

NON TECHNICAL VALUE ADDED COURSES

ACADEMIC YEAR 2024-2025

The following non-technical value added courses shall be offered by Centre for Continuing Education (CCE) in the Academic year 2024-25. The courses shall be offered in-semester or during vacation in online /offline mode. At a time student can register one non-technical value added course. Upon successful completion of the course, the course title shall appear in student's grade sheet.

Sr. No.	Course Code	Course Title
1.	VN BT 01	Financial Literacy
2.	VN BT 02	Integrated Self-Management
3.	VN BT 03	Performing Arts and Script Writing
4.	VN BT 04	Photography
5.	VN BT 05	Self- Defence Training Program
6.	VN BT 06	Ubuntu
7.	VN BT 07	Yoga Health Technology for self-management
8.	VN BT 08	Basic and Advance Excel
9	VN BT 09	Entrepreneurship Development

COURSE TITLE: FINANCIAL LITERACY

Course Objectives:

1. Understanding Basics of Micro & Macro Economics
2. Understanding Basics of Accounting & Financial Statements
3. Understanding Financial Instruments & Markets
4. How to do Personal Financial Planning?
5. Importance of Income Tax Planning & Succession Planning

Course Outcomes:

The student/participant will be able to:

1. Understand & Relate to basics concepts in Economics & Accounting
2. Plan & Execute his/her Personal Financial Plan
3. Save Income Tax in an efficient manner
4. Plan his/her succession in a simplified manner

Methodology: Highly Interactive Learning

Course Contents:

Module	Details	Hrs.
1	Basics of Micro & Macro Economics	03
2	Basics of Accounting with Introduction to Financial Statements	03
3	Financial Instruments & Working of Equity, Debt, Foreign Exchange, Commodities & Derivatives Markets	09

4	Personal Financial Planning : Emergency Planning, Risk Planning (Life Insurance & Health Insurance), Investment Planning (Debt, Equity, Mutual Funds, Gold & Real Estate), Retirement Planning (NPS & APY)&Succession Planning	09
5	Income Tax Planning : Heads of Income, Income Tax Slabs, Income Tax Exemptions, TDS, Form 16, Form 26AS & Filing of ITR	06
	All sessions include understanding of concepts through easily relatable practical examples using simple and lucid layman terminologies	
Evaluation	The student/participant will be continuously evaluated through participation and practical performance	

Reference Books/Material:

- (1) Principles of Economics – N Gregory Mankiw–Cengage Learning
- (2) Introduction to Accountancy – T S Grewal& S C Gupta – S Chand Publishing
- (3) How to Analyse Financial Statements – N Ramachandran& Ram Kumar Kakani – McGraw Hill Education
- (4) Financial Markets & Services - Gordon &Natarajan - Himalaya Publishing House
- (5) Financial Markets Beginner’s Module – NSE’s Certification in Financial Markets
- (6) Securities Market Basic Module – NSE’s Certification in Financial Markets
- (7) Mutual Funds Beginner’s Module – NSE’s Certification in Financial Markets
- (8) Equity Derivatives Beginner’s Module – NSE’s Certification in Financial Markets
- (9) Various Modules of CFP Certification – Financial Planning Standards Board India
- (10) Direct Taxes Ready Reckoner – Vinod K Singhaniania – Taxmann Publication

COURSE TITLE: INTEGRATED SELF MANAGEMENT

Course Objectives:

1. To manage day to day challenges, vocationally and personally.
2. To balance all areas of concern effectively personal, vocational & social
- 3.

Course Outcomes:

The student/participant will be able to

1. Identity personal attitudes, potential, limitations, goal setting,
2. Grow from dependency to independency to interdependency
3. Have an insight into day to day management, identifying barriers and road blocks.
4. Manage time, set the priority, set the long term/short term goals.

Methodology: Highly interactive and experiential Learning.

Activities: Inventories, assessment, role playing, group activities and homework and continuous self-assessment and feedback.

