

**Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon**  
**List of Audit Courses under PG Degree Programs at University Campus**  
**(w.e.f. 2019-20)**

Sem-I (Compulsory Course)	Sem-II (Choose one) (Personality and Cultural Development Related)	Sem-III (Choose one) (Technology + Value added)	Sem-IV (Choose one) (Professional and Social + Value added)
AC-101: Practicing Cleanliness \$	AC-201(A): Soft Skills \$	AC-301(A): Computer Skills \$	AC-401(A): Human Rights \$
	AC-201(B): Practicing Sports Activities \$	AC-301(B): Cyber Security \$	AC-401(B): Current Affairs \$
	AC-201(C): Practicing Yoga \$	AC-301(C): #	AC-401(C): #
	AC-201(D): Introduction to Indian Music \$	AC-301(D): #	AC-401(D): #

#: To be decided by Department/School as per need of value addition to concern PG degree. Detail syllabus of these courses will be prepared by concern Department/School.

#: Detail Syllabus for these courses will be prepared commonly by CBCS committee with the help of experts.

**Note:** All Heads/Directors are requested to go through this structure of Audit courses and revise your PG program syllabus structure and detailed syllabus of all courses (except \$) related to your PG program.

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## Detail Syllabi of Audit Courses

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### AC-101: Practicing Cleanliness

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- Awareness program on
  - Swachh Bharat Abhiyan (Clean India Mission)
  - Clean Campus Mission
  - Role of youth in Clean India Mission
- Cleaning activities inside and surroundings of Department buildings.
- Tree plantation and further care of planted trees
- Waste(Liquid/Solid/e-waste) Management
- Planning and execution of collection of Garbage from different sections of University campus
- Role of youth in power saving, pollution control, control of global warming, preservation of ground water and many more issues of national importance.
- Cleanest School/Department and Cleanest Hostel contests
- Painting and Essay writing competitions

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## AC-201(A): Soft Skills

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### **Unit 1. Introduction to soft skills (02 Hrs)**

Formal definition, Elements of soft skills, Soft vs. Hard skills, Emotional quotient, Goal setting, life skills, Need for soft skills, Communication skills, Etiquettes & Mannerism.

### **Unit 2. Self Assessment(04 Hrs)**

Goal setting, SWOT analysis, attitude, moral values, self confidence, etiquettes, non-verbal skills, achievements, positive attitude, positive thinking and self esteem.

Activity: The teacher should prepare a questionnaire which evaluate students in all the above areas and make them aware about these aspects.

### **Unit 3. Communication Skills (08 Hrs)**

Types of communication: Verbal, Non-verbal, body language, gestures, postures, gait, dressing sense, facial expressions, peculiarity of speaker (habits).

Rhetoric speech: Prepared speech (topics are given in advance, students get 10 minutes to prepare the speech and 5 minutes to deliver, Extempore speech (students deliver speeches spontaneously for 5 minutes each on a given topic), Storytelling (Each student narrates a fictional or real life story for 5 minutes each), Oral review (Each student orally presents a review on a story or a book read by them)

Drafting skills: Letter, Report & Resume writing, business letters, reading & listening skills

Activity: The teacher should teach the students how to write the letter, report and build resume. The teacher should give proper format and layouts. Each student will write one formal letter, one report and a resume.

### **Unit 4. Formal Group Discussion, Personal Interview & Presentation skills (04 Hrs)**

Topic comprehension, Content organization, Group speaking etiquettes, driving the discussion & skills.

Preparation for personal interview: dress code, greeting the panel, crisp self-introduction, neatness, etiquettes, language tone, handling embarrassing & tricky questions, graceful closing.

Activity: Each batch is divided into two groups of 12 to 14 students each. Two rounds of a GD for each group should be conducted and teacher should give them feedback. Mock interview are to be conducted.

### **Unit 5. Aptitude and analytical skills (08 Hrs)**

Quantitative aptitude, Numerical reasoning, verbal reasoning, diagrammatic test, situational tests, logical thinking.

Analytical skills: Definition, Types, problem solving

### **Unit 6. Life skills(04 Hrs)**

Time management, critical thinking, sound and practical decision making by dealing with conflicts, stress management, leadership qualities

Activity: The teacher can conduct a case study activity to train students for decision making skills. The teacher should conduct a session on stress management and guide students on how to manage stress. The teacher may conduct a stress relieving activity in the class. He/she may counsel students individually to know their problems and guide them on dealing with them effectively.

