**EXPRESSION OF INTEREST (EOI)**

**For**

**EMPENALMENT OF**

**INDIVIDUALS/CONSULTANTS/EXPERTS**

**FOR**

**“Developing Text Content, Instructional Material, Trainer’s/ Manual, Pedagogy, and questionnaires for Assessment”.**



**Andhra Pradesh State Skill Development Corporation [APSSDC],**

**2nd Floor, NTR Administrative Building, Pandit Nehru Bus station, Vijayawada – 520 001**

# Background

Degree Colleges is an important component of higher education in the state of Andhra Pradesh. The State has 1333 *(APSCHE-2015)* colleges for Under Graduate with total intake capacity of 2.98 lakh student annually. As part of reforming the Under Graduation education sector in the state, Andhra Pradesh State Counsel of Higher Education (APSCHE) introduced Choice Based Credit System (CBCS) from 2016-17 academic year. Under the new pattern, skill oriented subjects have been introduced in the semester with ascribed credits. These skills subjects are meant to enhance soft skills, communication skills, presentation and leadership skills, necessary IT & entrepreneurial skills of the Under Graduate (UG) students of the state.

The students to learn these skills during their UG programmes along with regular syllabus. As the subjects are predominantly skills oriented, it is planned to impart these skill subjects with more of practice orientation.

Andhra Pradesh State Skill Development Corporation (APSSDC) is a specialized institution and nodal organisation for Job Skills, Entrepreneur & Innovation Skills in the State. APSSDC, in association with APSCHE desired to develop comprehensive training modules for Foundation Courses as per prescribed curricula. It is planned to develop highly relevant text content and other connected tools of Training and assessments for these Foundation Modules.

It is also identified that there is essential need to develop communication, presentational skills and English language skills among unemployed youth, women & Secondary Grade School Children etc. Recognizing the present practices of language teaching and its impact, it is desired to develop a comprehensive set of tools to enhance English language skills in written and presentational formats to facilitate natural and seamless learning. Hence the APSSDC intends to develop set of tools and pedagogy for developing English language, communication and presentational skills among target groups. These modules would be implemented in various unemployed youth development initiatives by the corporation.

It is envisioned that the e-Content (Text & Audio-Visual, PPTs etc.) helps in efficient learning, recreating and sustaining interest in topics that found difficult and also provide detailed coverage of topics by explaining through Power point presentations, PDFs, multimedia, animation and diagrams.

Andhra Pradesh State Skill Development Corporation (APSSDC), is a state level nodal organization for various skilling initiatives, invites applications from experienced individuals in the area of above mentioned subjects / courses. .

The objective of the project is to enhance the employability of UG level youth through provision of high quality globally relevant training of candidates in above identified sectors across Andhra Pradesh State.

# 2. Important Events & Dates

|  |  |  |
| --- | --- | --- |
| S.No | Information | Details |
| 1 | Empanelment of individual consultants/experts for content development | APSSDC/DEGREE / 2016 |
| 2 | Empanelment validity | 2 years from the date of empanelment |
| 3 | Pre-Empanelment meeting : Date, Time, Venue | 20-06-2017, 15:00 hrs  Conference Hall, Godavari, APSSDC, 2nd Flloor, Above Arrival block, PNB Bus station, Vijayawada – 520002  Andhra Pradesh |
| 4 | Last date for submitting Proposal | 22-06-2017; 23.59 hrs |
| 5 | e-mail and contact details for sending queries | N. SYAM MOHAN  9492073713  [Syammohan.n@apssdc.in](mailto:Syammohan.n@apssdc.in)  [bibutireddy@kpmg.com](mailto:bibutireddy@kpmg.com) |
| 6 | Online application link | [www.jobskills.apssdc.in](http://www.jobskills.apssdc.in) |

