Syllabus_Foundation Courses B.COM. Sem I

Time Management

<table>
<thead>
<tr>
<th>Unit</th>
<th>Topic</th>
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<tr>
<td>Unit I</td>
<td>Effective Use of Time</td>
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<td>Unit II</td>
<td>Methods of Time Utilization</td>
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<td>Unit III</td>
<td>Graphics, Charts and Electronic Media and Time Saving Techniques</td>
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<td>Unit IV</td>
<td>Communication Methods and Time Management</td>
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Major readings:
GROWTH OF INDIAN INDUSTRIES

Objective
The main objective of this paper is to introduce the students of commerce to some important industries of the Indian Economy and their problems.

Outcome
After studying this paper, students will be able understand and appreciate the problems faced by these industries and the role of Government in the industrial development of the country.

UNIT-1-DIAMOND INDUSTRIES IN INDIA
-Growth and development-specially after economic reforms
-Major achievements
-The problems faced by these industries
-Role of government and support provided by it

UNIT-2-TEXTILE INDUSTRIES IN INDIA
-Growth and development-specially after economic reforms
-Major achievements
-The problems faced by these industries
-Role of government and support provided by it

UNIT-3-PHARMA INDUSTRIES IN INDIA
-Growth and development-specially after economic reforms
-Major achievements
-The problems faced by these industries
-Role of government and support provided by it

UNIT-4-IT INDUSTRIES IN INDIA
-Growth and development-specially after economic reforms
-Major achievements
-The problems faced by these industries
-Role of government and support provided by it

References: For the study material for this paper, the students will have to mainly depend on the following web-sites:
   1) Ministry of Industries
   2) IGIDR
   3) CMIE
   4) CII
## Human Rights

<table>
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<th>Unit I</th>
<th>Distinction between Fundamental Rights and Human Rights</th>
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<td>Unit II</td>
<td>Right to Freedom, Freedom of Speech and Expression/Information</td>
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<td>Unit III</td>
<td>Role and Functions of NHRC</td>
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<td>Unit IV</td>
<td>Human Rights of Women and Children</td>
</tr>
</tbody>
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**Major readings:**

Ujjawal K. Singh Human rights and peace: ideas, laws institutions and New Delhi: Sage, 2009
Tally Accounting 9.0 ERP
# Yoga and Meditation

<table>
<thead>
<tr>
<th>Unit I</th>
<th>Yoga poses / Asana / Yoga positions - About 90 different yoga poses starting with poses for beginners and intermediate level, Breathing Exercise.</th>
</tr>
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<tr>
<td>Unit II</td>
<td>Pranayama – Anatomy of Respiratory System, Deep Breathing, Fast Breathing, Alternate Nostril Breathing (<em>Anuloma Viloma</em>), <em>Surya Bhedan</em> (Right nostril breathing), <em>Bhastrika</em> (Bellow's breath), <em>Bhramari</em> (Humming bee <em>pranayama</em>), <em>Ujjayi</em> (Psychic breath), <em>Shitali, Sitkari</em> (Cooling <em>pranayama</em>).</td>
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<tr>
<td>Unit III</td>
<td>Meditation - including Chakra Meditation, <em>Prana Meditation</em>, <em>So Ham Meditation</em> and Revitalizing Meditation.</td>
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<td>Unit IV</td>
<td><em>Surya Namaskar</em> - Sun Salutations. A dynamic series of Yoga poses to revitalize the body and mind.</td>
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</tbody>
</table>

Major readings:
Light on Yoga BY B. K. S. IYENGAR. PUB: GOVINDRAM HASANAND
LIFE INSURANCE SERVICES

- Definitions and Nature of Insurance
- Evolution of Insurance
- Role and Importance of Insurance
- Nature of Life Insurance Agreement
- Types of Policies
- Risk-Factors Influence Risk
- Computation of Premium
- Concept of Reserve
- Investment of Funds
- Surrender Value
- Growth of LIC