3
6	PR 1	Computerized Financial Accounting Lab		0	0	4			15	35	50	2
7	PR 2	Office Automation Lab- I		0	0	4			15	35	50	2
8	PR 3	Seminar & GD		0	0	4			15	35	50	2
9	PR 4	Personality Development		0	0	4			15	35	50	2
10	PR 5	Summer Internship		0	0	0			15	35	50	2
		<b>TOTAL</b>		<b>15</b>	<b>0</b>	<b>16</b>	<b>350</b>	<b>150</b>	<b>75</b>	<b>175</b>	<b>750</b>	<b>25</b>



## **BUSINESS STATISTICS**

### **COURSE CODE- TH- 01**

Period per week:	03	PA:	30 Marks
Total Period:	45	End Exam:	70 Marks
Timing of End Exam:	03 Hours	No of Credit:	03

#### **Course Objectives**

The course aims to develop among the learners the ability to summarize, analyse and interpret quantitative information for business decision making.

#### **Unit 1: Introduction**

Statistics as a subject, definition, Importance and limitation of Statistics, Types of Data, Collection of Data, Graphical presentations of Data, Different types of Graphs and their uses.

#### **Unit 2: Descriptive Statistics**

Measures of Central Tendency: Concept and properties of averages including Arithmetic mean, Median and Mode. Measures of Dispersion: An overview of Range, Quartile Deviation and Mean Deviation; Standard deviation; Variance and Coefficient of variation. Moments: Computation and significance.

#### **Unit 3: Simple Correlation**

Correlation Analysis: Meaning and types of Correlation; Correlation Vs Causation; Pearson's coefficient of correlation (computation and properties); Probable and standard errors; Rank correlation.

#### **Unit 4: Regression Analysis**

Principle of least squares and regression lines; Regression equations and estimation; Properties of regression coefficients; Relationship between Correlation and Regression coefficients; Standard

#### **Unit 5: Index Numbers**

Meaning and uses of index numbers. Construction of Index numbers: Methods of Laspeyres, Paasche and Fisher's Ideal index.

#### **Course Outcomes**

CO1: Examine and understand the various descriptive properties of statistical data.

CO2: Analyse the underlying relationships between the variables to use simple regression models

CO3: Examine and apply index numbers to real life situations.

## Suggested Readings

- Anderson, D. R. (2019). Statistics for learners of Economics and Business. Boston, United States: Cengage Learning. "Statistics for Management" by Richard I. Levin and David S. Rubin - published by Kalyani Publishers, Cuttack, Odisha.
- Douglas A. Lind, Robert D. Mason, William G. Marchal. (2022).
- Gupta, S. C., & Gupta, I. (2018). Business Statistics. Mumbai, India: Himalaya Publishing House.
- Gupta, S. P., & Gupta, A. (2018). Business Statistics: Statistical Methods. Delhi, India: S. Chand Publishing.
- Vohra, N. D. (2017). Business Statistics. Delhi, India: McGraw-Hill Education India

### TH-1 Business Statistics

#### Mapping Between CO-PO/PSO

Course Name	Course Outcomes	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
<b>TH-1 Business Statistics</b>	CO1	3	2	1	2	1	1	2	2	1
	CO2	3	3	2	3	1	1	2	2	2
	CO3	2	2	2	1	2	1	2	3	2
Total Course Outcome		8	7	5	6	4	3	6	7	5
Average Course Outcome		2.67	2.33	1.67	2.00	1.33	1.00	2.00	2.33	1.67

# MANAGEMENT ACCOUNTING

## COURSE CODE TH 02

Period per week:	03	PA:	30 Marks
Total Period:	45	End Exam:	70 Marks
Timing of End Exam:	03 Hours	No of Credit:	03

### **The course aims to:**

The course aims to enable students to acquire knowledge of concepts, methods and techniques of management accounting for the purpose of managerial planning, control and decision making.

### **Unit 1: Introduction to Management Accounting**

Meaning, objectives, nature and scope of management accounting, Difference between different forms of accounting- Cost, Financial and Management accounting, Cost control and Cost reduction.