# Expectation from individual/ consultants/experts Scope of Work

1. APSSDC will provide only the syllabus for the courses for which Content, Text Content, Trainers manual, pedagogy, Assignments, chapter wise assessment tests and over all assessments , is to be developed and as such the learning material for each subject will be prepared by the selected Consultants, which will then be converted into e-Content by the technical team after approval of the material by APSSDC.
2. The contents and e-Contents are to be developed for the earlier mentioned courses which are indicative only and APSSDC reserves the right to have the contents developed for all mentioned courses or for limited courses/modules as deemed fit. The detailed course structure/syllabus for each course/module is given in Annexure-1.
3. All proposed deliverables shall be developed in Telugu & English with skills orientation to facilitate students in both the languages by considering the major strategy activities and its key functions as per the current market scenario.
4. Trainer’s manual and Pedagogy is to be developed for Faculty Members.
5. Consultants shall develop questionnaire for online assessment model and to link with APSSDC online tool.
6. Consultant shall also develop content for conducting Training of Trainers (TOT) for trainers/ faculty from UG colleges. A pool of identified trainers by APSSDC and APSCHC will be provided for capacity building in their respective domains to become master trainers who shall capable enough to train other trainers of UG colleges across the state of Andhra Pradesh.
7. The selected consultant/s have to carry out the entire assignment in a time bound manner, which is one of major concerns for the corporation.
8. ENGLISH-FOR-ALL: APSSDC intends to develop a comprehensive and lucid English language learning packages for different target groups like Unemployed youth, Women and School/college Going Children (8-12th std). It is required from those who want to engage themselves for English-for-all module, to propose separate modules for the each of mentioned target groups. As the objective is to equip basic with English communication skills, the suggested modules may of duration 60-70 hrs.

**Category – A: Foundation Courses as prescribed by APSCHE:**

|  |  |
| --- | --- |
| **Course** | **Tools to be developed** |
| 1. Human Values and Professional Ethics 2. Environmental Studies 3. Information & Communication Technology-1 4. Information & Communication Technology-2 5. Communication and Soft Skills-1 6. Communication and Soft Skills-2 7. Communication and Soft Skills-3 8. Analytical Skills 9. Entrepreneurship Education 10. Leadership Education | * 1. Text content, Chapter end Questions, Exercises in accordance to the curricula   2. Chapter wise Assessment content development, which can be integrated to online Assessment platforms;   C.Pedagogy |
| (Detailed Curriculum of the above modules is given under Annexure – 1) | |

**Category – B: English-for-All**

|  |  |
| --- | --- |
| **Course** | **Tools to be developed** |
| English For All  (applying agencies have to come up with curriculum for different target groups) | 1. Curriculum development for different target groups as mentioned in scope 2. Text content, Chapter end Questions, Exercises in accordance to the approved curricula. 3. Chapter wise Assessment content development, which can be integrated to online Assessment platforms; 4. Pedagogy |
|  | |

# 4.Eligibility Criteria:

1. APSSDC invites Expression of Interest (EOI) from an individual/ consultant having past experience and undertaken similar kind of assignments in the area of application.
2. Working Experience/ exposure to skills would be prioritized.
3. Applicant may apply in a prescribed format for a consultant for development of content for any one and more than one subjects mentioned above.

# Method for Selection of Individuals

1. All interested and eligible candidates shall apply online only through the link provided (www.jobskills.apssdc.in) . Under no circumstances hard copy will not be accepted.
2. A Committee constituted by APSSDC & APSCHE , will carry out a detailed evaluation of the profiles received by it in order to determine whether they are substantially responsive to the requirements set forth in the EOI. In order to reach such a determination, committee will examine the information supplied by the Applicants, and shall evaluate the same as per the eligibility criteria specified in this EOI. Inability to submit requisite supporting documents/ documentary evidence, may lead to rejection.
3. The decision of the Committee in the evaluation of responses to the proposal shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
4. Only shortlisted candidates will be invited for a presentation before the Committee and finalize the Consultant.
5. The Committee may ask for meetings with the Applicants to seek clarifications on their proposals.
6. The Committee reserves the right to reject any or all proposals on the basis of any deviations.
7. Each of the responses shall be evaluated as per the criterions and requirements specified in this document.
8. Financials will be finalized with the shortlisted individuals/consultants/experts post selection.
9. The empanelment is valid for initially for two years from the date of empanelment. Work will be allocated to the individuals as and when requirement arises from the corporation. The scope presented in this document is related to the present requirement (Foundation courses and English-for-all).
10. It is also to be noted that empanelment would not assure work assignments from APSSDC.
11. APSSDC will enter into an agreement with the selected agencies for empanelment on mutually agreed terms and conditions.