Module	Details	Hrs.
1	Proactive attitude: Perception, self-awareness, ethics and values, responsibility, discipline.	04
2	Time management & goal setting : life is a fun, time-activity quadrants, priority setting, daily activity schedule, decision making, evaluation and modification	05
3	Stress management: areas of concern, coping up techniques, cognition: thought process, assumptions and presumptions, integrating the thinking process for effective outcome.	06
4	Group dynamics & team work: insight into the group requisites, advantages and limitations, team building, activity and evaluation, SWOT analysis of the team, identifying personal contribution	06
5	Public speaking & talk show: projecting personality, sharing on stage a story, writing an essay with respect to personal enriching experience, talk show between students, role playing of an anchor and guest, summarising the overall leanings.	09
Evaluation: The student/participant will be continuously evaluated through participation and practical performance.		

Reference Books:-

1. Stephan R. Covey, *'The 7 Habits of Highly Effective People '*, Free press Publications, 1989
2. David D. Burns, *'Feeling Good': The New Mood Therapy'*, first published 1980
3. M. Scott Peck, *'The Road Less Travelled'* 1976
4. Daniel Goleman *' Emotional Intelligence'*, 2002
5. Thomas Anthony Harris, *' I'm OK – You're OK'*, 1967

COURSE TITLE: PERFORMING ARTS AND SCRIPT WRITING

Course Objectives:

1. To explore number of skills that an actor requires to emote with good vocal projection
2. To explore creativity and develop dynamics of expression
3. Develop imagination and personality
4. To build self-confidence & communicative skills
5. To inculcate sense of art & culture
6. To put thoughts and ideas into perspective
7. To understand unification of form. Content & structure of a script
8. Screenplay writing & dialogue writing

Course Outcomes:

The student/participant will be able to

1. Vision development
2. Develop larger perspective of life
3. Balanced Personality
4. Program could lead to an additional alternative profession
5. person becomes aesthetically sound

Methodology: Highly interactive and experiential Learning.

Course Contents:

Module	Details	Hrs.
1	Acting :NavRas , Character Development, Art of Story Telling, Scene study, Dialogue Delivery, Improvisation, Speech / Tone / Expressions / Mannerisms / Diction, Moods/ Mime / Mimicry, Body Language / Movement / Gestures, Timing – Comedy / Tragedy etc, Mono-acting / Soliloquy, Skits, <u>COMEDY</u> - Action comedy, Dialogue Comedy, Situation Comedy.	12
2	Script Writing: Story / Theme / Synopsis / Genre or category, Content of a story/ its beginning & its end?, Construction of a scene & its development, Screenplay, Scenario, Time / Location / Characters, Costumes & Special properties, Anti Climax & Climax, Climax, Resolving a story	6
3	Type of Theaters Parsi Theater, Nautanki, Dance Drama, Street Play, Set Designing, Light Designing & Mood Lighting.	4
4	Techniques Observation, Camera Facing, Audience Facing, Memory Development Technique, Understanding different types of shots, Peopling the story, Scouting Locations etc..., Importance of Background Music, Importance of Sound Effects, Dubbing , Cartoon dubbing	4
5	Skits/Dramas rehearsal techniques, memorizing & on the spot performance	4
Evaluation	Evaluation will be done through Workshops, individual performances, Skits, Writing short scripts, making short videos	

Reference Books:- Books on Script writing

1. Art of Dramatic Writing by Lajos Egri
2. Save the Cat by Blake Snyder
3. Screen Writer's Bible by David Trotter
4. Foundations of Screen Writing by S. Y. D Field

Books on Acting:

1. An Actor Prepares by Constantin
2. Improvisation for Theater by Viola
3. The Actor's Thesaurus by Marina
4. Respect for Acting
5. Audition by Michael S.

COURSE TITLE: PHOTOGRAPHY.

Course pre-requisites: - Digital Camera [DSLR or Mirrorless] Tripod, HDD, Flash Memory Cards, Memory Card reader LAPTOP Optional.

Course Objectives:

To develop the skill & knowledge of Digital Photography. Students will understand the knowhow and can function either as an entrepreneur or can take up jobs in Photography studios, edit set-up, graphic arts industry and other audio-visual sectors

Course Outcomes:

At the completion of this course students should be able to –

1. Define the process, uses, principles and advantages of digital photograph
2. Develop the concept of the basics of digital imaging, Raster & Vector Graphics, Resolution, Pixel depth, Aspect Ratio, Dynamic Range, File Formats, File Size, Image Compression etc.
3. Visualize the concept of digital platform and various methods of image capture.
4. Develop the method of basic image editing techniques.
5. Introduce various methods of post-production and retouching techniques.
6. Develop the concept of digital output and producing the final product.