### **Unit 2: Financial statements Analysis:**

Meaning and Types of financial statements, Limitations of financial statements, Objectives and methods of financial statements analysis, Ratio analysis, Classification of ratios, Profitability Ratio, Turnover ratios, Liquidity ratios, Advantages of ratio Analysis, Limitations of accounting ratio.

### **Unit 3: Budgetary Control:**

Budgeting and Budgetary Control: Concept of budget, budgeting and budgetary control; objectives, merits and limitations; Functional Budgets; Fixed and Flexible budgeting; An overview of different approaches to budgeting (Zero base budgeting, Performance budgeting and Programme budgeting.)

### **Unit 3: Standard Costing and Variance Analysis:**

Meaning of standard cost and standard costing; advantages, limitations and applications; Variance Analysis – material, labour, overheads .

### **Unit 4: Marginal Costing:**

Concept of marginal cost and marginal costing; Absorption versus Variable Costing: Distinctive features and income determination; Cost volume-profit analysis; Break-even Analysis.

### **Unit 5: Decision Making**

Steps in Decision making process. Concept of relevant costs. solving various short -term decision making problems using marginal costing and differential costing techniques –Make or buy decision.

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

CO1: Examine the conceptual framework of Management Accounting and identify the differences between various forms of accounting.

CO2: Analyse budgetary control system as a tool of managerial planning and control.

CO3: Evaluate the standard costing system as a tool of managerial control and analyse techniques of decision making.

### Suggested Readings

- □ Sharma / Gupta Management accounting, kalyani publishing house.
- Management Accounting, 4th Edition Pillai R.S.N. & Bagavathi S.Chand Publishing
- Arora, M. N. (2019).Management Accounting. Delhi, India: Himalaya Publishing House.
- COST AND MANAGEMENT ACCOUNTING RAVI M KISHORE, taxman publishing house.
- Goel, R. K., &Goel, I. (2019). Concept Building Approach to Management Accounting for B. Com(Hons.),Delhi, India: Cengage.
- Maheshwari, S. N., Maheshwari, S. K., &Maheshwari, S. K. (2021).

### TH-2 Management Accounting

#### Mapping Between CO-PO/PSO

Course Name	Course Outcomes	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
<b>TH-2 Management Accounting</b>	CO1	3	2	1	1	1	1	2	3	2
	CO2	3	3	2	1	1	2	2	3	2
	CO3	3	3	2	1	1	2	2	3	3
Total Course Outcome		9	8	5	3	3	5	6	9	7
Average Course Outcome		3.00	2.67	1.67	1.00	1.00	1.67	2.00	3.00	2.33

# BUSINESS REGULATORY FRAMEWORK

## COURSE CODE- TH 3

Period per week:	03	PA:	30 Marks
Total Period:	45	End Exam:	70 Marks
Timing of End Exam:	03 Hours	No of Credit:	03

### Objectives

1. To enable students to apply the law while entering into contracts.
2. To provide a basic idea of the law relating to partnership and sale of goods.
3. To provide an outline of the fundamentals of Company Law.
4. To convey the core ideas of Intellectual Property Rights.

### UNIT-1: Indian Contract ACT,1872

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 and termination of contract, Agency and Bailment contracts, Contract of Indemnity, Contract of Guarantee and Pledge.

### UNIT-2: Sale of Goods Act,1930

Nature of sale, conditions and warranties, Performance of contract of sale and right of unpaid seller.

### UNIT-3: Consumer Protection Act, 2019

Consumer Protection Act, 2019: Important definitions, Consumer Disputes Redressal Commission, Measures to Prevent Unfair Trade Practices, Offences and Penalties.

### UNIT-4: The Limited Liability Partnership Act, 2008

Limited liability partnership, need, scope and advantages; Incorporation of LLP, Partners and their relations, financial disclosures, conversions, winding up and dissolution, difference between Limited Liability Partnership and other forms of organization.

