



CITY LAW COLLEGE

(Approved By Bar Council of India & Affiliated to University of Lucknow)

Street- Sector 9, Jankipuram Extension, Lucknow (U.P.)- 226021

Contact No. : 8177001081

Email : citylawcollegeelko@gmail.com

ADD ON COURSES FOR ACADEMIC YEAR 2022-23

COURSE CODE	S.No	Add on /Certificate programs offered	Year of Introduction	No. of Contact Hrs	No. of Seats
CLCAC-17	1	BASICS OF ENTREPRENEURSHIP	2022	30	50
CLCAC-18	2	BASICS OF PYTHON	2022	30	50
CLCAC-19	3	BASICS OF ENGLISH LANGUAGE PROFICIENCY	2023	30	50
CLCAC-20	4	INDUSTRY ORIENTED PROGRAMME WITH THE COLLABORATION OF STAR HEALTH	2023	30	50
CLCAC-13	5	ENVIRONMENTAL STUDIES	2021	30	50
CLCAC-14	6	YOGA STUDIES	2021	30	50
CLCAC-15	7	NUTRITION & HYGIENE	2022	30	50
CLCAC-16	8	INDUSTRY ORIENTED PROGRAMME WITH THE COLLABORATION OF BAJAJ ALLIANZ	2022	30	50
CLCAC-09	9	PERSONALITY DEVELOPMENT	2020	30	50
CLCAC-10	10	FIRST AID	2020	30	50
CLCAC-11	11	KNOW YOUR INDIA	2021	30	50
CLCAC-12	12	BASICS OF MATHEMATICS FOR COMPETITIVE EXAMS	2021	30	50
CLCAC-05	13	KNOW YOUR UTTAR PRADESH IN CONJUNCTION WITH LOCAL LAWS	2019	30	50
CLCAC-06	14	INDIAN ECONOMY	2019	30	50
CLCAC-07	15	UNDERSTANDING HUMAN RIGHTS	2020	30	50
CLCAC-08	16	CERTIFICATE IN ADVANCE COMPUTING	2020	30	50
CLCAC-01	17	HUMAN VALUES AND VALUE EDUCATION	2018	30	50
CLCAC-02	18	BASICS OF HINDI LANGUAGE FOR COMPETITIVE EXAMS	2018	30	50
CLCAC-03	19	CREATIVE WRITING	2019	30	50
CLCAC-04	20	BASICS OF COMPUTER, INTERNET AND CYBER SECURITY	2019	30	50



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Syllabus of BASICS OF ENTREPRENEURSHIP (CLCAC-17)

Unit-1: Entrepreneur and Entrepreneurship

Meaning, definition: Entrepreneur, Entrepreneurship. Types of Entrepreneurs-Social entrepreneur, Serial Entrepreneur, Life style entrepreneur.

Types of Entrepreneurship-creative entrepreneurship, inclusive entrepreneurship, knowledge entrepreneurship.

Entrepreneurial Characteristics: Inspiration, Creativity, Direct action, Courage and fortitude.

Characteristics of Entrepreneur: innovate, introduces new technologies, catalyst, creative, generating opportunity for profit or reward.

Entrepreneurship development in India, Scope of Entrepreneur development. Concept of Value Creation.

Unit-2: Entrepreneurship Development and Entrepreneurial Marketing

Need for an entrepreneur in today's age

How to make family business more effective?

Key issues of social entrepreneurship

Entrepreneurship Development Programme (EDP) in India

MSME sector and its major challenges

Institutional support to small entrepreneurs

Importance of Marketing for an entrepreneur and different aspects of entrepreneurial marketing.

UNIT-3: Entrepreneurship and family-owned business and Business Plans

Role, Concept, structure and kinds of family firms; Culture and evolution of family firm.

Managing Business, family and stakeholders relationships; Conflict and conflict resolution in family firms.

Concept, features and purpose of a Business Plan, Rationale for developing a Business plan.

Types of Business plan, structure and contents of a typical business plan, Reasons of Business plan failure.



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UNIT-4 Human Resource Management as an Entrepreneurial Tool

Managing Human Resources in Entrepreneurial Firms.

Conceptual Linkage of HRM practices and Entrepreneurship: Importance of HRP practices for entrepreneurs

Deriving competitive advantage in MSMEs through HCM (Human Capital Management) interventions.

