
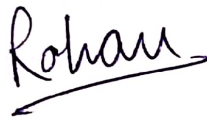


Personal Branding and Marketing

1. Introduction to Personal Branding
2. Your Personal Brand: Identifying Your Talents, Skills, Values
3. Your Personal Brand: Mission, Goals, and Objectives
4. Communicating Your Personal Brand: Defining Your Network and Managing Relationships


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INTERNATIONAL AND DOMESTIC TRADE

Value Added Course

- International Marketing
- Economic Principles for International Trade
- Financial Reporting Standards and Advanced Corporate Accounting
- Cross- Cultural Business Communication
- Management of Intellectual Property Rights


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SECURITIES EXCHANGE BOARD OF INDIA

Value Added Course

- Establishment Of The Securities And Exchange Board Of India
- Transfer Of Assets, Liabilities, Etc., Of The Existing Securities And Exchange Board To The Board
- Powers And Functions Of The Board
- Registration Certificate
- Prohibition Of Manipulative And Deceptive Devices, Insider Trading And Substantial Acquisition Of Securities Or Control
- Penalties And Adjudication

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(Value Added Course)

Quantitative Aptitude

1. Arithmetic Ability

Percentage, Problems on Numbers and ages.

2. Arithmetic Ability (contd.,)

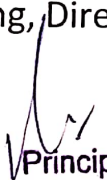
Time & Work, Time & Distance

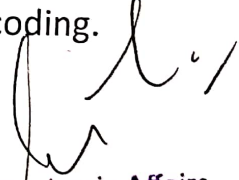
3. Series Completion

Number series, Alphabet series and Alpha-Numeric series.

4. Coding- Decoding

Letter Coding, Direct Letter Coding, Number/ Symbol coding.


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Syllabus

Business Communication

1. Communication-Defining communication
2. Process of communication
3. Communication Model
4. Objectives of communication
5. Principles of communication

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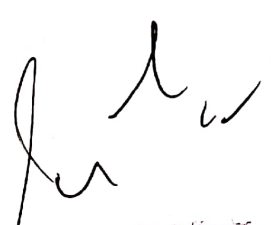

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Syllabus

Ethics and values for Semester

1. Introduction
2. Women and family
3. Women and work
4. Women, community and society


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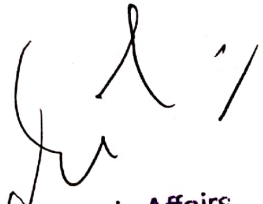

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Syllabus

Entrepreneurship

1. Entrepreneurship conceptual aspects: Entrepreneurship and economic development, role of Entrepreneurs
2. Entrepreneurial process & development: traits, motives, attitudes, self-assessment
3. Institutional infrastructure to promote entrepreneurship
4. Emerging trends in entrepreneurship


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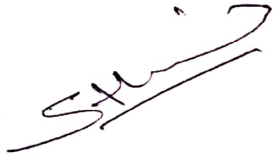

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COMPUTER APPLICATION IN LAW

(VALUE ADDED COURSE)

TOPICS :

1. Basics and MS-OFFICE
2. Use of computer in various sectors of law and law relating websites and subscriptions
3. IT Law Offences and Evidences



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Nidhi Sharma

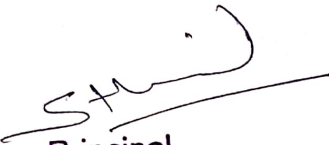



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Preparing and Filing of Civil cases

Syllabus

- 1) Suit for recovery of Immovable property (Suit for possession)
- 2) Suit for Defamation
- 3) Suit for permanent injunction.
- 4) Writ of Habeas Corpus.


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Digital Marketing

Value Added Course

- Introduction to Digital Marketing
- Search Engine Optimisation (SEO)
- Social Media Marketing
- Search Engine Marketing
- Email Marketing


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Working with Spreadsheet

Value Added Course

- Getting Started with Excel
- Formatting
- Formulas and Functions
- Excel Applications
- Advanced Functions


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TALLY AND GST FILING
(VALUE ADDED COURSE)

1. Company Info Menu
2. Accounting Information
3. Inventory Information
4. Introduction to GST
5. GST (Goods & Services Tax)


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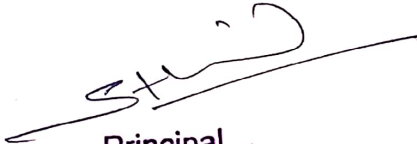

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Morality in Laws


(VALUE ADDED COURSE)

TOPICS :

1. What is law and morality?
2. Relationship between law and morality.
3. Difference between Morality and Ethics.
4. Morality as a basis of Civil Law and Criminal Law.