## UNIT-5 :Intellectual Property Rights :

IPR ecosystem, Institutional Support System,Regulatory aspects of innovation, IPR and Start-ups.  
The concept of Intellectual Property Law, Patent, Copyright, Trademarks etc.

### Course Outcomes

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

CO1: Know the basics of the laws related to contracts

CO2: Demonstrate an understanding of the legal environment of business .

CO3: Apply basic knowledge to business transactions and formation of contracts

### Suggested Readings

- Garg K.C. / Business Law (Hons.), kalyani publisher.
- Bose, D. C. (2008). Business Law. New Delhi: PHI Limited.
- Business Laws: Semester I: (NEP 2020 for the University of Delhi) Kuchhal M.C. &Kuchhal Vivek ,Vikas Publishing
- Business Laws for B.Com. (Hons.) Tulsian P.C. &Tulsian BharatS. Chand Publishing
- Chopra, R. K. (2015). Business Laws. New Delhi: Himalaya Publishing House.43
- Kuchhal, M. C., &Kuchhal, V. (2018). Business Laws. New Delhi: Vikas Publishing.
- Intellectual Property Rights –Law & Practice, ICSI Materials
- Chopra, R. K. (2015). Business Laws. New Delhi: Himalaya Publishing House.
- Kuchhal, M. C., &Kuchhal, V. (2018). Business Laws. New Delhi: Vikas Publishing.
- Singh, A. (2009). Business Law. Delhi: Eastern Book Company.

### TH-3 Business Regulatory Framework

#### Mapping Between CO-PO/PSO

Course Name	Course Outcomes	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
<b>TH-3 Business Regulatory Framework</b>	CO1	2	2	1	-	1	1	2	2	1
	CO2	2	3	2	-	2	2	2	2	2
	CO3	3	3	2	1	2	2	2	3	2
Total Course Outcome		7	8	5	1	5	5	6	7	5
Average Course Outcome		2.33	2.67	1.67	1	1.6667	1.67	2	2.33	1.67

## **FINANCIAL MARKETS AND INSTITUTIONS**

### **COURSE CODE- TH 4**

Period per week:	03	PA:	30 Marks
Total Period:	45	End Exam:	70 Marks
Timing of End Exam:	03 Hours	No of Credit:	03

#### **AIM OF COURSE**

1. Understand the structure and organization of financial markets.
2. Analyze the functions and operations of various financial institutions.
3. Explore the role of financial intermediaries in the economy.
4. Examine the regulatory frameworks governing financial markets and institutions.

#### **UNIT-1: Financial System**

An Introduction to Financial System and its Components, Financial markets and institutions. Financial intermediation, Functions and components of Financial System. An overview of the Indian financial system.

#### **UNIT-2: Financial Market**

Money market-functions, organization and instruments. Role of Central Bank in money market; Indian money market-An overview.

#### **Unit 3: Capital Markets:**

Functions, organization and instruments. Indian equity market-primary and secondary markets; Role of stock exchanges in India.

#### **UNIT-4: Financial Institution**

Commercial banking-introduction, its role in project finance and working capital finance. Development Financial Institutions (DFIs). Problems of NPA. Financial Inclusion. Life and non-life insurance companies in India; Non-banking financial companies (NBFCs).

#### **UNIT-5: Financial Services**

Mutual Funds: Types and role in Capital Market, Regulation of Mutual Funds. Factoring services, Bank Guarantees and Bank Undertakings, Letter of Credit; Credit Rating Agencies.

### Course outcomes

CO1: Students are able to know the features of different financial markets and their role in economic development.

CO2: Students are able to know the functions of financial markets and capital markets.

CO3: Understand the basics of financial services and its various dimensions.