**Format for applying for an EOI**

## Format 1: Profiles of an individual/consultant

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| --- | --- | --- | --- | --- |
| **Photo** | **Name** |  | | |
| **Present Position:** |  | | |
| **Address:** |  | | |
| **Contact Details:** |  | | |
| **Date of Birth** |  | | |
| **Education:** |  | | |
| **Applied for Subject** | | **Subject** | | **Please Tick** |
| 1. Human Values and Professional Ethics | |  |
| 1. Environmental Studies | |  |
| 1. Information & Communication Technology-1 | |  |
| 1. Information & Communication Technology-2 | |  |
| 1. Communication and Soft Skills-1 | |  |
| 1. Communication and Soft Skills-2 | |  |
| 1. Communication and Soft Skills-3 | |  |
| 1. Analytical Skills | |  |
| 1. Entrepreneurship Education | |  |
| 1. Leadership Education | |  |
| **4.   Employment Record** | **From** | **To** | **Company** | **Position Held** |
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| **5. Brief Profile** |  | | | |
| **8. Countries of Work Experience** | India | | | |
| **9. Languages** | |  |  |  |  | | --- | --- | --- | --- | | **Language** | **Read** | **Write** | **Speak** | |  |  |  |  | |  |  |  |  | | | | |
| **10.    Work Undertaken that Best Illustrates Capability to Handle the Task Assigned** | | | | |
| **Nature of Work:**  **Year:**  **Location:**  **Company:**  **Position Held:**  **Main features:**  **Activities Performed:** | | | | |
| **Certification**  **I, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.**  **Additionally, I also certify that I shall be available for the entire duration of the contract.**      ***Signature of staff member Day/Month/Year*** | | | | |

**Appendix-1**

**Foundation Course-1:**

**Human Values and Professional Ethics**

(Common for All UG Programmes)

**Unit-I: Introduction to Value Education**

1. Value Education, Definition, Concept and Need for Value Education
2. The Content and Process of Value Education
3. Self-Exploration as a means of Value Education
4. Happiness and Prosperity as parts of Value Education

**Unit-II: Harmony in the Human Being**

1. Human Being is more than just the Body
2. Harmony of the Self (‘I’) with the Body
3. Understanding Myself as Co-existence of the Self and the Body
4. Understanding Needs of the Self and the Needs of the Body

**Unit-III: Harmony in the Family and Society and Harmony in the Nature**

1. Family as a basic unit of Human Interaction and Values in Relationships
2. The Basics for respect and today’s Crisis : Affection, Care, Guidance, Reverence, Glory, Gratitude and Love
3. Comprehensive Human Goal : The Five dimensions of Human Endeavour

**Unit-IV: Social Ethics**

1. The Basics for Ethical Human conduct
2. Defects in Ethical Human Conduct
3. Holistic Alternative and Universal order
4. Universal Human Order and Ethical Conduct

**Unit-V: Professional Ethics**

1. Value Based Life and Profession
2. Professional Ethics and Right Understanding
3. Competence in Professional Ethics
4. Issues in Professional Ethics – The Current scenario
5. Vision for Holistic Technologies, Production System and Management Models