Ethical characteristics of HCM in entrepreneurial firms.

UNIT-5 Source of Finance in Entrepreneurship

Concept of Entrepreneurial finance

Concept of Capital Structure

Sources of Capital

Concept of cost of Capital

Sources of finance for start ups

Concept of Firm valuation

Difficulties in raising entrepreneurial finance



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Syllabus of BASICS OF PYTHON (CLCAC-18)

MODULE 1:

Introduction: History of Python, Need of Python Programming, The application area of python, Installation of Python IDE(PyCharm), Execute form command line and using IDE.

Python Basics: Keyword, Data Types &Variables, Type conversion in Python, Expression, Operator, Data input and output.

MODULE 2:

Control Statement in Python: if statement, if-elif-else statement, for loop, while loop, break, continue, pass, else clause.

Sequences in Python: Array, String, list, Tuple, Set, Dictionary.

MODULE 3:

Function: Define Function, main() in python, Calling function, Passing Argument, Keyword Arguments, Default Arguments, Variable length Argument, Anonymous Functions, Fruitful function(Function Returning Values), Scope of Variable in Function, Recursion, Decorator. Module: Definition, Importing module using import statement, from statement, Creating Module, namespacing, Python Packages, Introduction to PIP, installing package by a PIP.

MODULE 4:

Object- Oriented Programming in Python: Class & Object, Methods, Constructor and Destructor, Inheritance, Overriding, Overloading, Data Hiding, Error and Exception Handling.

MODULE 5:

File Handling in Python: Read, Create/Write, Delete, and Rename, Reading and Writing CSV Files in Python. Data Analysis with Python: NumPy, SciPy, Pandas, Matplotlib. Interface Python with SQL, Introduction to MongoDB.



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Syllabus of BASICS OF ENGLISH LANGUAGE PROFICIENCY

(CLCAC-19)

UNIT 1 : Basics of English Grammar

Nouns, Pronouns, Adjectives, Articles, Verbs, Adverbs, Prepositions, Conjunction, Interjection, Identifying parts of speech, Structures: Verb patterns, Question tags, Subject – Verb agreement (concord), Pair of words (Words commonly confused and misused), Tenses, Correction of incorrect sentences, One word substitution, Words often misspelled (200 words), Forms of verbs (100 words)

UNIT 2 : Translation

Glossary of Administrative Terms (English and Hindi), Translation from Hindi into English, Paragraph of 100-150 words from outlines.

UNIT 3 : Comprehension

Unseen passages of literature, scientific data/graph based for comprehension exercises

UNIT 4 : Communication

Definition, Introduction and Process of Communication, Objectives of Communication, Notices



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Syllabus of INDUSTRY ORIENTED PROGRAMME WITH THE COLLABORATION OF STAR HEALTH (CLCAC-20)

MODULE I - INTRODUCTION TO INSURANCE BUSINESS

Unit 1: Definition of insurance - Characteristics of insurance – Principles of contract of insurance – General Concepts of Insurance – Insurance and hedging – Types of insurance – Insurance intermediaries

Unit 2 : Life Insurance Business - Fundamental principles of life insurance – Basic features of life insurance contracts - Life insurance products – Traditional and unitlinked policies – Individual and group policies - With and without profit policies –

Types of life insurance policies – Term insurance – Whole life insurance and its variants – Endowment insurance and its variants – Annuities – Policies for children and females – Policies for handicapped lives – Pension plans – Health insurance – Claims settlement

Unit 3 : General Insurance Business - Fundamental principles of general insurance – Fire insurance – Marine insurance – Motor insurance – Personal accident insurance – Liability insurance –Miscellaneous insurance – Claims settlement

MODULE II: PRICING OF INSURANCE PRODUCTS

Unit 1 : Meaning of rate/premium, Objectives of rate making, Rate making in life insurance business – Basic methods of rate making – Net single premium – Net annual level premium – Premium concepts – Level premium – Basic premium – Office yearly premium – Premium tables – Tabular premium – Rebate – Extra premium – Rider premium – Bonus – Calculation of premium and bonus.

Unit 2: Rate making in general insurance business – Principles – Basic methods of rate making – Judgment rating – Class rating – Merit rating.