**Books:**

1. Basics of Communication In English: Francis Sounderaj, MacMillan India Ltd.
2. English for Business Communication: Simon Sweeney, Cambridge University Press
3. An Introduction to Professional English and Soft Skills: Das, Cambridge University Press
4. Quantitative Aptitude: R.S. Agrawal

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**AC-201(B): Practicing Sports Activities**

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SR NO.	NAME OF THE SPORT/GAME (Select ONE of the Following )	SYLLABUS OF THE COURSE	TIMING (02 Hours in a Week)	SEMESTER
1	Volleyball	<ul style="list-style-type: none"> <li>• General Fitness</li> <li>• Basic Fitness</li> <li>• Specific Fitness</li> <li>• History of the Game</li> <li>• Basic Skill of the Game</li> <li>• Major Skill of the Game</li> <li>• Technique &amp; Tactics of the Game</li> <li>• Game Practice</li> </ul>	<p style="text-align: center;">Morning : 07 to 09 AM</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Evening : 05 to 07 PM</p>	<p style="text-align: center;">Total 30 Hours in Each Semester</p>
2	Athletics			
3	Badminton			
4	Cricket			
5	Basketball			
6	Handball			
7	Kabaddi			
8	Kho-Kho			
9	Table-Tennis			
10	Swimming			

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**AC-201(C): Practicing Yoga**

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- Yog :Meaning, Defination & Introduction, Objectives
- Primary Introduction of Ashtanga Yoga
- Preparation of Yogabhyas
- Omkar Sadhana, Prayer, Guru Vandana
- Sukshma Vyayamas
- Suryanamaskar(12 Postures)
- Asanas :
  - Sitting (Baithaksthiti) - Vajrasana, Padmasan, Vakrasan, Ardha-Pashchimotanasanan
  - Supine (Shayansthiti) - Uttan Padaasan(Ekpad/Dwipad), Pavanmuktasana, Viparitakarani Aasan, Khandarasan, Shavasana
  - Prone (Viparitshayansthiti) - Vakrahasta,Bhujangasana, SaralhastaBhujangasana, Shalabhasana(Ekpad/Dwipad), Makarasana
  - Standing (Dhandsthiti) - Tadasana , TiryakTadasana, Virasana,ArdhChakrasana
- Primary Study of Swasana: Dirghaswasana, Santhaswasana, JaladSwasana - 6 Types
- Pranayama : Anuloma-viloma, Bhramari

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## AC-201(D): Introduction to Indian Music

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- Definition and brief about generation of Swar, Saptak, Thaata, Raag, Aavartan, Meend, Khatka, Murkee, Taal, Aalaap etc.
- Taal and its uses - Treetaal, Daadraa, Zaptaal, Kervaa.
- Information of Badaakhyaal, Chhotaakhyaal (one), Sargam, Lakshangeet (information)
- Detailed information of Tambora
- Detailed information of Harmonium and Tablaa.
- Five filmy songs based on Indian Classical Music (Theory and Presentation)
- Sound Management - Basic information of Sound Recording (including Practicals)
- Composition of Music as per the Story
- Preparing news write-ups of the Seminars, Library Musical Programmes held at the nearest Akashwani, by personal visits.

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## AC-301(A): Computer Skills

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### Unit 1: Elements of Information Technology (02 Hrs)

- 1.1 Information Types: Text, Audio, Video, and Image, storage formats
- 1.2 Components: Operating System, Hardware and Software, firmware
- 1.3 Devices: Computer, Mobile Phones, Tablet, Touch Screen, Scanner, Printer, Projector, smart boards
- 1.4 Processor & Memory: Processor functions, speed, Memory types: RAM/ROM/HDD/DVD-ROM/Flash drives, memory measurement metrics

### Unit 2: Office Automation-Text Processing (05 Hrs)

- 2.1 Views: Normal View, Web Layout View, Print Layout View, Outline View, ReadingLayout View
- 2.2 Working with Files: Create New Documents, Open Existing Documents, Save Documents to different formats, Rename Documents, Close Documents
- 2.3 Working with Text: Type and Insert Text, Highlight Text, Formatting Text, Delete Text, Spelling and Grammar, paragraphs, indentation, margins
- 2.4 Lists: Bulleted and Numbered Lists,
- 2.5 Tables: Insert Tables, Draw Tables, Nested Tables, Insert Rows and Columns, Move and Resize Tables, Moving the order of the column and/or rows inside a table, Table Properties
- 2.6 Page Margins, Gutter Margins, Indentations, Columns, Graphics, Print Documents,
- 2.7 Paragraph Formatting, Paragraph Attributes, Non-printing characters
- 2.8 Types of document files: RTF, PDF, DOCX etc

