

**Savitribai Phule Pune University, Pune
Ganeshkhind, Pune-411007 (MS) India**



Skill Development Centre (SDC)

**Bachelor of Vocation
(B. Voc.)**

Course Structure

For

Retail Management (Semester- I and II)

(Framed as per National Educational Policy 2020)

(Effective from June 2023 and onwards)

SAVITRIBAI PHULE PUNE UNIVERSITY
PROPOSED STRUCTURE AND SYLLABUS FOR
BACHELOR IN VOCATION (RETAIL MANAGEMENT)
AS PER NEW EDUCATION POLICY 2020

The B.Voc (Retail Management) (Semester pattern with credit system) degree programme of Skill Development Centre, Savitribai Phule Pune University

Eligibility and Admission

Admission to B.Voc (Retail Management Programme) is open to following students:

I: Students already acquired NSQF certification Level 4 in a particular industry sector and opted admission in the skill based courses under NSQF in the institutions recognized under Community Colleges / B.Voc Degree programme / Deen Dayal Upadhyay KAUSHAL Kendra's in same trade with job role for which he / she was previously certified at school level.

II: Students who have acquired NSQF Certification Level 4 but may like to change their trade and may enter into skill based courses in a different trade.

III: students who have passed 10+2 examination (Regular or Vocational) from a recognized board.

The admission will be based on performance in the entrance test, consisting of objective type of questions to be conducted by the university department.

Courses for B.Voc (Retail Management) are in-lines with National Skills Qualification Framework and National Education Policy 2020 as shown below and are equivalent to educational accomplishments.

Level	Semester	Total Credits
4.5	I	22
	II	22
Exit Option with Award of UG Certificate		
5	III	22
	IV	22
Exit Option with Award of UG Diploma		
5.5	V	22
	VI	22
Exit Option with Award of UG Degree		
6	VII	22
	VIII	22
Exit Option with Award of UG Degree Honors		

Scheme of Examination:

The assessment will be based on 50:50 ratio of continuous internal assessment (CIA) and semester end examination (SEE). Separate and independent passing in CIA and SEE will be mandatory. In case of failure in CIA of a particular course, students will have to appear for the same CIA, at his/her own responsibility in the next academic year, when the same course is offered during regular academic session. However, in case of failure in SEE in particular course(s), exam will be conducted in immediate subsequent semester.

In case a student fails in certain course(s) in a particular semester and the same course(s) are modified/ revised/ removed from the curriculum in due course, the student will have to appear as per the newly framed curriculum and/or pattern in subsequent semester, at his/her own responsibility.

Continuous Internal Assessment (CIA):

There will be 50 marks for Continuous Internal Assessment. Distribution of 50 marks will be as follows -10 marks for assignments, 10 marks for seminar presentation / tutorials and 30 marks for internal unit tests. Internal unit tests based on subjective short questions will be conducted on every chapter during the semester as a part of continuous assessment. At the end of the semester average of all unit tests will be converted into 30 marks. The setting of the question papers and the assessment will be done by the concerned teacher.

Semester End Examination (SEE):

- The semester end theory examination for each theory course will be of 50 marks. The total marks shall be 100 for 4 credit theory course (50 marks semester end exam + 50 marks CIA).
- Semester end examination (SEE) time table will be declared by the departmental committee (as per the university annual calendar). The paper setting and assessment of theory courses, laboratory courses and research project will done by external (50 %) and internal (50%) examiners. However, in case of non-availability of external examiner for either paper setting or assessment or both, department committee will be empowered to take appropriate decision.
- Pattern of semester end question paper will be as below:
 - The semester end examination of theory course will have two parts (10+40 = 50 Marks)
 - Part A will be consisting of 10 questions having 1 marks each (multiple choice questions / fill in the blanks/ answer in sentence) as compulsory questions and it should cover entire course curriculum (10 Marks)
 - Part B will carry 8 questions (02 sub-questions in each question and students will have to attempt any one). Therefore, students will have to attempt 04 questions out of 08 (40 Marks).
 - 20 to 30% weightage can be given to problems/ numerical wherein use of non-programmable scientific calculator may be allowed.
 - Number of sub questions (with allotment of marks) in a question may be decided by the examiner.

- Assessment of laboratory courses and project will also have 50 % internal and 50 % semester end assessment. Semester end practical examination will be of 75 marks and 75 marks will be for internal examination. Student must perform at least ten / twenty experiments from each laboratory course. The semester end practical examination will be conducted at the end of each semester along with the theory examination.
- At the end of each semester, the Departmental Committee will assign grades to the students. The result sheet will be prepared in duplicate.
- The Director of the Centre shall send all results to the Controller of Examination for further processing.

Earning Credits:

At the end of every semester, a letter grade will be awarded in each course for which a student had registered. A student's performance will be measured by the number of credits that he/she earned by the weighted Grade Point Average (GPA). The SGPA (Semester Grade Point Average) will be awarded after completion of respective semester and the CGPA (Cumulative Grade Point Average) will be awarded at the respective exit point.

Standards of Passing

No. of Credits	Int Marks Total	Ext Marks Total	Total Marks	Int Passing Marks (30%)	Ext Passing Marks (30%)	Total Passing Marks (40%)
1	10	15	25	03	05	10
2	25	25	50	08	08	20
3	35	40	75	11	12	30
4	50	50	100	15	15	40
5	50	75	125	15	23	50
6	75	75	150	23	23	60

Grading System:

- The grading reflects a student-own proficiency in the course. A ten point rating scale shall be used for the evaluation of the performance of the students to provide letter grade for each course and overall grade for the Programme. Grade points are based on the total number of marks obtained by him / her in all heads of the examination of the course. The grade points and their equivalent range of marks are shown in Table-I

Table – I: Ten point grade and grade description

Letter Grade	Points	Percentage earned
O (Outstanding)	10	100
A+ (Excellent)	9	90 - 99.9
A (Very Good)	8	80 - 89.9
B+ (Good)	7	70 - 79.9
B (Above Average)	6	60 - 69.9
C (Average)	5	50 - 59.9
P (Pass)	4	40 - 49.9
F (Fail)	0	< = 39.9
Ab (Absent)	0	0

- Non-appearance in any examination / assessment shall be treated as the students have secured zero marks in that subject examination / assessment.
- Minimum P grade (4.00 grade points) shall be the limit to clear / pass the course / subject. A student with F grade will be considered as “failed” in the concerned course and he / she has to clear the course by appearing in the next successive semester examinations. There will be no revaluation or recounting under this system.
- Every student shall be awarded grade points out of maximum 10 points in each subject (based on 10 point scale). Based on the grade points obtained in each subject, Semester Grade Point Average (SGPA) and then Cumulative Grade Point Average (CGPA) shall be computed. Results will be announced at the end of each semester and CGPA will be given at respective exit point.