**References**:

1. A.N.Tripaty, Human Values, New Age International Publishers, 2003
2. Bajpai.B.L., Indian Ethos and Modern Management, New Royal Book Co., Lucknow, 2004
3. Bertrand Russell, Human Society in Ethics and Politics
4. Corliss Lamont, Philosophy of Humanism
5. Gaur.R.R., Sangal.R, Bagaria.G.P., A Foundation Course in Value Education, Excel Books.
6. Gaur.R.R., Sangal.R, Bagaria.G.P., Teacher’s Manual, Excel Books, 2009
7. I.C.Sharma, Ethical Philosophy of India, Nagin & Co., Julundhar
8. Mortimer.J.Adler, What Man has Made of Man
9. R.Subramanian, Professional Ethics, Oxford University Press
10. Text Book for Intermediate - Ethics and Human Values, Telugu Academy, Hyderabad.
11. William Lilly, Introduction to Ethics, Allied Publishers

**Foundation Course-2:**

**Environmental Studies**

(Common for All UG Programmes)

**Unit-I : Natural Resources: 6 Hrs**

Definition, scope and importance. Need for public awareness.

Brief description of;

* Forest recourses: Use and over-exploitation. Deforestation; timber extraction, mining, dams. Effect of deforestation environment and tribal people
* Water resources: Use and over–utilization. Effects of over utilization of surface and ground water. Floods, drought.
* Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources.
* Food resources: World food problems, Effects of modern agriculture; fertilizer- pesticide, salinity problems.
* Energy resources: Growing energy needs, renewable and non‑renewable energy sources, use of alternate energy sources.
* Land resources: Land as resources, land degradation, man induced landslides, soil erosion and desertification

**Unit-II : Ecosystems, Biodiversity and its conservation 6 Hrs**

* Concept of an ecosystem
* Structure and function of an ecosystem
* Producers, consumers and decomposers
* Food chains, food webs and ecological pyramids
* Characteristic features of the following ecosystems:-Forest ecosystem, Desert ecosystem, Aquatic ecosystem.
* Value of biodiversity: Consumptive use, productive use. Biodiversity in India.
* Threats to biodiversity: habitat loss, poaching of wildlife, man wildlife conflicts.
* Endangered and endemic species of India
* Conservation of biodiversity

**Unit-III : Environmental Pollution 6 Hrs**

* Definition, Causes, effects and control measures of:- Air pollution,

Water pollution, Soil pollution, Noise pollution

* Solid waste management; Measures for safe urban and industrial waste disposal
* Role of individual in prevention of pollution
* Disaster management: Drought, floods and cyclones

**Unit-IV : Social Issues and the Environment 6 Hrs**

* From Unsustainable to Sustainable development
* Water conservation, rain water harvesting, watershed management.
* Climate change, global warming, ozone layer depletion,
* Environment protection Act
* Wildlife Protection Act, Forest Conservation Act

**Unit-V : Human Population and the Environment 6 Hrs**

* Population explosion, impact on environment.
* Family welfare Programme
* Environment and human health
* Women and Child Welfare
* Value Education
* Role of Information Technology in Environment and human health.

References :

1. Environmental Studies by Dr.M.Satyanarayana, Dr.M.V.R.K.Narasimhacharyulu, Dr.G. Rambabu and Dr.V.VivekaVardhani, Published by Telugu Academy, Hyderabad.
2. Environmental Studies by R.C.Sharma, Gurbir Sangha, published by Kalyani Publishers.
3. Environmental Studies by Purnima Smarath, published by Kalyani Publishers.

**Foundation Course – 3**

**Information & Communication Technology-I (Computer Fundamentals and Office Tools)**

(Common for all UG Programs) (30 hrs. of Teaching Learning including Lab)

**Unit-I: Basics of Computers**

Definition of a Computer - Characteristics and Applications of Computers – Block Diagram of a Digital Computer – Classification of Computers based on size and working – Central Processing Unit – I/O Devices.