Unit 3: Insurance Regulations in India, Insurance Act, 1938 – Summary provisions of Insurance Act, 1938

Insurance Regulatory and Development Authority (IRDA) – Introduction – Purpose, Duties, Powers and functions of IRDA – Operations of IRDA – Insurance policyholders' protection under IRDA – Exposure/Prudential norms.

Summary provisions of related Acts – Consumer Protection Act and Transfer of Property Act.



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MODULE III : HEALTH INSURANCE

UNIT 1: Introduction to Health Insurance and the Health system in India, Health Financing Models and Health Financing in India, Health Insurance Products in India.

UNIT 2: Health Insurance Underwriting, Health Insurance Policy Forms and Clauses, Health Insurance Data, Pricing & Reserving, Regulatory and legal aspects of health insurance.

UNIT 3: Customer service in health insurance, Health Insurance fraud, Reinsurance



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Syllabus of ENVIRONMENTAL STUDIES (CLCAC-13)

Unit 1: Introduction to environmental studies

- Multidisciplinary nature of environmental studies
- Scope and importance; Concept of sustainability and sustainable development.

Unit 2: Ecosystems

Definition, Structure, Types and function of ecosystem;
Energy flow in an ecosystem: food chains, food webs and ecological succession.

Unit 3: Natural Resources: Renewable and Non – renewable Resources

- Land resources, Water resources, Food resources, Energy resources

Unit 4: Biodiversity and Conservation

- Levels of biological diversity: genetic, species and ecosystem diversity; Bio-geographic zones of India; Biodiversity patterns and global biodiversity hotspots.
- India as a mega-biodiversity nation; Endangered and endemic species of India, threats to biodiversity: Habitat loss, poaching of wildlife, man-wildlife conflicts, biological invasions.
- Conservation of biodiversity: In situ and Ex situ conservation of biodiversity.

Unit 5: Environmental Pollution

- Environmental pollution: types, causes, effects and controls; Air, water, soil and noise pollution
- Nuclear hazards and human health risks
- Solid waste management: Control measures of urban and industrial waste.
- Pollution case studies

Unit 6: Environmental Policies & Practices

- Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture
- Environment Laws: Environment Protection Act; Air (Prevention & Control of Pollution) Act; Water (Prevention and control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act. International agreements: Montreal and Kyoto protocols and Convention on Biological Diversity (CBD).
- Nature reserves, tribal populations and rights, and human wildlife conflicts in Indian context.



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Syllabus of YOGA STUDIES (CLCAC-14)

MODULE 1 :

Yoga and Meditation:

- Historical aspect of yoga.
- Definition, types scopes & importance of yoga.
- Yoga relation with mental health and value education.
- Yoga relation with Physical Education and sports.
- Definition of Asana, differences between asana and physical exercise.
- Definition and classification of pranayama.
- Difference between pranayama and deep breathing.
- Practical: Asana, Suraya-Namaskar, Bhujang Asana, Naukasana, Halasana, Vajrasan, Padmasana, Shavasana, Makrasana, Dhanurasana, Tad Asana.

Pranayam: Anulom, Vilom.

MODULE 2 :

Concept of Fitness and Wellness:

- Meaning, Definition and Importance of Fitness and Wellness.
- Components of Fitness.
- Factor Affecting Fitness and Wellness.

Weight Management:

- Meaning and Definition of Obesity.
- Causes of Obesity.
- Management of Obesity.



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- Health problems due to Obesity.

Lifestyle:

- Meaning, Definition, Importance of Lifestyle.
- Factor affecting Lifestyle.
- Role of Physical activity in the maintains of Healthy Lifestyle.



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Syllabus of NUTRITION & HYGIENE (CLCAC-15)

MODULE I :

Concept of Food and Nutrition

- (a) Definition of Food, Nutrients, Nutrition, Health, balanced Diet
- (b) Types of Nutrition- Optimum Nutrition, under Nutrition, Over Nutrition
- (c) Meal planning- Concept and factors affecting Meal Planning
- (d) Food groups and functions of food

MODULE II :