Computation of SGPA (Semester Grade Point Average) and GPA (Grade Point Average):

Grade in each subject / course will be calculated based on the summation of marks obtained in all five modules.

The computation of SGPA and CGPA will be as below

- Semester Grade Point Average (SGPA) is the weighted average points obtained by the students in a semester and will be computed as follows

Credit Point (CP) = Credit (C) × Grade Point (G)

SGPA (S_i) = $\sum (C_i \times G_i) / \sum C_i$

SGPA = Semester Grade Point Average
 C_i = Number of credits of the ith course component
 G_i = Grade Point scored by the student in the ith course component

The SGPA will be mentioned on the grade card at the end of every semester.

- The Grade Point Average (GPA) will be used to describe the overall performance of a student in all semester of the course and will be computed as under.
- **Grade Point Average = $\frac{\text{Total of Grade Point Earned} \times \text{Credit hours for Each Course}}{\text{Total Credit Hours}}$**

CGPA = $\sum (C_i \times S_i) / \sum C_i$

CGPA = Cumulative Grade Point Average
 S_i = SGPA of the ith semester
 C_i = Number of credits in that semester

The SGPA and GPA shall be rounded off to the second place of decimal.

Grade Card:

Results will be declared by the Centre and the grade card (containing the grades obtained by the student along with SGPA) will be issued by the university after completion of every semester. The grade card will be consisting of following details.

- Title of the courses along with code opted by the student.
- Credits associated with the course.
- Grades and grade points secured by the student.
- Total credits earned by the student in a particular semester.
- Total credits earned by the students till that semester.
- SGPA of the student.
- CGPA of the student (at respective exit point).

Cumulative Grade Card:

The grade card showing details grades secured by the student in each subject in all semesters along with overall CGPA will be issued by the University at respective exit point.

Attendance:

Every candidate will be required to attend a minimum of 75% lectures delivered to that class in each paper as well as 75% of the laboratory work, seminars etc. separately.

Departmental Committee:

The Departmental Committee (DC) of the Centre will monitor the smooth functioning of the programme.

Results Grievances / Redressal Committee:

Grievances / redressal committee will be constituted in the department to resolve all grievances relating to the evaluation. The committee shall consist of Head of the department, the concerned teacher of a particular course and senior faculty member of Department of University. The decision of Grievances / redressal committee will have to be approved by Department committee.

Semester-I

Subject Code	Course Name	Course Type	Type of Course	Credits	Internal Marks	External Marks	Total
RM1.1	Retail Management	Department Specific Core-	Theory	2	25	25	50
RM1.2	Retail Store Operations	Department Specific Core-	Theory	2	25	25	50
RM1.3	Basic Automobile Technologies	Department Specific Core	Practical	2	25	25	50
RM 1.4	Retail Store Operations	Vocational Skills Course (Dept Subject based on Major & Minor)	Practical	2	25	25	50
RM1.5	Grooming and Behavioral Skills	Skills Enhancement Course (Basket)	Theory- 1 Practical-1	1+1	25	25	50
RM1.6	Environmental Awareness	Value Education Course	Theory- 1 Practical-1	1+1	25	25	50
RM1.7	Communicative English Language	Ability Enhancement Course (AEC)	Theory	2	25	25	50
RM 1.8	Health and Wellbeing	Co-Curricular	Theory	2	25	25	50
	From Other Faculty	General /Open Elective (Other Faculty)	Theory	2	25	25	50
	From Other Faculty	General/ Open Elective (Other Faculty)	Practical	2	25	25	50
	Basket	Indian Knowledge System (Basket)	Theory	2	25	25	50
Total				22 Credits	275	275	550

Semester-II

Subject Code	Course Name	Course Type	Type of Course	Credits	Internal Marks	External Marks	Total
RM 2.1	Marketing Management	Department Specific Core-	Theory	2	25	25	50
RM 2.2	Maruti Product and Processes	Department Specific Core-	Theory	2	50	50	100
RM 2.3	Maruti Product and Processes	Vocational Skills Course (Dept Subject based on Major & Minor)	Practical	2	25	25	50
RM 2.4	Basics Computers Skills	Skills Enhancement Course (Basket)	Theory- 1 Practical-1	1+1	25	25	50
RM 2.5	Digital Literacy Skills	Value Education Course	Theory- 1 Practical-1	1+1	25	25	50
RM 2.6	Entrepreneurship Development	Ability Enhancement Course (AEC)	Theory	2	25	25	50
RM 2.7	Yoga Education	Co-Curricular	Theory	2	25	25	50
	Same Faculty, Different Discipline	Minor (Same Faculty)	Theory	2	25	25	50
	Other Faculty	General /Open Elective (Other Faculty)	Theory	2	25	25	50
	Other Faculty	General/ Open Elective (Other Faculty)	Practical	2	25	25	50
	Basket	Indian Knowledge System (Basket)	Theory	2	25	25	50
Total				22 Credits	275	275	550

RM 1.1 RETAIL MANAGEMENT

Course Category: Department Specific

Course Credit: 02

Max. Marks: 50

Objectives

This course provides the student with a comprehensive view of retailing, an analysis of the retail environment and exposure to issues and developments in the industry. Retailing is changing today, and the successful business will know how to identify, adapt, and plan with these changes.

Learning Outcomes

LO1: Become familiar with the fundamental concepts and how the retail industry works.

LO2: Able to understand the impact of retailing on the economy and its role in society.

LO3: Be able to apply the knowledge that how retailing fits within the broader disciplines of business.

LO4: To analyse the policies, methods, and procedures used by successful retailers in today's global economy.

LO5: To be able to make decisions involved in running a retail firm and the concepts and principles for making those decisions.

LO6: Understand the areas of accountability for retail management.