Module	Details	Hrs
1	Understanding FILM and DIGITAL photography, Learning about the digital revolution, Advantages and disadvantages of digital photography over film photography, Computers as photographic tools, How photos are used today, Hardware and System Software, Windows/ APPLE MAC Operating System.	06
2	Digital image method of storing and processing digital image: Raster and Vector method, Representation of digital image: Resolution – Pixel Depth – Pixel Aspect Ratio – Dynamic Colour Range – File Size – Colour Models – Image Compression – File Formats – Calculating image resolution for outputs, Image Store on HDD SSD PD CD Cloud Computing	06
3	Digital Image formation – Image Sensors – Different Capturing Method: Digital camera – Scanner – Frame Grabber, DIGITAL CAMERA: Understanding how digital cameras work – Digital camera types: Floppy Disc type, Flash Card type, Hard Disc type – Overview of current digital cameras and MIRRORLESS.	06
4	SCANNING: Scanners as input devices- Working of a Scanner– Scanning procedure – Scanning resolution, IMAGE EDITING: Image editing through image editing software's like Adobe Photoshop – Adjustment of Brightness, Contrast, Tonal and Colour Values – Experimenting with Level and Curve.	06
5	Image size – Resolution – Selection tools and techniques – History – Retouching tools – Layers – Incorporation of text into picture. Digital Manipulation: Applying selective effects to images and filters with masks and different digital darkroom effects, Placing Photographs in other documents – Using Photographs on the web, Printers as output devices – Different types of Prints, Proofing Photo Quality Printing, How can Digital Images be Printed	06
	TOTAL	30

Reference Books: -

- 1) Digital Photography-A hands on Introduction by Delmer Publishers
- 2) Digital for photographers by Focal Press
- 3) Understanding Digital Cameras by Focal Press
- 4) Teach Yourself Digital Photography in 14 Day by Techmedia 1997
- 5) Adobe Photoshop CC 2019 Bible by Willey India

COURSE TITLE: SELF DEFENCE TRAINING PROGRAM

Course Objectives:

- 1) Self-Defence
- 2) Physical Fitness
- 3) Mental Toughness

Course Outcome: The participants will be able to

- 1) Apply basic self-defence techniques
- 2) Build self-confidence
- 3) Improve neuro-muscular co-ordination
- 4) Build stamina, muscular strength and flexibility
- 5)

Methodology: Learning through

- 1) Theory
- 2) Practical
 - a. Shadow boxing
 - b. Contact training

Module	Details	Hrs.
1	Punches, Kicks and Shaolin Jiben Gongs: Basic training for opening up the body. It will focus on building physical aspects like improving neuro-muscular co-ordination, muscular strength, flexibility, balance and kinesthesia.	06
2	Sanshou (Kick-Boxing): Fighting stances, movement in fighting stance, different combinations of punches and kicks.	06
3	Wu Bu Quan (Shaolin Form): It is the first form of Shaolin Kung Fu which covers the counter moves for various types of attacks like punches, slap, neck choke and takedown. It is a coded form which has to be decoded to apply in real combat.	06
4	Pad Work: This will be full contact session with punch/kick pads. This will develop speed, strength, stamina, timing, precision and reflexes of the participants. This exercise is a simulation of real life fighting scenarios.	06
5	Body Conditioning: It involves toughening of different body parts in order to make it tough to resist any kind of sudden attack. It also strengthens the body parts, thus converting the Body Tools to Weapons! Qi Gong (Dynamic Meditation): It will relax and calm down the body and mind. It rejuvenates a person. It creates harmony between body, mind and spirit.	06
	Total	30

Note: Master has complete authority to deny entry to any participant, who is not fit to learn.