Nutrients: Macro and Micro, RDA, Sources, Functions, Deficiency and excess of

- (a) Carbohydrate
- (b) Fats
- (c) Protein
- (d) Minerals
Major: Calcium, Phosphorus, Sodium, Potassium Trace: Iron, Iodine, Fluorine, Zinc
- (e) Vitamins
Water soluble vitamins: Vitamin B, C
Fat soluble vitamins: Vitamin A, D, E, K
- (f) Water
- (g) Dietary Fibre

MODULE III :

1000 days Nutrition

- (a) Concept, Requirement, Factors affecting growth of child
 - (b) Prenatal Nutrition (0 - 280 days): Additional Nutrients' Requirement and risk factors during pregnancy
- Breast / Formula Feeding (Birth – 6 months of age) Complementary and Early Diet (6 months – 2 years of age)

MODULE IV :

Community Health Concept

- (a) Causes of common diseases prevalent in the society and Nutrition requirement in the following:
 - Diabetes
 - Hypertension (High Blood Pressure)
 - Obesity
 - Constipation
 - Diarrhea
 - Typhoid
- (b) National and International Program and Policies for improving Dietary Nutrition
 - Immunity Boosting Food



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Syllabus of INDUSTRY ORIENTED PROGRAMME WITH THE COLLABORATION OF BAJAJ ALLIANZ (CLCAC-16)

Module 1 – principles of insurance, practice of life insurance, practice of general insurance, regulations of insurance business, life insurance underwriting, legal aspects of life insurance , life insurance finance, health insurance, foundation of actuarial science, fraud risk management in insurance

Module 2- general insurance underwriting, general insurance accounts preparation and regulation of investment, annual reports, audit & international financial reporting standards, fire & consequential loss insurance, marine insurance, agricultural insurance, motor insurance

Module 3 - mathematical basis of life assurance, group insurance and retirement schemes, reinsurance management, risk management, marketing and public relations, actuarial aspects of product development, finance and investment, general insurance claims,

Module 4 - deposits : banker-customer relations — know your customer (kyc) guidelines —different deposit products — services rendered by banks — mandate and power of attorney ; banker's lien — right of set off — garnishee order — income tax attachment order etc.

Module 5 - loans and advances : utility of loans and advance, type of loans — secured loans, unsecured loans, demand loan, term loan, cash credit, overdraft, student loans, auto loans, personal loans, business loans, consolidated loans.



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Syllabus of PERSONALITY DEVELOPMENT (CLCAC-09)

MODULE I : INTRODUCTION TO PERSONALITY DEVELOPMENT

The concept personality- Dimensions of theories of Freud & Erickson- personality – significant of personality development. The concept of success and failure: What is success? - Hurdles in achieving success - Overcoming hurdles - Factors responsible for success - What is failure - Causes of failure. SWOT analyses.

MODULE II : ATTITUDE & MOTIVATION

Attitude - Concept - Significance - Factors affecting attitudes - Positive attitude - Advantages -Negative attitude - Disadvantages - Ways to develop positive attitude - Difference between personalities having positive and negative attitude. Concept of motivation - Significance - Internal and external motives - Importance of self-motivation- Factors leading to de-motivation

MODULE III : SELF-ESTEEM

Term self-esteem - Symptoms - Advantages - Do's and Don'ts to develop positive self-esteem – Low self-esteem - Symptoms - Personality having low self esteem - Positive and negative self-esteem. Interpersonal Relationships – Defining the difference between aggressive, submissive and assertive behaviours – Lateral thinking.

MODULE IV : OTHER ASPECTS OF PERSONALITY DEVELOPMENT

Body language - Problem-solving - Conflict and Stress Management - Decision-making skills –Leadership and qualities of a successful leader - Character-building -Team-work - Time management -Work ethics – Good manners and etiquette.

MODULE V : EMPLOYABILITY QUOTIENT

Resume building- The art of participating in Group Discussion – Acing the Personal (HR & Technical) Interview - Frequently Asked Questions - Psychometric Analysis - Mock Interview Sessions.



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Syllabus of FIRST AID (CLCAC-10)



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MODULE 1 :

A. Basic First Aid

- Aims of first aid & First aid and the law.
- Dealing with an emergency, Resuscitation (basic CPR).
- Recovery position, Initial top to toe assessment.
- Hand washing and Hygiene
- Types and Content of a First aid Kit

B. First AID Technique

- Dressings and Bandages.
- Fast evacuation techniques (single rescuer).
- Transport techniques.