LO7: Understand how the role of the manager impacts the success of a retail business

Unit	Topic	LO & Hours
I. Introduction to Retailing and Retail types	Concept of retailing, Functions of retailing, Terms & Definition, Introduction to Retailing and Retail types, Retailing Channels, Retail Industry in India, Importance of retailing, Changing trends in retailing.	LO1, LO6, LO7 5 hours
II. Retail Consumer	Retail consumer behaviour, Factors influencing the Retail consumer, Retail Customer Buying Behaviour, Customer decision making process, Market research for understanding retail consumer, Responding and Targeting Consumers	LO2. LO3, LO4 10 hours
III. Merchandising	Meaning of Merchandising, Factors influencing Merchandising, Merchandise planning, Merchandise buying, Pricing Decisions, Retail Communication Mix, International Aspects of Retailing.	LO4, LO5, LO6 5 hours
IV. Operations Pricing and Space Management	Store administration, Premises and Inventory Management, Store Management, Receipt Management, Customer service, Retail Pricing, Factors influencing retail prices, Retail Information System, Operations Management in Retail. Definition of Space Management, Store layout and Design, Visual Merchandising, Retail Communication Mix, POP Displays	LO4, LO3, LO7 10 hours

Recommended Books

Text Books

1. Swapna. P (2011) Retailing Management: Text and Cases, ISBN-007015256X, Tata McGraw Hill

Reference Books

1. Michael. L, Barton. W & Watson. D. (2014) Retailing Management, Tata McGraw Hill 2. Berman, B, Joel R. Evans & Chatterjee, P (2017) Retail Management: A strategic Approach Pearson Education Asia, ISBN-0133796841

3. Hammond, R (2013) Modern Retail Management: Practical Retail Fundamentals in the Connected Age, Kogan Page, ISBN-0749465867

RM 1.2 RETAIL STORE OPERATIONS

Course Category: Department Specific

Course Credit: 02

Max. Marks: 50

Objectives

To develop understanding of Retail Enterprise Management Systems among students of the second semester of B.Voc. Retail Management course.

Learning Outcomes

LO1: Develop skills to understand in detail, the processes in retail business. LO2: Provide the students with the understanding of the concepts and the components of Modern Retail Store Operation and as the modules proceed further the student will understand the different activities centred in the store operation.

LO3: To know the process store layout and get practical orientation of merchandize management. To get familiarized with space management in the retail store. LO4: The students will further learn about Visual Merchandising.

LO5: Able to find out the role of Visual merchandising in Operational Activities, Revenue Generation Activities, and Customer Service Activities.

Unit	Topic	LO & Hours
I - Introduction to Stores operations & Type of Retail Store	Introduction; the Logistics Chain; Store Operations; Objectives of the Store Function; Managing the Store. Retail Store Organization; Centralized and Decentralized Retail Stores; Types of Retail Stores; Location of Retail Store; Site Selection of Retail Store; Merchandise Management in Retail Store; Merchandise Handling in Retail Store.	LO1 8 hours
II - Store Management and its Operations	Store Management and its Operations Retail Store Operation Store Management Responsibilities; Motivating Retail Store Employees; Retail Store Operation Management; Store Format, Size and Space Organization; Retail Store Security; Retail Store Environment and Brand Building	LO2 8 hours
III – Store Layout and Merchandise Management	Objective of Store Layout Design; Selecting a Layout; Division of Merchandise by Department; Locating Departments Within the Store; Merchandise Management and Principles of Merchandise Management. Space Management, Retail Store; Layout; Layout Planning; Layout as an Indicator of Competitiveness; Layout Types.	LO3 8 hours
IV – Visual Merchandising	Meaning and Strategy Meaning of Visual Merchandising; Create Your Retail Store for Target Customers; Retail Strategy for Visual Merchandise; Fixtures and Presentation Techniques.	LO4, LO5 3 hours

V - Atmospherics	Lighting; Address the Senses; Housekeeping Standards; Store Windows; Creative Displays; Signage and Graphics; Colour; Music; Scent. Interactive Windows.	LO4, LO5 2 Hours
VI- Mystery Shopping	Concept, Idea, Benefits	LO1 1 Hour

Books Recommended

Text Books

1. Retail Store Operation, by Paul H Nystrom, Publisher: Ronald Press, New York
2. Basics of Design: Layout and Typography for Beginner by Lisa Graham, Publisher: Cengage Learning
3. Visual Merchandising: The Business of Merchandise Presentation by Rober Colborne, Publisher: Cengage Learning

The Practical will focus on Mystery Shopping and the following contents will be included:

- a. Field visit to garments shop, supermarket and mobile stores
- b. Field visit to watch and electronic stores
- c. Field visit to 2-wheeler and 4-wheeler showrooms
- d. 2 days visit to MSIL Dealers & Dealer team interaction
- e. Report submission of learnings

RM1.3 Basic Automobile Technologies

Course Category: Department Specific

Course Credit: 02

Max. Marks: 50

Course Objectives

The objective of the course is to provide basic knowledge about the chassis, power unit, suspension system, steering system, transmission system, braking system etc. It also provides general tools and technique of maintenance and servicing of the automobile as per the requirement. The other objective is to understand emission system and standards for any vehicle and also offers basic information about the various safety features and Air conditioning system of vehicle.

Learning Outcomes

LO1: To understand the construction, function and working of individual component of a vehicle and the system in which they function.

LO2: To understand the need of maintenance service to prevent or remove the defects that may come up in running life of a vehicle.

LO3: To understand the working of safety features and assembly of air conditioning system of a vehicle.

LO4: To get basic understanding of necessary emission standards as per Bharat-IV and Bharat-VI.

Unit	Topic	LO & Hours
I. Introduction to Automobile	Introduction to automobiles, their utility and classification. Main components of an automobile and their functions, Various mechanisms and systems in an automobile, Scheduled and preventive maintenance, servicing of a vehicle, electrical system. Types of chassis layout with reference to power plant locations and drive, Vehicle frames. Load acting on vehicle frame due to different systems.	LO1 5 hours
II Engine System and Front Axle & Steering System	Engine System: Automobile engine, its main components, construction and working. Types of engines – two stroke/ four, Introduction to Engine cooling system and lubrication system. Introduction to Concept of Knock & detonation. Front Axle & Steering System: Types of front axles, Front wheel geometry viz. Castor, Camber, King pin inclination, Toe. Wheel Alignment. Steering geometry. Ackerman and Davis steering system.	LO1 5 hours

