


Ability Enhancement Course

Semester	Course Code	Course Title	Contact Hrs per Week			Credits	Weightage (%)		
			L	T	P		CWS	MTE	ETE
		(Select Any One)							
I	24BAC5101T	Creative Writing	2	0	0	2	10	20	70
	24BAC5102T	English Communication	2	0	0	2	10	20	70
	24BAC5103T	Environmental Studies	2	0	0	2	10	20	70
		(Select Any One)							
II	24BAC5201T	Business Communication and Correspondence	2	0	0	2	10	20	70
	24BAC5202T	Environmental Pollution, Law and Human Communities	2	0	0	2	10	20	70
	24BAC5203T	Scientific Writing and Communication	2	0	0	2	10	20	70
		(Select Any One)							
III	24BAC6301T	Soft Skills Training for Employability	2	0	0	2	10	20	70
	24BAC6302T	Modern Office Management	2	0	0	2	10	20	70
	24BAC6303T	Financial Literacy And Banking	2	0	0	2	10	20	70
	24BAC6304T	Agriculture Technology	2	0	0	2	10	20	70
		(Select Any One)							
IV	24BAC6401T	Aptitude and Reasoning	2	0	0	2	10	20	70
	24BAC6402T	Leadership and Personality Development	2	0	0	2	10	20	70


 Dy. Registrar
 Pandit Doondyal Upadhyaya
 Shekhawati University,
 Sikar (Rajasthan)

Course Title:	Aptitude and Reasoning	Course Code: 24BAC6401T
Total Lecture hour: 30		Hours
Unit I	Quantitative Ability (Basic Mathematics) Number Systems, LCM and HCF, Decimal Fractions, Simplification, Square Roots and Cube Roots, Average, Problems on Ages, Surds & Indices, Percentages, Problems on Number	8
Unit II	Quantitative Ability (Applied & Engineering Mathematics) Logarithm, Permutation and Combinations, Probability, Profit and Loss, Simple and Compound Interest, Time, Speed and Distance, Time & Work, Ratio and Proportion, Area, Mixtures and Allegation	8
Unit III	Data Interpretation Data Interpretation, Tables, Column Graphs, Bar Graphs, Line Charts, Pie Chart, Venn Diagrams	7
Unit IV	Logical Reasoning (Deductive Reasoning) Analogy, Blood Relation, Directional Sense, Number and Letter Series, Coding – Decoding, Calendars, Clocks, Seating Arrangement, Syllogism, Mathematical Operations	7
Reference and Reading Books:		
<ol style="list-style-type: none"> 1. Modern Approach To Verbal & Non Verbal Reasoning By R S Agarwal 2. Analytical and Logical reasoning By Sijwali B S 3. Quantitative aptitude for Competitive examination By R S Agarwal 4. Analytical and Logical reasoning for CAT and other management entrance test By Sijwali B S 5. Quantitative Aptitude by Competitive Examinations by Abhijit Guha 4th edition 6. https://prepinsta.com/ 7. https://www.indiabix.com/ 8. https://www.javatpoint.com/ 		

21-
Dy. Registrar
Pandit Deendayal Upadhyaya
Shekhawati University,
Sikar(Rajasthan)

Course Title:	Leadership and Personality Development	Course Code: 24BAC6402T
Total Lecture hour: 30		Hours
Unit I	Leadership: Definition and meaning, Importance, Leadership and Management, Leader vs Manager, Essential qualities of an effective leader	8
Unit II	Theories of Leadership: Trait theory, Behavioral theories, Contingency theory	6
Unit III	Types of Leaders, Leadership styles: Traditional, Transactional, Transformational, Inspirational and servant leadership and Emerging issue in leadership: Emotional Intelligence and leadership, Trust as a factor, Gender and Leadership	7
Unit IV	Personality: Concept and Definition, Determinants of personality, Personality traits, Personality characteristics in organizations: Self evaluation, Locus of control, Self-efficacy, Self-esteem, Self-monitoring: Positive and negative Impact. Organizational Context of Leadership and Personality, Contemporary Business Leaders.	9
Reference and Reading Books:		
1. Organisational Behaviour , M.Parikh and R.Gupta , TataMcGraw Hill Education Private Limited 2. Organisational Behavior, D. Nelson, J.C Quick and P. Khandelwal, Cengage, Publication.		

21/

Dy. Registrar
Pandit Deendayal Upadhyaya
Shriharwati University,
Sikar(Rajasthan)