C. First aid related with respiratory system

- Basics of Respiration.
- No breathing or difficult breathing,
- Drowning, Choking, Strangulation and hanging,
- Swelling within the throat,
- Suffocation by smoke or gases and Asthma.

MODULE 2 :

A. First aid related with Heart, Blood and Circulation

- Basics of The heart and the blood circulation.
- Chest discomfort, bleeding.

B. First aid related with Wounds and Injuries

- Type of wounds, Small cuts and abrasions
- Head, Chest, Abdominal injuries
- Amputation, Crush injuries, Shock

C. First aid related with Bones, Joints Muscle related injuries

- Basics of The skeleton, Joints and Muscles.
- Fractures (injuries to bones).



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MODULE 3 :

- A. First aid related with Nervous system and Unconsciousness
 - Basics of the nervous system.
 - Unconsciousness, Stroke, Fits – convulsions – seizures, Epilepsy.
- B. First aid related with Gastrointestinal Tract
 - Basics of The gastrointestinal system.
 - Diarrhea, Food poisoning.
- C. First aid related with Poisoning
 - Poisoning by swallowing, Gases, Injection, Skin
- D. First aid related with Bites and Stings
 - Animal bites, Snake bites, Insect stings and bites

MODULE 4 :

Mental Health and Psychological First Aid

What is Mental Health First Aid?

- Mental Health Problems in the India
- The Mental Health First Aid Action Plan
- Understanding Depression and Anxiety Disorders
- Crisis First Aid for Suicidal Behavior & Depressive symptoms
- What is Non-Suicidal Self-Injury?
- Non-crisis First Aid for Depression and Anxiety
- Crisis First Aid for Panic Attacks, Traumatic events
- Understanding Disorders in Which Psychosis may Occur
- Crisis First Aid for Acute Psychosis



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Syllabus of KNOW YOUR INDIA (CLCAC-11)

Module 1 :

Space relationship of India with neighboring countries

Structure and relief

Drainage systems and watersheds

Physiographic regions

Mechanism of Indian monsoons and rainfall patterns, Tropical cyclones, and western disturbances

Floods and droughts

Climatic regions

Natural vegetation

Soil types and their distributions

Land, natural, surface and groundwater, energy, minerals, water, biotic and marine resources

Forest and wildlife resources and their conservation

Module 2 :

Infrastructure: irrigation, seeds, fertilizers, power

Cropping pattern, agricultural productivity, agricultural intensity, crop combination, land capability

Locational factors of cotton textile, jute, iron and steel, aluminum, fertilizer, paper, chemical and pharmaceutical, automobile, cottage and agro-based industries

Industrial houses and complexes, including public sector undertakings Industrial regionalization

Road, railway, waterway, airway, and pipeline networks and their complementary roles in regional development

The growing importance of ports on national and foreign trade; Trade balance Trade Policy

Export processing zones



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Syllabus of BASICS OF MATHEMATICS FOR COMPETITIVE EXAMS (CLCAC-12)

MODULE 1 :

Arithmetic:- (i) Number systems: Natural Numbers, Integers, Rational and Irrational numbers, Real numbers, Divisors of an Integer, prime Integers, L.C.M. and H.C.F. of integers and their Interrelationship. (ii) Average (iii) Ratio and proportion (iv) Percentage (v) Profit and Loss (vi) Simple and Compound Interests (vii) Work and Time (viii) Speed, Time and Distance

MODULE 2 :

Algebra :- (i) Factors of polynomials, L.C.M. and H.C.F. of polynomials and their interrelationship, Remainder theorem, simultaneous linear equations, quadratic equations. (ii) Set Theory:- Set, null set, subsets and proper subsets of a set, operations (Union, Intersections, difference, symmetric difference) between sets, venn diagram.

MODULE 3 :

Geometry:- (i) Constructions and theorems regarding triangle, rectangle, square, trapezium and circles, their perimeter and area. (ii) Volume and surface area of sphere, right circular cylinder, right circular Cone and Cube.