### Suggested Readings

- Gupta S. K. Financial Market, Institution and Services, kalyani publishing house.
- Bhole,L.M.,Financial Market sand Institutions.Tata McGraw Hill Publishing Company
- Financial Services and Markets, Pandian Punithavathy Vikas Publishing
- Sharma, G.L.,and Y.P.Singh.Con temporary Issues in Finance and Taxation. AcademicFoundation,Delhi
- Khanand Jain, Financial Services,Tata McGraw Hill

### **TH-4 Financial Markets And Institutions** **Mapping Between CO-PO/PSO**

Course Name	Course Outcomes	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
<b>TH-4 Financial Markets And Institutions</b>	CO1	3	2	1	-	2	1	1	2	1
	CO2	3	3	1	-	2	1	1	2	2
	CO3	2	2	2	-	2	1	1	3	2
Total Course Outcome		8	7	4	-	6	3	3	7	5
Average Course Outcome		2.67	2.33	1.33	-	2.00	1.00	1.00	2.33	1.67

**E- COMMERCE**  
**COURSE CODE-TH 5**

Period per week:	03	PA:	30 Marks
Total Period:	45	End Exam:	70 Marks
Timing of End Exam:	03 Hours	No of Credit:	03

**The course aims:**

To enable the student to become familiar with the mechanism for conducting business transactions through electronic means.

**Unit 1:Introduction:**

E-Commerce-meaning, nature, concepts, types; e-commerce business models B2B [concept, major activities, types of B to B market (independent, buyer oriented, supplier oriented, e- market place)], B2C [portals, e-tailor, content provider, transaction broker, real life examples of B2C], C2C, C2B, etc.; forces behind e-commerce, e-Governance [meaning, types, significance, real life examples].

**Unit 2: E-Customer Relationship and Supply Chain Management**

E-CRM and SCM E- CRM- definition, features, goals of E- CRM business framework, phases of E- CRM, types of E- CRM, Functional components of E- CRM, strategies for ECRM solutions.E- SCM :definition, features, types of supply chain.

**Unit 3:Digital Payment :**

Digital Payment Methods of e-payments [Debit Card, Credit Card, Smart Cards, e Money, NEFT, RTGS], electronic or digital wallet, digital signature (procedures, working and legal provisions), payment gateways [Core Banking Solution or CBS, Mobile Payment, UPI, NCPI, International Payments], Online banking [meaning, concepts, importance, electronic fund transfer, automated clearing house, automated ledger posting], risks involved in e-payments.

**Unit 4:Enterprise Resource Planning:**

ERP & New Trends in E-Commerce ERP Definition, features, major characteristics, levels of ERP, benefits of ERP, enterprise potential of ERP, modules of ERP, phases of ERP implementation, limitations of ERP.

## Unit 5: Social Commerce

New Trends in E- Commerce Social Commerce -concept, definition, features; Digital Marketing- definition, objectives, methods, limitations; Advertisement in Social Media-objectives, advantages and disadvantages.

### Course outcomes

CO1: Understand and explain the fundamental concepts of E-Commerce

CO2: Explain the functioning of digital wallets ,digital signature and payment gateways.

CO3: Undersatand and evaluate ERP system.

### Text Books Recommended:

#### Suggested Readings:

1. E Commerce-D Mohapatra, Das and K M Das- Himalaya Publishing House
2. Bhaskar, B., E–Commerce, McGraw Hill
3. E-Commerce ,Kakkar, Sendhu, Kalyani Publishers ,New delhi
4. E-Commerce and Business Communication: Datta &Somani, Oxford University Press.
5. E-Commerce– A K Jha, Vrinda Publications (P) Ltd
6. Pandey U.S – E.Commerce& Mobile Commerce Technology – S. Chand

### TH-5 E-Commerce

#### Mapping Between CO-PO/PSO

Course Name	Course Outcomes	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
<b>TH-5 E-Commerce</b>	CO1	3	2	1	1	2	1	2	2	2
	CO2	3	3	2	3	2	1	2	2	3
	CO3	3	3	3	2	2	2	2	3	3
Total Course Outcome		9	8	6	6	6	4	6	7	8
Average Course Outcome		3	2.67	2	2	2	1.33	2	2.33	2.67

# COMPUTERIZED FINANCIAL ACCOUNTING LAB

## PRACTICAL -1

Period per week:	4	PA	35
Total Period:	60	End Exam:	15
Timing of End Exam:	-	No of Credit:	2

### Unit:1 Concepts and Terms of Financial Accounting System:

Recapitulation: Concepts of Company and Organization, Cash Book, Ledger and journal, balance sheet etc.