**Unit-II:**

Primary, Auxiliary and Cache Memory – Memory Devices. Software, Hardware, Firmware and People ware – Definition and Types of Operating System – Functions of an Operating System – MS-DOS – MS Windows – Desktop, Computer, Documents, Pictures, Music, Videos, Recycle Bin, Task Bar – Control Pane.

**Unit-III: MS-Word**

Features of MS-Word – MS-Word Window Components – Creating, Editing, Formatting and

Printing of Documents – Headers and Footers – Insert/Draw Tables, Table Auto format –

Page Borders and Shading – Inserting Symbols, Shapes, Word Art, Page Numbers, Equations – Spelling and Grammar – Thesaurus – Mail Merge

**Unit-IV: MS-PowerPoint**

Features of PowerPoint – Creating a Blank Presentation - Creating a Presentation using a

Template - Inserting and Deleting Slides in a Presentation – Adding Clip Art/Pictures -Inserting Other Objects, Audio, Video - Resizing and Scaling of an Object – Slide Transition – Custom Animation

**Unit-V: MS-Excel**

Overview of Excel features – Creating a new worksheet, Selecting cells, Entering and editing Text, Numbers, Formulae, Referencing cells – Inserting Rows/Columns –Changing column widths and row heights, auto format, changing font sizes, colors, shading.

**References:**

1. Fundamentals of Computers by ReemaThareja, Publishers : Oxford University Press, India

2.Fundamentals of Computers by V.Raja Raman, Publishers : PHI

3. Microsoft Office 2010 Bible by John Walkenbach, Herb Tyson, Michael R.Groh and FaitheWempen, Publishers : Wiley

**Foundation Course-4**

**Communication and Soft Skills-1**

**Course Content (**30 Hours)

Vocabulary is considered the key to communication and it plays a great role for learners in acquiring a language. The first unit, therefore, is on the different aspects of vocabulary.Since English is a predicate-oriented language, there are two units on grammar focusing on the verb phrase. Listening and speaking are the two receptive skills. Listening is the basic skill of communication, and reading helps a person refine their writing skills. Unit IV and Unit V are on listening and reading respectively.

**Unit I: Vocabulary Building**

1.(a) Prefixes and Suffixes

(b) Conversion

(c) Compounding

(d) Analogy

2. One-Word Substitutes

3. Words Often Confused

4. Synonyms and Antonyms

5. Phrasal Verbs

**Unit II: Grammar – 1**

1. Types of Verbs
2. Subject-Verb Agreement

**Unit III: Grammar – 2**

1. Meanings of Modals

2. Tense (Present and Past) and Aspect

3. The Several Possibilities for Denoting Future Time

4. Articles and Prepositions

**Unit IV: Listening Skills**

1. The Importance of Listening

2. Types of Listening

3. Barriers/Obstacles to Effective Listening

4. Strategies for Effective Listening

**Unit V: Reading Skills**

1. Skimming
2. Scanning
3. Intensive Reading and Extensive Reading
4. Comprehension

**Foundation Course -5**

**Information & Communication Technology–2**

**(Internet Fundamentals and Web Tools)**

(Common for All UG Programs) (30 Hours of Teaching Learning including Lab)

**Unit-I: Fundamentals of Internet**

Networking Concepts, Data Communication – Types of Networking, Internet and its Services, Internet Addressing – Internet Applications – Computer Viruses and its types – Browser –Types of Browsers.

**Unit-II: Internet applications**:

Using Internet Explorer, Standard Internet Explorer Buttons, Entering a Web Site Address, Searching the Internet – Introduction to Social Networking: twitter, tumblr, Linkedin, facebook, flickr, skype, yelp, vimeo, yahoo!, google+, youtube,

WhatsApp, etc.

**Unit-III:**

**E-mail :**Definition of E-mail - Advantages and Disadvantages – UserIds, Passwords, Email Addresses, Domain Names, Mailers, Message Components, Message Composition, Mail Management, Email Inner Workings.