COURSE TITLE: UBUNTU

Lectures will be held only for:

- Orientation
- Guest session
- Learning & Reflection

Course Objectives:

1. Sensitivity to deprivation and poverty in Urban India
2. To explore experiencing the joy of giving
3. To develop a life being a contributor as an integral part of one universe
4. Identifying Aided schools and undertake activities in selected thematic areas
5. Developing sensitivity to cultural diversity, encouraging harmony in community living, fostering gender equality

Course Outcomes:

Any working for others necessarily brings about personal growth. As the students go through the experience of working for others for a cause, there is a clear outcome of the benefits that the school, children, parents and bastis get. Understanding the people coming from different socio-cultural-economic strata is a lab which prepares the students ready to face and situation particularly in global economy. The following are the measurable impacts:

1. Communication Skills
2. Working in teams
3. Relationship and Trust
4. Empathy

Course Contents:

Module	Details	Hours
1	Orientation (At the beginning of the Course)	1
2	Guest Session (During the course)	1
3	Planning and preparing tools (Students can use this time as and when required)	2
4	Experiential Learning	24
5	Learning and reflection	2

Depository of information on each of the thematic areas will be created by the students

Reference Books:

1. Effective study habits by Dr. Nandini Diwan
2. Girls and Girlhoods at Threshold of Youth and Gender Vacha Initiative by Vibhuti Patel
3. All articles, YouTube, to be referred

Sr. No.	Examination
1	15% Structured feedback from the school on the work done by each student
2	20% Diary evaluation
3	20% Innovation and creativity
4	45% Attendance and timeliness

COURSE TITLE: YOGA HEALTH TECHNOLOGY AND SELF MANAGEMENT

Course Objectives: Physical & Mental Health Conditioning Relaxation from anxiety & stress Emotional Discipline & control

Course Outcomes: The students/participant will be able to establish an overall Mind & Body Alignment, Develop a true form of own self-weight exercises through yogic asana Maintain overall physical health through forms & balanced diet

Methodology: Highly interactive & experiential learning by performing asana & breathing techniques

Module	Details	Hrs
1	Definition & Historical Background of Yoga Meditative Asana – Siddhasana, Padmasana, Vajrasana, Sukhasana, Gaumukhasana Pranayama – Anulom Vilom in different forms of asanas Static Standing Asanas – Parivrtta Parvakonasana, Virbhadrasana + Variations, Tree Pose, Extended Side Angle Pose, Garudasana, Big Toe pose, Tadasana (Mountain), Ardha Urdhva Dhanurasana Hip Openers – Low lunge, Gaumukhasana, Lizard pose, Malasana, Trikonasana, Bound Angle (Titli), Pigeon Pose, Uttanasana, Natrajana, Janusirsasana	06
2	Forward Folds – Paschottanasana (Seated Forward), Half Tortoise, Downward Dog, Happy Baby, Balasana (Shishu Bal), Rabbit pose Back Bends – Bhujanga, Dhanurasana, Salabhasana, Setu Bandha, Reverse Plank, Ustrasana (Camel) Side Bends – Urdhva Hastasana (Crescent Moon), Utthita Trikonasana (Triangle), Yoga Mudra Forms & its applications in various asanas. Bhramari Pranayama & Trataka Eye Palming & Rotations, Blinking, Flexing	06
3	Spinal Twists – Revolved Triangle Pose, Ardha Matsyendrasana, Baddha Parivrtta Parsvakonasana (Bound Revolved Side Angle), Supta Matsyendrasana, Parivrtta Trikonasana (Revolved Triangle), Cat Stretch Bhastrika Pranayama, Yogic Bandhas (Jalandhara, Uddyana & Mula) Five Norms of Social & Personal Living Eight Fold Paths of Yoga	06
4	Chaturanga Dandasana, Suryanamaskar, Flow Side Plank. Animal Flow, Partner Yoga, (Acro) Nauli Kriya, Praityahara : Yoni Mudra - Going inwards	06
5	Nadi Shodhan Kriya Core Strengthening – Phalakasana, Reverse Plank, Plank variations, Boat pose, Lolasana, Bakasana, Side Crow, Astavakrasana (Eight Angle), Baby Grasshopper, Mumma Grasshopper Sarvangasana – Preparatory drills, Halasana with wall Anapana Meditation Kapal Bhati Pranayama in different form & asana Balanced Diet - Integral Aspect for Mind & Body	06