<p>III Suspension system and Transmission & Braking System</p>	<p>Suspension system: Need of suspension system, Types of suspension, Constructional details and characteristics of leaf, coil and torsion bar springs, Independent suspension, Rubber suspension, Pneumatic suspension, Shock absorbers. Transmission & Braking System: Working of single and multi-plate clutches. Construction, function and working of a gearbox. Introduction to Manual shifting and automatic transmission. Function and principles of braking system, working of various brakes (mechanical, hydraulic, pneumatic, ABS System)</p>	<p>LO1, LO3 10 hours</p>
<p>IV. Wheels and Tires and Air conditioning fundamentals</p>	<p>Wheels and Tires: Types of wheels (wire spoke, disc solid and split type, alloy type, offset etc), denomination of rim, types of tires, materials, structure, denomination and function of tires, effects of tire pressure on tire performance. Tire wears patterns and their causes. Air conditioning fundamentals: Basics of vehicle air conditioning system, Schematic layout of air conditioning component in a car (like compressor, condenser, fan blower, expansion device expansion valve calibration, evaporator pressure regulator, low and high-pressure switch).</p>	<p>LO1, LO3 5 hours</p>
<p>V. Introduction to Emission and Safety Equipment</p>	<p>Introduction to Emission: Pollutants, sources, formation of HC and CO in SI engines, NO formation in SI and CI engines, Particulate emission from SI and CI engines, Smoke Emission in CI engines. Emission system and standards (Bharat IV and Bharat VI). Safety Equipment: Seat belt, regulations, automatic seat belt tightener system, air bags, electronic system for activating air bags, ABS with EBD, ESP, bumper design for safety, hill assist control</p>	<p>LO1, LO4 5 hours</p>

Recommended Books

Text Books

1. Dr. Kripal Singh, Automobile engineering Vol.1 & Vol.2, Standard Publishers
2. Willard W. Pulkrabek, Engineering Fundamentals of the Internal Combustion Engine, 2003, Pearson New International Edition.

Reference Books:

1. R.K Rajput, Internal Combustion Engines, 2005, Lakshmi Publishers.
2. S.K Gupta, A Textbook of Automobile Engineering, S. Chand Publishing.
3. K.K Jain and R.B Asthana, Automobile Engineering, Tata Mcgraw Hill Publishing

List of Experiments:

1. Study of layout of different components in an IC Engine
2. Study of air conditioning system and its component layout of a vehicle
3. Study of layout of a chassis and its different components, of a vehicle.
4. Trouble shooting in different types of steering systems - mechanical and power and various steering linkages
5. Measurement of steering geometry angles – Wheel Alignment
6. Study of different fuel injection system in four stroke engines
7. Study of different types of wheels (rims) and tires and their defects
8. Trouble shooting in suspensions of following types:

- Leaf Spring
- Double Wishbone with Torsion Bar or Coil Spring o McPherson Strut Type o Five Bar Link type o Air Suspension system
- A shock absorber (damper)

**RM 1.4 RETAIL STORE OPERATIONS-
Practical Paper**

Course Category: Department Specific

Course Credit: 02

Max. Marks: 50

Objectives

To develop understanding of Retail Enterprise Management Systems among students of the second semester of B.Voc. Retail Management course.

Learning Outcomes

LO1: Develop skills to understand in detail, the processes in retail business. LO2: Provide the students with the understanding of the concepts and the components of Modern Retail Store Operation and as the modules proceed further the student will understand the different activities centred in the store operation.

LO3: To know the process store layout and get practical orientation of merchandize management. To get familiarized with space management in the retail store. LO4: The students will further learn about Visual Merchandising.

LO5: Able to find out the role of Visual merchandising in Operational Activities, Revenue Generation Activities, and Customer Service Activities.

Unit	Topic for Practicals	LO and Hours
I - Introduction to Stores operations & Type of Retail Store	Practical for Different Type of Retail Sectors in India. (Assignment) Report on Handling Merchandise in Retail Store (Visit and Report)	LO1 5 hours
II - Store Management and its Operations	Operations Management of Retail Store – Interview with Store Manager – Report	LO2 5 hours
III – Store Layout and Merchandise Management	Store Layout for any three businesses – Visit Report Merchandise Planning and Execution- Interview	LO3 15 hours
V - Atmospherics	Role of Aesthetics and Lighting- Visit Report and Interview Jewellery Stores – 2 Stores	LO4, LO5 10 hours
VI- Mystery Shopping	Concept, Idea, Benefits Visit to 6 Business as identified by Department	LO1 25 hours

RM 1.5 GROOMING AND BEHAVIOURAL SKILLS

Course Category: Skills Enhancement Course

Course Credit: 02

Theory 1+ Practical 1

Max. Marks: 50

Objectives

To develop knowledge of Grooming, Etiquette and Personality Development and also to build self-confidence, enhance self-esteem and improve overall personality of the students. The course aims at grooming the participants through sensitizing them about proper behaviour, socially and professionally, in formal and informal circumstances.

Learning Outcomes

LO1: Understanding the importance of Grooming and Behavioural skills. LO2: Projecting the Right First Impression.

LO3: Polishing manners to behave appropriately in social and professional circles. LO4: Enhancing the ability to carry oneself with poise and dignity.

LO5: Developing and maintaining a positive attitude and appropriate Body language.

Unit	Topics	LO & Hours
I	Introduction to Grooming and Behavioral skills, Importance of these skills in corporate world. Developing Your Professional and Personal Image.	LO1 2 hours
II	Making a Great First Impression: How to present yourself to people, Greetings, How to make proper introductions, Paying & Receiving Compliments, Small Talk & Networking, Managing Different Personalities. Body Language, Poise, and Eye Contact	LO2, LO5 15 hours
III	Personality Development: Time management, Goal setting, Positive attitude, Self confidence, Leadership skills and Body language	LO3, LO5 13 hours
IV	Etiquettes in dressing The Do's and Don'ts in dressing, Understand various dress codes for different occasions, Personal Hygiene, Clothes and Corporate Culture	LO4 10 hours
V	Behavioural and Communication etiquette Email etiquette, Telephone/ Cell phone etiquette, Business card etiquette, The Do's and Don'ts in Conversation, Starting and sustaining conversations that are engaging.	LO3 5 hours

Books Recommended

Text Books:

1. Bhatnagar. N (2011) Effective communication and soft skills New Delhi: Pearson Education India.
2. Dent, F, E (2006), Influencing Skills and Techniques for Business Success, Palgrave Macmillian.

Reference Books:

1. Drew, P and Hentyre, J (eds) (1992), Talk at Work: Interaction in Institutional Settings, New York: Cambridge University Press
2. Lesikar, Raymond V. and Marie E. Flatley. Basic Business Communication. New Delhi: Tata McGraw-Hill, 2005.
3. Mitra K. B. (2011) Personality Development and soft skills New Delhi: Oxford University Press.
4. Ramesh, G.(2013) The Ace of Soft Skills: Attitude, Communication and Etiquette for Success New Delhi: Pearson Education India.