### Unit:2 Navigation Through FA Software Packages:

Tally Prime

### Unit : 3 Practices On Any Of The Above Financial Accounting Software Packages:

Entries: Installation of new accounts with setting of period dates, methods, currency, etc. Settings of creating and moving through different types of accounts and sub accounts, grouping of accounts, general ledger entry, journal entries, narration entries, sales register, purchase register, cash book, bank book entries, stock entries and stock register, inventory control.

### Unit:4 Report

Reports: Ledger reports, debit and credit reports, vendors and customers reports, sales and purchase reports, cash book reports, bank book reports, balance sheet, profit and loss account statement, analysis and diagnostic reports.

#### Course outcomes

CO1: Gain hands on experience in navigating and using financial accounting software for accounting tasks.

CO2: Apply practical skills in creating accounts and make accounting entries.

### PR-1 Computerized Financial Accounting Lab

#### Mapping Between CO-PO/PSO

Course Name	Course Outcomes	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
<b>PR-1 Computerized Financial Accounting Lab</b>	CO1	3	2	2	3	1	1	2	3	2
	CO2	3	3	2	3	2	2	2	3	3
Total Course Outcome		6	5	4	6	3	3	4	6	5

Average Course Outcome	3	2.5	2	3	1.5	1.5	2	3	2.5
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## OFFICE AUTOMATION LAB- I PRACTICAL -2

Period per week:	4	PA	35
Total Period:	60	End Exam:	15
Timing of End Exam:	-	No of Credit:	2

### Objective

This subject helps to student to understand about MS Access – Table, Forms, Queries, Reports, Mail, Social network, Searching detail etc.

### Unit 1 -MS-ACCESS -I:

Concept of Data base – Creating database with a wizard – blank Database – Opening Closing database. Tables: Creating table by using Table wizard – Entering data – Changing column width Row height Editing data in the table – saving – Data sheet view – Design view – Field Properties– data types – Sorting – filtering. Forms: Creating a form using wizard – Auto form - Creating Pivot table wizard form – Creating forms using Design – view.

### Unit -2 -MS-ACCESS -II

Queries: Creating a Query using the query wizard – Design view – Viewing – printing,SQL View – Selecting Query – Running – Appending – Updating – Deleting – Saving Printing –saving. Reports: Creating Report – Auto report – Tabular report – Report Wizard.

### Unit 3 -MS EXCEL -I

Starting MS Excel – Opening Work Book – Parts of Word Window , Mouse Operations –Keyboard Operations, Selecting cells – Entering and Editing Text – Entering Numbers, Formulas,Dates – Alignment – Standard Tool bar – Formatting Tool bar Opening Workbook – Column Width.Series Fill – copying and pasting the formula – Formatting cells , Currency notation –centering Across – Changing font styles and size , Column Auto fit – Inserting Rows and Columns – Align – Print Preview – Page set up,Inserting Header and Footers – Decimal– Text wrap – sorting – find and select – Saving.

#### Unit 4:MS EXCEL-II

Column Auto fit – Inserting Rows and Columns – Align, Print Preview – Page set up – Inserting Header and Footers – Decimal – Text wrap – sorting – find and select - Saving. Copying text between worksheets – Deleting – Creating Charts – types – Data filters,Auto Filters – Criteria – Functions – Round, square, average etc. Pivot table picture – clip art – shapes,What if analysis - spelling – treasures – protect sheet, work book- save and save as - print.