COURSE TITLE: Basic and Advance excel

Course objectives:

1. Master the fundamentals of Excel
2. Enhance data analysis skills
3. Harness the power of advanced functions
4. Explore data manipulation techniques
5. Improve data visualization
6. Real world applications

Course Outcomes: The student/participant will be able to

1. Use excels smoothly for all day-to-day activities for academics and professional purposes
2. Analyze data and draw meaningful inferences out of data
3. Program excel using in built functions of Excel
4. Clean data to use it further for data analysis
5. Visualize data to get better insights of data
6. Learn real world applications of Excel

Methodology: Highly interactive learning

Module	Details	Hrs
1	A. Building Blocks of Excel-Excel shortcuts, Constants, Text to columns, Referencing, Functions, Operators B. Data lookup functions	8
2	A. Logical statements: AND, OR, IFERROR, COMBOLOGICS, SUMIF, COUNTIF etc. B. Working with dates	6
3	A. Text functions and Data cleaning B. Numerical functions	5
4	A. Pivot table analysis B. Creating dashboards	6
5	A. Charts B. Protecting excel inputs	5
Each session will have practical implementation of all the topics and concept taught		
Evaluation: The student/participant will be continuously evaluated through quizzes/ PPT/ objective exam/ practical/viva.		

Reference books / Material:

1. Data analysis with excel by Berk and Carey
2. Advanced modelling in finance using Excel by Mary Jackson and Mike Staunton
3. CFI-Excel-eBook

Course Title: Entrepreneurship Development

Course Objectives:

1. Understanding Basics of Entrepreneurship Development and Startups, Startup Ecosystem, Design Thinking and Critical Thinking.
2. Understanding of Emotional Marketing and Branding for startups.
3. Understanding Early-Stage Startup Valuation for New Startups. Export Business and Franchise Business Model for startups.
4. Understanding how to make Business Plan for Equity Investors and Company Formation options for startups.
5. Understanding basics of Digital Marketing, Social Media Marketing, SEO and Google Analytics.

Course Outcome:

A student will be able to

1. Think innovative startup idea based on the problem-solving technique which will help them to run their startup successfully.
2. Use Emotional Marketing and Branding strategies for their startups.
3. Calculate the valuation of startups that are in idea stage and students will also be able to understand basic concepts and terminologies related to startup ecosystem. They will be ready to start Export Business and they will be able to implement Franchise Business Model for startups.
4. Make attractive business plan for equity investors. They will also learn about the different company formation options available for startups. They will also be able to approach investors for funding or, in case of self-funding, they will be able to run bootstrap (self-funded) startups successfully.
5. Students will be able to execute digital marketing and social media marketing for their startups.

Methodology: Highly Interactive Learning

Course Contents:

Module	Details	Hrs
1	Entrepreneurship - Importance of Entrepreneurship - Entrepreneurship as a career option - Difference Between a Businessman and An Entrepreneur	5Hrs
2	Myths associated with entrepreneurship - Myths associated with startups – Myth breaking session - Understanding of Startup Ecosystem	5Hrs
3	What are entrepreneur skills? - Technique to find an innovative startup idea - How to validate your startup ideas. Selection of Products-Market Research and Planning. Design Thinking and Critical Thinking.	5Hrs
4	Costing and Pricing, Manufacturing, Business Model Generation, Customer Development, Company Formation, Branding without investment, Export Business	5Hrs
5	Digital Marketing and SEO, Sales Management, Franchise Business Model, How to make Business Plan for equity investor, Early-stage startup valuation, Funding options for startups and startup terminologies.	10Hrs

Evaluation: The student/participant will be continuously evaluated through participation & practical performance like Idea Generation Competition, Startup Quiz, Group Discussion, Business Plan Competition and so on.