RM 1.6 Environmental Awareness

Course Category: Value Education Course

Course Credit: 02
Theory 1+ Practical 1
Max. Marks: 50

Objective:

To create awareness between the students about our ecosystem, related problems and our role in that. The course also aims to encourage students to solve the environment related problems

Learning Outcomes

LO1: Recognize the need for learning the topic and develop foundational knowledge on the environmental studies.

LO2: Think on ecosystem and environment problems; make people aware about environment problems

LO3: Appreciate the need of biodiversity conservation in the context of various developmental pathways.

LO4: Suggests ways for hygiene, health, managing waste, disaster/emergency situations and protecting/saving resources

LO5: Understand the Environmental Pollution and identifying hazards and assessing risk

Units	Topics	Learning Outcome
I	Multidisciplinary nature of environmental studies: Natural Resources, Natural resources and associated problems; Forest, Water, Mineral, Food, Energy, Land resources; soil erosion and desertification; Role of an individual in conservation of natural resources.	LO 1 10 hours
II	Ecosystems: Ecosystem: Structure and function of ecosystem; Energy flow in an ecosystem: food chains, food webs and ecological succession; Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystem.	LO 2 10 hours
III	Biodiversity and its conservation: Ecosystem diversity; Biogeographical classification of India; Value of biodiversity; Biodiversity at global, National and local levels; India as a mega-diversity nation; Threats to biodiversity; Conservation of biodiversity.	LO 2 12 hours
IV	Environmental pollution: Types, causes, effects and controls; Air, water, soil and noise pollution, Nuclear hazards and human health risks; Swachh Bharat Abhiyan, Solid waste management.	LO 4 8 hours
V	Fundamentals: Global warming, Environment Protection Act; Air (Prevention & Control of Pollution) Act; Water (Prevention and control of Pollution) Act; Wildlife Protection Act.	LO 5 5 hours

Field work

1. Visit to a local area to document environmental assets river/forest/grassland/hill/mountain
2. Visit to a local polluted Site-Urban/Rural/Industrial/Agricultural
3. Study of common plants, insects, birds.
4. Study of simple ecosystems-pond, river, hill slopes, etc.

Recommended Books:

1. E- book:<https://ugc.ac.in/oldpdf/modelcurriculum/env.pdf>
2. Industrial Safety and Health management” Pearson Prentice Hall,2003 by C. Ray, Asfahl
3. National Safety Council, “Accident Prevention Manual for Industrial Operations”, N. S. C. Chicago, 1988.
4. Industrial Accident Prevention” McGraw-Hill Company, New York,1980 by Heinrich

RM 1.7 Communicative English Language

Course Category: Ability Enhancement Course

Course Credit: 02
Max. Marks: 50

Course overview:

The aim of the syllabus is to prepare students to use English for their professional studies and professional needs in real life and work.

This preparatory course will further give the students the opportunity to speak on general topics, to communicate in Business environment and to understand texts on business in the English speaking world. The Basic User course incorporates 3 basic components:

1. General English
2. Professional (English for Specific Purposes) English

The course aims at developing a wide range of skills:

- Language Development, which involves grammar
- Writing skills
- Reading of general and business related texts
- Listening and comprehension
- Communication skills, which cover communication situations

Course objectives:

The main objectives of the syllabus are:

- to develop the students' reading skills
- to develop the students' writing skills based on specified task (140-160 words)
- to develop the students' listening skills to enable them to understand and apply specific information from the to develop the students' speaking skills to enable them to use general, social and professional language (within the framework of Breakthrough level);
- to develop the students' general capacity to a level that enables them to use English in their professional and academic environment

Methods of assessment:

- Individual and group oral presentations
- Oral interactions
- Written tests
- Essays
- Listening/ viewing
- Comprehension of simple reading passages

Course Outline

Part I: Basic English Grammar (1 Credit)

1. Sentence Development:
 - a. Subject and Predicate
 - b. Subject Verb Agreement
 - c. Capitalization
 - d. Punctuation
 - e. Tenses: Present, Past and Future Tense

2. Parts of Speech
 - a. Nouns and Verbs
 - b. Adjectives and Adverbs
3. Modifiers and their uses
 - a. Dangling and misplaced modifiers
4. Prefixes and Suffixes

Part II: Skills Development

Students are taught to develop their skills in:

Reading which includes:

Detailed reading, guessing unknown words from context, understanding text organization, recognizing argument and counter-argument; distinguishing between main information and supporting detail, fact and opinion, summarizing and note-taking.

Writing includes:

- Essay content and structure (patterns of organization, paragraphing, coherence and cohesion, punctuation).
- Punctuation

Listening includes:

- General comprehension (listening for detailed information, evaluating the importance of information).

Speaking includes:

- Presentation skills (introductions and stating the purpose, highlighting key points, summaries, conclusions).

Topics and activities

- My family. Myself.
- Meeting people. Making Contacts.
- A city
- Travelling.
- At a hotel.
- Making a phone call.
- Discussing business.

RM 1.8 Health and Wellbeing

Course Credit: 02
Max. Marks: 50

Objective:

The course aims at creating consciousness among the students towards health, fitness and wellness and in developing and maintaining a healthy lifestyle.

Learning Outcomes:

LO1. The students will be able to understand the importance of a healthy lifestyle

LO2. The students would familiarize with physical and mental health

LO3. The students would become aware of various lifestyle related diseases

LO4. The students would build an understanding of stress management

Units	Topics	Los
I Introduction to health and wellness	Define and differentiate health and wellness. Importance of health and wellness Education. Local, demographic, societal issues and factors affecting health and wellness.	LO 1 5 hours
II Modern lifestyle and Health	Body systems and common diseases. Sedentary lifestyle and its risk of disease. Stress, anxiety, and depression. Factors affecting mental health. Identification of suicidal tendencies. Substance abuse (Drugs, Cigarette, Alcohol), de-addiction, counselling and rehabilitation.	LO 2, LO 3, LO 4 10 hours
III Diet and nutrition for health & wellness	Essential components of a balanced diet for healthy living with specific reference to the role of carbohydrates, proteins, fats, vitamins & minerals. Malnutrition, undernutrition and overnutrition. Processed foods and unhealthy eating habits.	LO 2, LO 3, LO 4 10 hours
IV Management of health and wellness	LIFESTYLE/Hypo-kinetic Diseases and its Management - Diabetes - Hypertension - Obesity - Osteoporosis - CHD - Back pain Health related Physical Fitness and Assessment	LO 2, LO 3, LO 4

	Body mass Index, Pulse Rate, Blood Pressure, Health Related Physical Fitness Test.	5 hours
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Books Recommended

1. Physical Activity and Health by Claude Bouchard, Steven N. Blair, William L. Haskell.
2. Mental Health Workbook by Emily Attached & Marzia Fernandez, 2021.
3. Lifestyle Diseases: Lifestyle Disease Management, by C. Nyambichu & Jeff Lumiri, 2018.