### Unit 3: Office Automation-Worksheet Data Processing (05 Hrs)

- 3.1 Spreadsheet Basics: Adding and Renaming Worksheets, Modifying Worksheets,
- 3.2 Moving Through Cells, Adding Rows, Columns, and Cells, Resizing Rows and Columns, Selecting Cells, Moving and Copying Cells
- 3.3 Formulas and Functions: Formulas, Linking Worksheets, Basic Functions, AutoSum, Sorting and Filtering: Basic Sorts, Complex Sorts, Auto-fill, Deleting Rows, Columns, and Cells
- 3.4 Charting: Chart Types, drawing charts, Ranges, formatting charts

#### **Unit 4: Office Automation- Presentation Techniques and slide shows (06 Hrs)**

- 4.1 Create a new presentation, AutoContent Wizard, Design Template, Blank Presentation, Open an Existing Presentation, PowerPoint screen, Screen Layout
- 4.2 Working with slides: Insert a new slide, Notes, Slide layout, Apply a design template, Reorder Slides, Hide Slides, Hide Slide text, Add content, resize a placeholder or textbox, Move a placeholder or text box, Delete a placeholder or text box, Placeholder or Text box properties, Bulleted and numbered lists, Adding notes
- 4.3 Work with text: Add text and edit options, Format text, Copy text formatting, Replace fonts, Line spacing, Change case, Spelling check, Spelling options
- 4.4 Working with tables: Adding a table, Entering text, Deleting a table, Changing row width, Adding a row/column, Deleting a row/column, Combining cells, Splitting a cell, Adding color to cells, To align text vertically in cells, To change table borders, Graphics, Add clip art, Add an image from a file, Save & Print, slide shows, slide animation/transitions.

#### **Unit 5: Internet & Applications: (04 Hrs)**

- 5.1 Computer Network Types: LAN, PAN, MAN, CAN, WAN, Defining and describing the Internet, Brief history, Browsing the Web, Hypertext and hyperlinks, browsers, Uniform resource locator
- 5.2 Internet Resources: Email, Parts of email,
- 5.3 Protecting the computer: Password protection, Viruses, Virus protection software, Updating the software, Scanning files, Net banking precautions.
- 5.4 Social Networking: Features, Social impact, emerging trends, issues, Social Networking sites: Facebook, Twitter, linkedin, orkut, online booking services
- 5.5 Online Resources: Wikipedia, Blog, Job portals, C.V. writing
- 5.6 e-learning: e-Books, e-Magazines, e-News papers, OCW (open course wares): Sakshat (NPTEL) portal, MIT courseware

#### **Unit 6: Cloud Computing Basics (03 Hrs)**

- 6.1 Introduction to cloud computing
- 6.2 Cloud computing models: SAS, AAS, PAS
- 6.3 Examples of SAS, AAS, PAS (DropBox, Google Drive, Google Docs, Office 365 Prezi, etc.)

#### **References:**

1. TCI, "Introduction to Computers and Application Software", Publisher: Jones & Bartlett Learning, 2010, ISBN: 1449609821, 9781449609825
2. Laura Story, Dawna Walls, "Microsoft Office 2010 Fundamentals", Publisher: Cengage Learning, 2010, ISBN: 0538472464, 9780538472463
3. June Jamrich Parsons, Dan Oja, "Computer Concepts Illustrated series", Edition 5, Publisher Course Technology, 2005, ISBN 0619273550, 9780619273552
4. Cloud computing online resources

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### **AC-301(B): Cyber Security**

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#### **Unit 1: Networking Concepts Overview (03 Hrs)**

Basics of Communication Systems, Transmission Media, ISO/OSI and TCP/IP models, Network types: Local Area Networks, Wide Area Networks, Internetworking, Packet Formats, Wireless Networks: Wireless concepts, Advantages of Wireless, Wireless network architecture, Reasons to use wireless, Internet.

## **Unit 2: Security Concepts (07 Hrs)**

Information Security Overview, Information Security Services, Types of Attacks, Goals for Security, E-commerce Security, Computer Forensics, Steganography.

Importance of Physical Security, Biometric security & its types, Risk associated with improper physical access, Physical Security equipments.

Passwords: Define passwords, Types of passwords, Passwords Storage – Windows & Linux.