#### Course Outcome:

**CO1:** Demonstrate the ability to create ,open and manage database.

**CO2:** Generate and format reports in MS Access and apply advanced Excel functions in office management tasks.

#### Books Recommended:-

- Sanjay Saxena,Vikas Gupta, Stephen Copestake
- First Course in Computers,Comdex 14-in-1 Computer Course Kit,Microsoft Office in Easy steps
- Vikas Publishing House P. Ltd.,Dreamtech Publication,Comdex Computer Publishing

#### PR-2 Office Automation Lab-1

##### Mapping Between CO-PO/PSO

Course Name	Course Outcomes	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
<b>PR-2 Office Automation Lab-1</b>	CO1	3	2	2	3	1	1	2	2	3
	CO2	3	3	2	3	2	2	2	2	3
Total Course Outcome		6	5	4	6	3	3	4	4	6
Average Course Outcome		3	2.5	2	3	1.5	1.5	2	2	3

**SEMINAR & GD**  
**PRACTICAL- 3**

Period per week:	4	PA	35
Total Period:	60	End Exam:	15
Timing of End Exam:	-	No of Credit:	2

**Aim of the course:**

1. To help students in developing presentation skill.
2. To guide in preparation of reports.

The students shall present seminar on different topics on Economy, Finance, Politics and General issues in the entire class. There shall not be any grouping of students. The students shall present the seminar topic to the whole class/section. All other students should be allowed and encouraged to put questions to the presenter student, who shall answer the questions. A student has to present seminar on at least 3 topics in a semester. He/she has to submit seminar report for each topic separately, to the teacher concerned, which shall be preserved for verification by the authorities. The students should be encouraged to refer to the magazines, journals, e-materials etc. for preparing for seminar topic. Attendance of all students other than the presenters should be ensured, so that seminar shall be more participative and knowledge of students shall improve by listening to many topics presented.

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

CO1: Enhance presentation skill with clarity.

CO2: Explain desired areas of concern appropriately and develop confidence.

**PR-3 Seminar & GD**

**Mapping Between CO-PO/PSO**

Course Name	Course Outcomes	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
<b>PR-3 Seminar &amp; GD</b>	CO1	1	1	2	1	2	3	2	2	3
	CO2	1	2	2	1	2	3	3	2	3
<b>Total Course Outcome</b>		2	3	4	2	4	6	5	4	6

Average Course Outcome	1	1.5	2	1	2	3	2.5	2	3
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## **PERSONALITY DEVELOPMENT PRACTICAL- 4**

Period per week:	4	PA	35
Total Period:	60	End Exam:	15
Timing of End Exam:	-	No of Credit:	2

### Aim Of The Course

- To acquaint students with concept of personality and personal grooming.
- To prepare students for effective participation in interview.
- To develop the skill of self- monitoring.

### **UNIT- 1 PERSONALITY AND PERSONEL GROOMING**

Definition and meaning of personality, Types of personality, Components of personality, Determinants of personality, Assessment of personality grooming self, Dress for success, Hair care & styles for formal look, Oral hygiene

### **UNIT- 2 SELF MONITORING**

Meaning, High self monitor vs Low self monitor; Perception: Factors influencing perception, Errors in perception, Avoiding errors in perception; Attitude: Meaning, Avoiding attitude; Assertiveness: Meaning, Improving assertiveness; Stress Management: Meaning, Source of stress, Managing stress

### **UNIT- 3 INTERVIEW PREPARATION AND GROUP DISCUSSION**

Meaning, Types of interview [Face to Face, Telephonic, Video], Interview procedure [ Opening, Listening, Closure], Preparation for interview, Resume writing, Meaning and methods of group discussion, Procedure of group discussion, Group discussion simulation, Group discussion common

error.

### **COURSE OUTCOMES :**

CO1 To understand the concept of personality and practice Self grooming.

CO 2To learn to make good resume and prepare effectively for interview.

### **PR-4 Personality Development**

#### **Mapping Between CO-PO/PSO**

Course Name	Course Outcomes	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
<b>PR-4 Personality Development</b>	CO1	1	1	2	-	2	3	3	2	3
	CO2	1	2	2	-	2	3	3	2	3
Total Course Outcome		2	3	4	-	4	6	6	4	6
Average Course Outcome		1	1.5	2	-	2	3	3	2	3