Reference Books:

1. Corbin.Charles Beetal. C.A., (2004) Concepts of Fitness and Welfare Boston McGraw Hill.
2. Principles of Physical Education: Com. Philadelphia: W.B.Sounders · Puri. K.Chandra.S.S. (2005).
3. Health and Physical Education. New Delhi: Surjeet Publications

RM 2.1 MARKETING MANAGEMENT

Course Category: Department Specific Course

Course Credit: 02
Max. Marks: 50

Objectives

The purpose of the course is to provide fundamental knowledge and exposure to the concepts, theories and practices in the field of marketing management.

Learning Outcomes:

LO1: To appraise the students about marketing with its significance in retail.

LO2: To establish the importance of marketing mix, its integration and applicability.

LO3: To evaluate the application of STP (Segmentation, Targeting and Positioning) in retail. LO4: To familiarize students with the decisions involved in running a retail firm and the concepts and principles for making those decisions.

LO5: To reiterate the importance of consumer behavior in retail marketing decision making. LO6: To enable incumbents to understand the application of consumer behavior regulating factors.

LO7: To introduce the students to technological innovations in retail.

LO8: To appraise students about various trends in retailing.

Unit	Topic	LO & Hours
I. Role of Marketing in Retail	An Introduction to Retail Marketing, Retail marketing concept. The role of marketing in retail. Marketing impact on consumers. Retail Marketing challenges. Implications of Retail marketing on consumers.	LO1 8 hours
II. Retail Marketing Mix	The basic function of retail. Components of retail marketing mix. The relevance of retail marketing mixes in the current business scenario. Retail mix for various formats. Pricing strategies. Consumer's response to pricing strategies.	LO2,LO4 8 hours
III Segmentation, Targeting and Positioning	Segmentation in retail, Targeting in retail, Positioning in retail, Marketing relevance of STP in Retailing. Positioning strategies.	LO3 2 hours

IV Consumer Behavior	Introduction to Consumer Behavior. Importance of the same in the retail industry. Consumer Decision Making Process. Consumer Roles.	LO6 4 hours
V Marketing Trends in Retail	Technology in Retail. Trends in retail formats. Online retailing. Omni Channel Marketing.	LO7, LO8 8 hours

Books Recommended

Text Books

1. Philip Kotler, Levin Lane Keller, Abraham Koshy and Mithleshwar Jha, Marketing Management: South Asian Perspective, 13th ed., Pearson education, New Delhi, 2009
2. Kotler Philip. Marketing Management, 11th Edition, New Delhi, Prentice Hall of India.

Reference Books

1. Perreault, William D. and McCarthy, Jr. E. Jerome, Basic Marketing, 14th ed., TMH.
2. Rajan Saxena, Marketing Management, 2nd edition, Tata McGraw Hill, 5. Czinkota & Kotabe, Marketing Management, Vikas Publishing, New Delhi.
3. Ramaswamy, V S and Namakumari, S. Marketing Management: Planning, Control, New Delhi, Macmillan,
4. Zikmund; Marketing, 7th edition, Thomson Learning, Mumbai.
5. Marketing Management: Indian Context Global Perspective by V S Ramaswamy and S Namakumari, 2018, Sage Publications.

RM 2.2 Maruti Products & Process

Course Category: Department Specific Course Theory- 2 Credit & Practical – 2 Credit

Max. Marks: 100

Objectives

The purpose of the course is to provide fundamental knowledge and exposure to the concepts, theories and practices in the field of Maruti Products & Process.

Learning Outcomes:

LO1: To appraise the students about Maruti Products & Process with its significance in retail.

LO2: To establish the importance of Basic Automobile Technologies, its integration and applicability.

LO3: To evaluate the application of Maruti Products & Process in retail.

LO4: To familiarize students with the decisions involved in Car Finance & Insurance running a Maruti Products & Process and the concepts and principles for making those decisions.

LO5: To reiterate the importance of Extended Warranty & Loyalty Program.

LO6: To enable incumbents to understand the application of Accessories & Customization.

LO7: To introduce the students to Car Exchange & Driving School in retail.

LO8: To appraise students about various Sales Process, Grooming & Behavioural Skills in retailing.

Sr. No	Name of Topic	LO & Hours
1	Basic Automobile Technologies Classification & Segmentation, Dimensions, Engine: Types & Components, Electrical Systems, Transmission system, Suspension system, Steering system, Brakes, Safety systems and other technologies (CNG, Hybrid, etc.), Role Plays, Activities, Recap and Quizzes.	LOS – 1 & 2 10 hours
2	Products Introduction, Models & Variants, Dimensions, Specifications, Demonstration, Competition Comparison, Role Plays, Activities, Recap and Quizzes.	LOS – 1, 2 & 3 8 Hours