**Unit IV: WWW**

Web Applications, Web Terminologies, Web Browsers, URL – Components of URL, Searching WWW – Search Engines and Examples

**Unit-III: Basic HTML**

Basic HTML – Web Terminology – Structure of a HTML Document – HTML, Head and Body tags – Semantic and Syntactic Tags – HR, Heading, Font, Image and Anchor Tags –Different types of Lists using tags – Table Tags, Image formats – Creation of simple HTML Documents.

**References :**

1. Raymond Green Law and Ellen Hepp, Fundamentals of the Internet and the World Wide Web, TMH Publishers :

**Foundation Course - 6**

**Communication and Soft Skills-2**

**Course Content** (30 hours)

CSS-2 aims at improving the speaking skills of the learner. For many learners of English, the sound-spelling relationship of the language appears anarchic. Another problem many Indian learners face is English word accent. Unit I and Unit II help learners overcome these problems to a great extent. The remaining units are on the two productive skills, speaking and writing. The techniques of day-to-day conversations and the important characteristics of interviews and GDs presented in this course strengthen the learner's speaking skills. The last unit presents various aspects of presentation in writing.

**Unit I: Pronunciation-1**

The Sounds of English

**Unit II: Pronunciation–2**

1. Word Accent

2. Intonation

**Unit III: Speaking Skills-1**

1. Conversation Skills

2. Interview Skills

3. Presentation Skills

4. Public Speaking

**Unit IV: Speaking Skills-2**

1. Role Play
2. Debate
3. Group Discussion

**Unit V: Writing Skills**

1. Spelling

2. Punctuation

3. Information Transfer

* Tables
* Bar Diagrams
* Line Graphs
* Pie Diagrams
* Flow Charts
* Tree Diagrams
* Pictures

**Foundation Course -7**

**Communication Skills And Soft Skills-3**

**Course Content**(30 hours)

A current axiom is that hard skills will get a person an interview, but soft skills will get that person the job. Unit I of the course is on soft skills, which are absolutely necessary in the global job market. Writing is considered the most difficult of all the skills. Units II to V help the learner improve their writing skills, especially academic/formal writing.

**Unit I: Soft Skills**

1. Positive Attitude
2. Body Language
3. SWOT/SWOC Analysis
4. Emotional Intelligence
5. Netiquette

**Unit II: Paragraph Writing**

1. Paragraph Structure

2. Development of Ideas

**Unit III: Paraphrasing and Summarizing**

1. Elements of Effective Paraphrasing

2. Techniques for Paraphrasing

3. What Makes a Good Summary?

4. Stages of Summarizing

**Unit IV: Letter Writing**

1. Letter Writing (Formal and Informal)

2. E-correspondence

**Unit V:**

1. Resume and CV
2. Cover Letter

**Foundation Course - 8**

**Analytical Skills**

(Common for All UG Programs) (Total 30 Hrs)

**Unit-I : Data Analysis**

The data given in a Table, Graph, Bar Diagram, Pie Chart, Venn diagram or a passage is to be analyzed and the questions pertaining to the data are to be answered.

**Unit-II: Sequence and Series**

Analogies of numbers and alphabets completion of blank spaces following the pattern in A:b::C: d relationship odd thing out; Missing number in a sequence or a series.

**Unit-III: Arithmetic ability**

Algebraic operations BODMAS, Fractions, Divisibility rules, LCM & GCD (HCF). **Date, Time and Arrangement Problems:** Calendar Problems, Clock Problems, Blood Relationship.

**Unit-IV: Quantitative aptitude**

Averages, Ration and proportion, Problems on ages, Time-distance – speed.

**Unit-V: Business computations**

Percentages, Profit &loss, Partnership, simple compound interest.