Reference Books/Material:

Sonal Sinha, Youthpreneur: Be Your Startup Mentor, Mumbai, India, Anuradha Prakashan, 2021
Michael Goldsby, Entrepreneur's Toolkit, Massachusetts, USA, Harvard Business Essentials, 2004
Chris Guillebeau, The \$100 Startup, New York, USA, Crown Publishing Group, 2012
Eric Ries, The Lean Startup: How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses, New York, USA, Crown Business, 2011
Peter Thiel with Blake Masters, Zero to One: Note On Startups, Or How To Build The Future, New York, USA, Crown Business, 2014

Certificate Courses from CCE

Title: Career Planning and Interpersonal Skills for Business

Program : B.Tech (All Branches)		
Subject :-Career Planning and Interpersonal Skills for Business		Certificate Course
Objective		
<ul style="list-style-type: none"> • Demonstrate the ability and confidence to handle interviews • Expressing , Prepare and presentation of Resume • Learn to make a favorable impression in Interview, Group Discussions and participate in meetings 		
Outcomes		
After completion of this course, students will be able to -		
<ol style="list-style-type: none"> 1. Prepare resumes 2. Demonstrate Presentation skills during meetings 3. Demonstrate skills to impress the interviewers 4. Demonstrate essential skills like Email etiquette, negotiation, questioning for clarity 		
Methodology: Highly interactive learning		
Detailed Syllabus		
Unit	Topics	Duration (Hrs)
1	Business Etiquette and Mannerism <ul style="list-style-type: none"> • Introduction to Corporate Etiquette • Grooming, Clothing & Accessorizing • Technology Etiquette (Social Media, Email, Telephone) 	04
2	Career Planning: Group Discussion Skills <ul style="list-style-type: none"> • Meaning and methods of Group Discussion • Procedure of Group Discussion • Group Discussion- Live Simulation • Group Discussion - Common Errors Resume Writing: Preparation and Presentation <ul style="list-style-type: none"> • Introduction of resume and its importance Preparing Resume and Curriculum Vitae <ul style="list-style-type: none"> • Difference between a CV, Resume and Bio data • Essential components of a good resume Common Errors <ul style="list-style-type: none"> • Common errors people generally make in preparing their resume • Prepare a good resume of her/his considering all essential component 	08
3.	Interview Skills:	08

	<p>Preparation and Presentation</p> <ul style="list-style-type: none"> • Meaning and types of interview (F2F, telephonic, video, etc.) • Dress Code, Background Research, Do's and Don'ts • Situation, Task, Approach and Response (STAR Approach) for facing an interview • Interview procedure (opening, listening skills, closure, etc.) • Important questions generally asked in a job interview (open and closed ended questions) <p>Simulation</p> <ul style="list-style-type: none"> • Observation of exemplary interviews • Comment critically on simulated interviews <p>Common Errors</p> <ul style="list-style-type: none"> • Discuss the common errors generally candidates make in interview • Demonstrate an ideal interview <p>Exploring Career Opportunities</p> <ul style="list-style-type: none"> • Knowing yourself – personal characteristics • Knowledge about the world of work, requirements of jobs including self-employment. • Sources of career information • Preparing for a career based on their potentials and availability of opportunities 	
4	<p>Presentation Skills</p> <ul style="list-style-type: none"> • Types of presentations • Internal and external presentation • Knowing the purpose • Knowing the audience • Opening and closing a presentation • Using presentation tools • Handling questions • Presentation to heterogenic group • Ways to improve presentation skills over time • Story Telling in Business 	06
5	<p>The art of negotiation</p> <ul style="list-style-type: none"> • Empathy Vs Sympathy Vs Apathy • How to empathize effectively • Art of small talk & conversation • Rapport building & Personalizing the conversation • Art of Saying NO • The art of Negotiation 	04
Total		30
Prescribed text:		
Mallika Nawal , <i>Business Communication</i> : Cengage Learning India Pvt Ltd , 2020		
Reference Books:		
<ul style="list-style-type: none"> • Modernize your Resume get noticed get hired (2nd edition) National certified resume writer) 2019 • HR interview questions you ll most likely to be asked (3 rd Edition)vibrant publisher 2020 • Argenti P. A, (2009). <i>Corporate Communication</i>. Tata McGraw Hill. 		
Internet references: Nil		

Certification shall be based on : Case Studies / Assignments /Presentation/ Projects
Case Studies / Assignments /Presentation