3	<p>Car Finance & Insurance</p> <p>Need, Benefits, Terms, Documents, Approval Process, EMI Calculation, Rejection/Delay, Vehicle Insurance, Terms/Forms, Role Plays, Activities, Recap and Quizzes.</p>	<p>LOS – 4</p> <p>8 Hours</p>
4	<p>Extended Warranty & Loyalty Program</p> <p>Extended warranty & Types, Need, Benefits, Objections, Reward Programs & its benefits, Tiers and schemes, Enrolment, Points accumulation & Redemption, Role Plays, Activities, Recap and Quizzes.</p>	<p>LOS – 5</p> <p>8 Hours</p>
5	<p>Accessories & Customization</p> <p>Accessories, Need of Accessories, Types of Accessories, Benefits of Accessories, Accessories Products and car customization process, Role Plays, Activities, Recap and Quizzes.</p>	<p>LOS – 6</p> <p>10 Hours</p>
6	<p>Car Exchange & Driving School</p> <p>Introduction, Benefits to Sellers, Benefits to buyers, Tools, Car exchange process, Evaluation, Driving Courses & Benefits, Role Plays, Activities, Recap and Quizzes.</p>	<p>LOS – 7</p> <p>10 Hours</p>
7	<p>Sales Process</p> <p>Importance of Process, Introduction, Importance of preparation, how to prepare, Importance of Welcome, Probing, Listening, Importance of FABing, Demo, Test drive, Objection handling, Buying signal, Negotiation, Closing techniques, Deal Closure & Finance, Document Collection, Vehicle Delivery, Sales App: Feature and Functionalities and Dos & Don'ts, Role Plays, Activities, Recap and Quizzes, Role Plays, Activities, Recap and Quizzes.</p>	<p>LOS – 8</p> <p>20 hours</p>
8	<p>Grooming & Behavioural Skills</p> <p>Importance of Grooming, Impression, Attitude, Knowledge, Skill, Essentials of grooming, Personal hygiene, dress-up, Behavioural Skill, Communication skill, Types of communication, Aggressive, assertive, passive, Verbal non-verbal, Listening skill, Body language, Email Etiquette, Role</p>	<p>LOS – 8</p> <p>16 Hours</p>
	<p>Plays, Activities, Recap and Quizzes.</p>	

Website:

1. <https://www.marutisuzuki.com/corporate/careers>

RM 2.4 BASICS COMPUTER SKILLS

Course Category: Skills Enhancement Course

Course Credit: 2
Theory 1+ Practical 1
Max. Marks: 50

Objectives

The aim of the course is to make student aware about basics of computer system and to handle volume of data in effective manner, improve their analytical skills and make them understand about the role of data in a business

Learning Outcomes

LO1. To understand basic computer operations and ICT applications.

LO2. To differentiate between different types of operating system.

LO3. To summarize the basic features of spreadsheet.

LO4. To make Use of different functions in spreadsheets.

LO5. To make analysis of given data collected from survey or feedback.

Unit	Topic	Los
I. Introduction to Computer	What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.	LO1 10 hour s

II. Operating System	<p>What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.</p> <p>What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.</p>	<p>LO2</p> <p>10 hours</p>
III. Introduction to MS-Excel:	Introduction to Electronic Spreadsheets, Feature of MS-Excel, Entering Data, Entering Series, Editing Data, Cell Referencing and its type: Absolute, Relative and hybrid; Ranges, Naming cells, Formatting Data, Conditional formatting	<p>LO3</p> <p>10 hours</p>
IV. Introduction to Word	Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document	<p>LO3, LO4, LO5</p> <p>8 hours</p>
V. Introduction to Power Point Presentations.	Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts	<p>LO3, LO4, LO5</p> <p>7 hours</p>

Recommended Books

Text Books

1. "Computers and Beginners" by Jain, V.K.;
2. "Computer Fundamentals" by Anita Goel, Pearson.
3. "Microsoft Excel 2016 Step by Step" by Curtis Frye, Microsoft Press.

Reference Books

1. "Foundations of Computing", BPB Publication by Sinha, Kr. Pradeep and Preeti Sinha;
2. "Managerial Statistics", Cengage Learning, by Gerald Keller. "
3. "Spreadsheet Modeling & Decision Analysis: A Practical Introduction to Management Science", by Cliff T. Ragsdale, Thomson South-Western, Fifth Edition

List of Practical

1. Troubleshooting
2. Practical based on to be exposed/shown various components and supposed howto switch on a computer.
3. Handling Boot Setup, Installation of Operating System, Connecting your client to server, User and Workgroup Handling, General Operating system handling and related topics.
4. Wordpad, Notepad, Sticky Note, Snipping tool, Paint
5. Ms Word
6. MS-Excel- Creating charts, Creating tables
7. MS-PowerPoint
8. MS-Outlook
9. Case study on Operating systems (Windows/ Ubuntu/ Android/ iOS)
10. Networking
11. Software: Preparatory and open domain

RM 2.5 Digital Literacy Skills

Course Category: Value Education Course

Course Credit: 2

Theory 1+ Practical 1

Max. Marks: 50

Objectives

The purpose of the course is to provide fundamental knowledge and exposure to the concepts, theories and practices in the field of Digital Literacy.

Learning Outcomes

LOS:1 to Identify the basic parts of a computer

LOS:2 To Identify the basic parts of a keyboard

LOS:3 To Recall basic computer terminology

LOS:4 To Recall the functions of basic computer keys

LOS:5 To Discuss the main applications of MS Office

LOS:6 To Discuss the benefits of Microsoft Outlook

LOS:7 To Discuss the different types of e-commerce

LOS:8 To List the benefits of e-commerce for retailers and customers

LOS:9 To Discuss how the Digital India campaign will help boost e-commerce in India

LOS:10 To Describe how you will sell a product or service on an e-commerce platform

Unit	Name of Topic	LOS
1	1. Basic Internet Terms Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website	LOS 1, 2, 3, 4 & 5 15 hours
2	Communications and collaboration: Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging;	LOS-6 10 hours
3	E-Commerce <ul style="list-style-type: none">• Online shopping• Online auctions• Online ticketing• Electronic payments• Internet banking Types of E-Commerce <ul style="list-style-type: none">• Business to Business (B2B)• Business to Consumer (B2C)• Consumer to Consumer (C2C)• Consumer-to-Business (C2B)• Business-to-Administration (B2A)• Consumer-to-Administration (C2A) Benefits of E-Commerce <ul style="list-style-type: none">• Benefits for retailers• Benefits for customers	LOS 7, 8 & 9 5 hours

4	<p>Digital Citizenship</p> <p>Concept & responsibilities of good digital citizen, Understanding Cyber Security and Tips for Digital wellbeing, Presenting yourself Online, Act responsibility and ethically online, Netiquette- Video Conferencing, Email & Social Networking, Understanding Digital Footprints, Screen Time, Creating balance between Online and Offline, Do & Don't of Internet Usage.</p>	<p>LO 1, 9 & 10</p> <p>15 hours</p>

Website:

1. <http://www.digitalindia.gov.in/>

RM 2.6 Entrepreneurship Development

Course Category: Ability Enhancement Course

Course Credit: 2
Max. Marks: 50

Objective:

The objectives of the course are to

- 1.Introduce various qualities required for entrepreneurship
- 2.Explain various entrepreneurship models 3.Organize interaction with successful entrepreneurs