## SUMMER INTERNSHIP - I

L	T	P	<b>TOTAL MARKS : 50</b>	<b>COURSE CODE</b>	<b>: SI 201</b>	
0	0	0				
<b>TOTAL CONTACT HOURS</b>						
PRACTICAL : 0					END TERM EXAM :15	
<b>PRE-REQUISITE : NIL</b>					PROGRESSIVE ASSESSMENT : 35	
<b>CREDIT</b>				<b>2</b>		
					<b>CATEGORY OF COURSE</b>	<b>: SI</b>

**Duration: 3-4 weeks during summer vacation after 2<sup>nd</sup> semester.**

### **RATIONALE:**

The rationale for a summer internship is to offer a structured and practical learning experience that prepares individuals for their future careers, helps them make informed career choices, and equips them with the skills and knowledge necessary to succeed in their chosen field. This course provides opportunities to students for hand on industry experience.

### **LEARNING OUTCOMES:**

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

CO 1: Apply theoretical knowledge gained in their academic coursework to real-world situations.

CO 2: Develop and refine specific skills relevant to the field and gain hands-on experience in a professional network by interacting with mentors and industry professionals.

### **DETAILED COURSE CONTENTS:**

Topic	Topic/ sub topic
<b>I</b>	<b>Orientation:</b> <ul style="list-style-type: none"> <li>• Introduction to the organization’s mission, values, and culture.</li> <li>• Familiarization with workplace policies, procedures, and safety guidelines.</li> <li>• Orientation to the team and organizational structure.</li> </ul>

<b>II</b>	<p><b>Project-Based Learning:</b></p> <ul style="list-style-type: none"> <li>• Description of the main project or tasks the intern will be working on during the internship.</li> <li>• Detailed project goals and objectives.</li> <li>• Training and guidance on project-specific tools, technologies, or methodologies.</li> </ul>
<b>III</b>	<p><b>Technical and Skill Development:</b></p> <ul style="list-style-type: none"> <li>• Training sessions or workshops to enhance technical skills relevant to the internship role (e.g., programming languages, software tools, laboratory techniques).</li> <li>• Soft skills development, including communication, teamwork, problem solving, and time management.</li> </ul> <p><b>Mentorship and Supervision:</b></p> <ul style="list-style-type: none"> <li>• Regular meetings with a designated mentor or supervisor for guidance, feedback, and support.</li> <li>• Mentorship objectives and expectations</li> </ul>
<b>V</b>	<p><b>Professional Development:</b></p> <ul style="list-style-type: none"> <li>• Sessions on professional etiquette, networking, and building a personal brand</li> <li>• Resume writing and interview preparation workshops.</li> </ul>
<b>VI</b>	<p><b>Industry and Field-Specific Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Lectures, seminars, or presentations on industry trends, best practices, and emerging technologies.</li> <li>• Guest speakers from the field to share insights and experiences.</li> </ul>
<b>VII</b>	<p><b>Reporting and Documentation:</b></p> <ul style="list-style-type: none"> <li>• Training on how to document project progress, results, and findings.</li> <li>• Practice in creating reports, presentations, or other deliverables.</li> </ul>
<b>VIII</b>	<p><b>Ethics and Professionalism:</b></p> <ul style="list-style-type: none"> <li>• Discussions on ethical considerations within the field.</li> <li>• Scenarios and case studies related to ethical decision-making</li> </ul>
<b>IX</b>	<p><b>Feedback and Evaluation:</b></p> <ul style="list-style-type: none"> <li>• Regular performance evaluations and feedback sessions.</li> <li>• Self-assessment and goal-setting exercises.</li> </ul>
	<p><b>Networking and Industry Exposure:</b></p> <ul style="list-style-type: none"> <li>• Opportunities to attend industry conferences, webinars, or networking events.</li> <li>• Encouragement to connect with professionals in the field.</li> </ul>

## PR-5 Summer Internship

### Mapping Between CO-PO/PSO

Course Name	Course Outcomes	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
<b>PR-5 Summer Internship</b>	CO1	3	3	2	2	2	2	2	3	3
	CO2	3	3	3	3	2	3	2	3	3
Total Course Outcome		6	6	5	5	4	5	4	6	6
Average Course Outcome		3	3	2.5	2.5	2	2.5	2	3	3