**References:**

1. R S Agrawal, Quantitative Aptitude for Competitive Examination, S.Chand publications.
2. R V Praveen, Quantitative Aptitude and Reasoning, PHI publishers.
3. Pratogitaprakasan, Kic X, Quantitative Aptitude: Numerical Ability (Fully Solved) Objective Questions, Kiran Prakasan publishers
4. Abhijit Guha, Quantitative Aptitude for Competitive Examination, TMG Hill publications.
5. Old question Paper of the Exams conducted by (Wipro, TCS, Infosys, etc.) at their recruitment process, source-Internet.

Note: The teachers/students are expected to teach /learn the contents by not converting them to the problems of algebra at the maximum possible extent, but to use analytical thinking to solve the exercises related to those topics. This is the main aim of the course.

**Foundation Course-9**

**Entrepreneurship Education**

(Common for All UG Programs) (Total 30 Hrs)

**Unit-I: Entrepreneurship**

Entrepreneur characteristics – Classification of Entrepreneurships – Incorporation of Business – Forms of Business organizations –Role of Entrepreneurship in economic development –Start-ups.

**Unit-II: Idea Generation and Opportunity Assessment**

Ideas in Entrepreneurships – Sources of New Ideas – Techniques for generating ideas – Opportunity Recognition – Steps in tapping opportunities.

**Unit-III: Project Formulation and Appraisal**

Preparation of Project Report –Content; Guidelines for Report preparation – Project Appraisal techniques –economic – Steps Analysis; Financial Analysis; Market Analysis; Technical Feasibility.

**Unit-iv: Institutions Supporting Small Business Enterprises**

Central level Institutions: NABARD; SIDBI, NIC, KVIC; SIDIO; NSIC Ltd; etc. – state level Institutions –DICs- SFC- SSIDC- Other financial assistance.

**Unit-V: Government Policy and Taxation Benefits**

Government Policy for SSIs- tax Incentives and Concessions –Non-tax Concessions –Rehabilitation and Investment Allowances.

**References:**

1. Arya Kumar, Entrepreneurship, Pearson, Delhi, 2012.

2. Poornima M.CH., Entrepreneurship Development–Small Business Enterprises, Pearson, 2009

3. Michael H. Morris, et. al., Entrepreneurship and Innovation, Cengage Learning, New Delhi, 2011

4. KanishkaBedi, Management and Entrepreneurship, Oxford University Press, Delhi, 2009

5. Anil Kumar, S., et.al., Entrepreneurship Development, New Age Publishers, New Delhi, 2011

6. Khanka, SS, Entrepreneurship Development, S. Chand, New Delhi.

7. Peter F. Drucker, Innovation and Entrepreneurship.

8. A.Sahay, M. S. Chikara, New Vistas of Entrepreneurship: Challenges and Opportunities.

**Foundation Course-10**

**Leadership Education**

Common for All UG Programs) (Total 30 Hrs)

1. Organisation – Management – Leadership –Meaning and Significance – Different theories – Trait Theory, Blake & Mountan Theory – Other functions of Management.
2. Behavioral Concepts – Individual Behaviour – Perception – Learning – Attitude Formation and Change – Motivation – Theories of Motivation – Personality Development.
3. Interpersonal Behaviour – Communication – Leadership – Influencing Relations Transactional Analysis.
4. Group Dynamics – Roles – Morale – Conflict – Groups – Inter-Group Behaviour – Inter-Group Collaboration and Conflict Management.
5. Team Building and Management – Developing team resources – Designing team – Participation and Repercussion – Team building activities.

**References:**

1. Fred Luthans, “Organizational Behaviour”, Tata McGraw Hill Publishing Co., New Delhi.
2. Robins, Stephen P, “Organizational Behaviour”, Prentice Hall of India, New Delhi.
3. Koontz and O “Donnell”, Essentials of Management, TMH Publishing Co., New Delhi.
4. Keith Davis, “Human Behaviour at Work”, Tata McGraw Hill Publishing Co., New Delhi.
5. Aswathappa,”Orgnizational Behaviour”, Himalaya Publishing House, Mumbai
6. Stoner Freeman, “Management”, Prentice Hall of India, New Delhi.