Learning Outcomes

1. The Learners will be able to define and understand the concept of entrepreneurship
2. The Learners will understand the skills sets required for becoming an entrepreneur

Sr.No	Topic	No of Hours
1	Entrepreneur and Entrepreneurship: Definition, meaning and functions of an entrepreneur Need and importance of entrepreneurship, Problem of unemployment & important of wealth creation. Enterprise v/s Entrepreneurship, Self – employment v/s Entrepreneurship, Entrepreneurial career as an option	6
2	Business Opportunity Identification and Preliminary Project Report (PPR): Opportunity search : Divergent Thinking Mode : Meaning and Objectives – Tools and Techniques : Environmental Scanning for business opportunity identification Opportunity Selection : Convergent Thinking Mode : Tools and Techniques : Market Survey – Preparation of Questionnaire – Concept of Survey – Data collection – Analysis and Interpretation – Preliminary Project Report (PPR)	6

3	Business Plan : Meaning and Importance – Objectives – Selections Contents – Marketing and Technical Feasibility – Financial Viability – Precautions to be taken by entrepreneur while preparing Business Plan Project Appraisal	6
4	Institutional Support to New Venture : (Student are expected to study the assistance scheme of the following Institutions) District Industries Center (DIC) Maharashtra Center for Entrepreneurship Development (MCED) National Small Industries Corporation of India (NSIC) Maharashtra Industrial Development Corporation (MIDC) Micro Small and Medium Enterprises (MSME)	6
5	Financial Assistance for small Enterprise Non Institutional : own Fund – Family and Friends Institutional : (a) Bank Loans – Co-operative Banks- Nationalized Bank – Scheduled Banks. (b) Angel Funding (c) Venture Funding (d) Self employment Scheme of Government of Maharashtra (e) Government Financial Institutions : Khadi and Village Industries Board(KVIB) – Micro, Small and Medium Enterprises (MSME) Rajeev Gandhi Udyami Mitra Yojana (RUGMY) – District Industries Center (DIC) (f) Prime Minister Employment Generation Programme (PMEGP)	6
6	E- Learning Course on Start-up Application, Government of India	E-learning Module

Suggested Readings:

1. Desai Vasant : Management of Small Scale Industries Himalaya Publishing House. 2. Taneja Satish and Gupta S.L. : Entrepreneurship Development – New Venture Creations – Galgotia Publishing Company, New Delhi
3. Chandra P : Project Preparation, Appraisal and Implementation Tata McGraw Hill New Delhi. 4. Jain P.C. (ed) : Handbook for New Entrepreneurs Entrepreneurship Development Institute of India. 5. Gupta C.B. & Srinivas : Entrepreneurial Development, Sultan D, Chand &

- sons, New Delhi. 6. Pramod Choudhari – As Is What It Is.
 7. Prof. Rajeev Roy : ‘Entrepreneurship Oxford University Press’
 8. Edward D.Bono : ‘Opportunities’
 9. The New Business Road tests : John 1

RM 2.7 Yoga Education

Course Category: Co-curricular

Course Credit: 2

Max. Marks: 50

Objectives:

The purpose of the course is to provide fundamental knowledge and exposure to the concepts, theories and practices in the field of Yoga Education.

Learning Outcomes:

LO1. To understand concepts of Traditional Yoga i.e. (Yoga Sutra, Gita, Hathapradipika etc.) Panchikarana Prakriya & Concept of five elements. Limbs of Yoga and Kumbhka.

LO2. To summarize the concepts of Yoga & Wellness i.e. Mental Health & Hygiene, Yogic & Medical Perspectives Yoga & Modern Psychology, Emotional disorders, conflicts, frustration, Personal & interpersonal adjustments through yoga, Prayer.

LO3. To make Use of Yogic Practices (Practical) i.e. Asanas, pranayama, bandhas and mudra & kriyas.

Unit	Name of Topic	LOS
1	Traditional Yoga Literature of Yoga (Yoga Sutra, Gita, Hathapradipika etc.) Panchikarana Prakriya & Concept of five elements. Limbs of Yoga Kumbhkas Meaning & Types Asthang Yoga	LOS – 1 10 hours
2	Yoga & Wellness Mental Health & Hygiene: Yogic & Medical Perspectives Yoga & Modern Psychology, Emotional disorders, conflicts, frustration Personal & interpersonal adjustments through yoga Prayer its significance in yogic practices Meaning, yoga dimensions of health-related fitness	LOS- 2 5 hours
3	Yogic Practices (Practical) Asanas: Pavanmuktasana, Naukasana, Viparitakarani, Sarvangasana, Matsyasana, Halasana, Bhujangasana, Shalabhasana, Dhanurasana, Vakrasana, Ardha-Matsyendrasana, Paschimatanasana, Supta Vajrasana, Simhasana, Gomukhasana, Matsyendrasana, Mayurasana, Uttana Kurmasana, Ushtrasana, Baddha –padmasana, Uttanamandukasana, Chakrasana (Sideward), Chakrasana (Backward), Virkshasana, Tadasana, Padahastasana, Utkatasana, Parvatasana, Vajrasana, Padmasana, Siddhasana, Swastikasana, Shavasana, Makarasana, Brahmamudra, Kukkutasana PRANAYAMA: - Anuloma-viloma, Suryabhedana, Ujjayi, Shitali	LOS – 3 15 hours

BANDHAS AND MUDRA: - Jalandhara Bandha, Uddiyana Bandha, JivhaBandha, Mula Bandha KRIYAS: - Jala Neti, Nauli, Kapalabhati, Trataka	
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BOOKS FOR REFERENCE: -

1. Iyengar, B.K. (2005). Yoga Deepika. Orient Longman Pvt. Ltd. Mumbai
2. Swami, S.S. (2008). Asana, Pranayam. Mudra Bandha, Bhargava Bhushan Press, Varanasi
3. Iyengar, B.K. (2010). Light on the Yoga Sutras of Patanjali. Orient Longman Pvt. Ltd. Mumbai
4. Iyengar, B.K. (2008). Light on Yoga. Orient Longman Pvt. Ltd. Mumbai
5. Iyengar, B.K. (2008). Light on Pranayama. Orient Longman Pvt. Ltd. Mumbai
6. Gore, M.M. (2009). Anatomy & Physiology of Yogic Practices. Kanchan Prakashan
7. Bates, M. (2008). Health Fitness Management. Human Kinetics. USA.
8. Werner, V.K, Hoger, (2007). Fitness and Wellness. Wadsworth, Thomas learning