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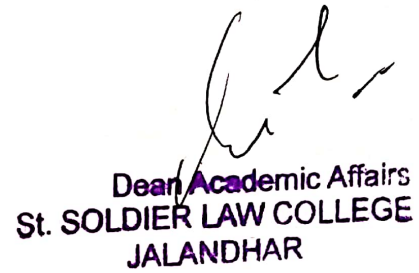
FINANCIAL MARKETS

Value Added Course

- Capital Market - its function - organizations - elements - (shares, debentures, bonds, mutual funds) debt market
- Money market - Organized - Unorganized - Sub market (call money, commercial bills, Treasury bill, Certificate of Deposit, Commercial papers)



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Gender Sensitization

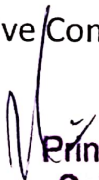
1. Identifications of our own emotions
2. Expressions of emotions in right way
3. Management of emotions: Understanding emotions of others Improving intra and inter personal relations.
4. Management of stress arising out of emotions

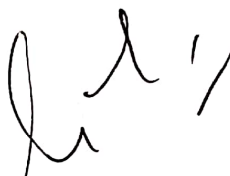

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Corporate Skills for Executives

1. Data Analysis Skills
2. Financial Accounting Skills
3. Negotiation and deal making skills
4. Business Management Skills
5. Leadership Skills
6. Emotional Intelligence
7. Effective Communication

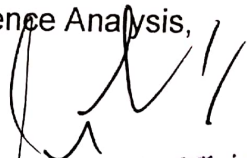

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Personality Development

1. Public Speaking, Models of Communication, Elements of the Communication Process,
2. Types of Speeches and Speaking Occasions, Speaker, Types, Developing Informative.
3. Speeches, Techniques for Building Confidence.
4. Listening , Strategies to Enhance Listening, Approaches to Audience Analysis,



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Sports Law

Value Added Course

- Provision of Constitution & Sports law in India
- Current issues of Sports in India
- Public Interest Litigation and Sports law in India
- Doping & Sports in India
- Broadcasting of sports in India


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CYBER LAWS

(VALUE ADDED COURSE)

TOPICS :

1. Cyber Crimes:

Meaning Nature & Classifications;

Doctrine of Mens Rea and Actus Reus in Cyber crimes


2. Cyber Stalking

3. Information Technology Act 2000 and IT Amendment Act,2008

4. Relevant provisions under Indian Evidence Act.


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Sandeep Rani


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HUMAN RIGHTS

(VALUE ADDED COURSE)

TOPICS :

1. Concept of Human Rights, meaning, definition, nature and scope
2. Sources of Human rights
3. Violation of Human Rights and its complaint mechanism
4. Human Rights and Indian laws



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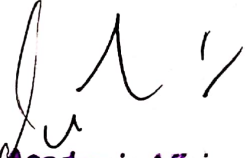
Punjab Co-operative Laws

Syllabus

- 1) Constitutional provisions on Co-operative Societies
- 2) Punjab Co-operative Act, 1961
- 3) Punjab Co-operative Rules, 1963
- 4) Registration of a Cooperative Society



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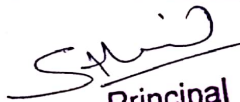
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COMMUNICATION SKILLS


(VALUE ADDED COURSE)

TOPICS :

1. Importance of Communication Skills
2. Process of communication
3. Types of communication
4. Oral Communication and written communication
5. Practice of Effective Communication


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Ranjan Singh



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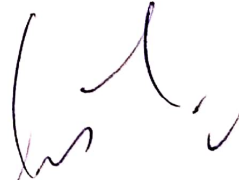
BASICS OF ACCOUNTS MAINTAINING AND PRESENTING

(VALUE ADDED COURSE)

TOPICS:

1. Introduction of book keeping and accounting.
Accounting: objectives, advantages and limitations.
Accounting cycle, Branches of accounting. Users of accounting informations.
2. Basic accounting concepts and conventions: Money measurement concept, entity concept, Going concern concept, cost concept, dual accept concept, accrual concept, conservatism Materiality concept consistency concept and accounting conventions
3. Accounting structure: process of accounting Journal ledger and trial balance
4. Preparation of financial statements: form and preparation of Income statement and statement of financial position, Adjustments.



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COMPARATIVE LAWS
(AUSTRALIA & CANADA)
(VALUE ADDED COURSE)

TOPICS :

- 1. Comparative study of Constitutional Law**
- 2. Federalism**
- 3. Rule of Law**
- 4. Judicial Review**


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REGISTRATIONS OF SOCIETIES, FIRMS & COMPANIES

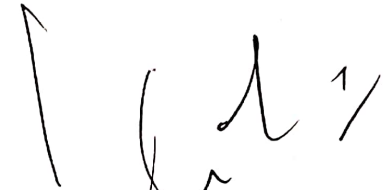
(VALUE ADDED COURSE)

TOPICS :

1. Define Partnership firms, Partnership Deed
2. Registration of firms
3. Legal requirements of registration



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