## **Unit 3: Security Threats and vulnerabilities (07Hrs)**

Overview of Security threats, Hacking Techniques, Password Cracking, Types of password attacks, Insecure Network connections, Wi-Fi attacks & countermeasures, Information Warfare and Surveillance.

Cyber crime: e-mail related cyber crimes, Social network related cyber crimes, Desktop related cyber crimes, Social Engineering related cyber crimes, Network related cyber crimes, Cyber terrorism, Banking crimes,

## **Unit 4: Cryptography (05 Hrs)**

Understanding cryptography, Goals of cryptography, Types of cryptography, Applications of Cryptography, Use of Hash function in cryptography, Digital signature in cryptography, Public Key infrastructure,

## **Unit 5: System & Network Security (03 Hrs)**

System Security: Desktop Security, email security: PGP and SMIME, Web Security: web authentication, Security certificates, SSL and SET, Network Security: Overview of IDS, Intrusion Detection Systems and Intrusion Prevention Systems, Overview of Firewalls, Types of Firewalls, VPN Security, Security in Multimedia Networks, Fax Security.

## **Unit 6: OS Security (02 Hrs)**

OS Security Vulnerabilities updates and patches, OS integrity checks, Anti-virus software, Design of secure OS and OS hardening, configuring the OS for security, Trusted OS.

## **Unit 7: Security Laws and Standards (03 Hrs)**

Security laws genesis, International Scenario, Security Audit, IT Act 2000 and its amendments.

### **References:**

1. Skills Factory, Certificate in Cyber Security, Text Book Special edition, Specially published for KBC NMU, Jalgaon
2. BPB Publication, "Fundamentals of Cyber Security", Mayank Bhushan, Rajkumar Singh Rathore, Aatif Jamshed
3. CreateSpace Independent Publishing Platform, "Cyber Security Basics", Don Franke, ISBN-13: 978-1522952190 ISBN-10: 1522952195
4. Online references

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## **AC-401(A): Human Rights**

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### **Unit 1: Introduction to Human Rights**

- 1.1 Concept of Human Rights
- 1.2 Nature and Scope of Human Rights
- 1.3 Fundamental Rights and Fundamental Duties
- 1.4 Interrelation of Rights and Duties

## Unit 2 : Human Rights in India

2.1: Meaning and Significance of :

- 1) Right to Equality 2) Right to Freedom, 3) Right against Exploitation, 4) Right to Freedom of Religion, 5) Cultural and Educational Rights, and
- 6) Right to Constitutional Remedies.

2.2 Constitutional Provisions for Human Rights

2.3 Declaration of Human Rights

2.4: National Human Rights Commission

## Unit 3: Human Values

3.1: Meaning and Definitions of Values

3.2: Importance of values in the life of Individual

3.3: Types of Values

3.4: Programmes for conservation of Values

## Unit 4: Status of Social and Economically Disadvantaged people and their rights

4.1: Rights of women and children in the context of Social status

4.2: The Minorities and Human Rights

4.3: Status of SC/ST and other Indigenous People in the Indian Scenario

4.4: Human rights of economically disadvantaged Society

### References:

- 1) Human rights education – YCMOU, Nasik
- 2) Value education – SCERT, Pune
- 3) Human rights reference handbook – Lucille whare

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### AC-401(B): Current Affairs

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Unit No.	Title	Content	Hours
Unit – I	Politics & Economy	<ul style="list-style-type: none"><li>• National &amp; International Political Activity, Organization.</li><li>• Economy &amp; Business, Corporate world</li></ul>	08
Unit – II	Awards and recognitions	<ul style="list-style-type: none"><li>• National &amp; International Awards and recognitions</li><li>• Books and authors</li></ul>	07
Unit -III	Science & Technology	<ul style="list-style-type: none"><li>• Software, Automobile, Space Research</li><li>• New inventions and discoveries</li></ul>	07
Unit – IV	Environment & Sports	<ul style="list-style-type: none"><li>• Summit &amp; conference, Ecology &amp; Climate, Organization.</li><li>• National &amp; International Games, Olympics, commonwealth etc.</li></ul>	08
<b>Total</b>			<b>30</b>

### Suggested Course Reading:

1. India 2019, by Publications Division Government of India
2. Manorama Year Book by Philip Mathew,
3. India 2019, Rajiv Maharshi
4. Quick General Knowledge 2018 with Current Affairs Update, Disha Experts
5. General Knowledge 2018: Latest Who's Who & Current Affairs by RPH Editorial Board.