MODULE 4 :

Statistics:- Collection of data, Classification of data, frequency, frequency distribution, tabulation, cumulative frequency. Representation of data - Bar diagram, Pie chart, histogram, frequency polygon, cumulative frequency curves (gives), Measures of Central tendency: Arithmetic Mean, Median and Mode



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Syllabus of KNOW YOUR UTTAR PRADESH IN CONJUNCTION WITH LOCAL LAWS (CLCAC-05)

Module 1 :

History, Civilization, Culture and Ancient Cities of UP. Architecture, their significance and maintainability, museum, archive and archaeology of UP. Eminent freedom fighters and personalities of UP.

Rural, Urban and Tribal issues: social structure, festivals, fairs, music, folk dances, literature and languages/dialects, social customs of UP.

Module 2 :

Political System of UP: Governance, Governor, Chief Minister, Council of Ministers, State Assembly and State Council, Center-State Relation. Public Service, Public Service Commission, Auditing, Advocate General, High Court and its jurisdiction in UP. Special State Selection Criteria, Official Language, Consolidated Fund and Contingency fund, Political Parties and State Election Commission of UP. Local Self Government: Urban and Panchayati Raj, Public Policy, Right related issues in U P. Land Reforms and its impact in UP.

Module 3 :

Geography of UP: Geographical Location, Relief and Structure, Climate, Irrigation, Minerals, Drainage System and Vegetation. National Parks and Wildlife Sanctuaries in UP. Transport Network in UP. Power Resources, Infrastructure, and Industrial Development of UP.

Module 4 :

Overview of Economy of UP: Main features of economy and State Budgets, Infrastructure and importance of Physical Resources. Trade, Commerce, and industries of UP. UP Government Schemes, Projects, and Planned Development for welfare of People, Human Resources and Skill Development



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Syllabus of INDIAN ECONOMY (CLCAC-06)

MODULE 1 : Structure of Indian Economy

- Introduction
- National Income and Per-capita Income – Trends during Planning
- Share of Different Sectors in National Income
- Growth Rate of Different Sectors in Indian Economy
- Role of Public Sectors in Indian Economy
- Employment Contribution of Different Sectors in Indian Economy

MODULE 2 : Organic Farming in Indian economy

- Introduction, Meaning and Needs of Organic Farming
- Merits of Organic Farming
- Measurements and Market of Organic Farming
- Obstacles of Organic Farming in India

MODULE 3 : Planning in India

- Introduction, Meaning and Objectives of Planning
- Advantages and Disadvantages of Planning
- Moral of Planning (Planning Lessons)
- Twelfth Five Year Plan : Objectives and Resource Allocations
- Niti Ayog

MODULE 4 : Economic Reforms and Foreign Trades in India

- Meaning of Globalization, Privatization and Liberalization
- Effects of Globalization, Privatization, & Liberalization on Indian Economy
- The Size of Foreign Trade
- Composition of Foreign Trade
- Direction of Foreign Trade



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Syllabus of UNDERSTANDING HUMAN RIGHTS (CLCAC-07)

MODULE 1 : Evolution & Growth of Human Rights

i) Evolution of Human Rights & Duties

Inter civilization approach to Human Rights, Theoretical Prospective, Developmental Prospective, Human Rights Movements

ii) Human Rights Norms

Universal Declaration of Human Rights, Civil & Political Rights, Economic, Social & Cultural Rights, Rights against torture, discrimination & forced labour, Rights of the child.

iii) Classification of Human Rights

I generation rights, 2nd generation rights, 3rd generation rights,

iv) Human Rights norms in India

Preamble of Indian Constitution, Fundamental rights and directive principles, Right Act

Protection of Human

MODULE 2 : Special Issues relating to Violation of Human Rights and Redressal

Mechanism

i) Implementation of Human Rights norms at regional level

European Convention, American Convention, African Convention.

ii) Human Rights of vulnerable Groups

Women, Child, Migrant Workers, Refugees, Stateless persons, Disabled Persons, Older Persons, Minorities Indigenous Persons,

iii) Implementation of human rights in India

NHRC, SHRC, Role of Courts, Role of NGO's



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Syllabus of CERTIFICATE IN ADVANCE COMPUTING (CLCAC-08)

MODULE 1 : CORAL DRAW

Introduction of Corel draw, component of Corel draw, working with Tool box, import, Export, New, Open, Save, Insert object, working with property bar, working with color plate, working with Zoom, working with Shapes, Move, copy, Duplicate, cloning, Resizing and the object, Drawing grids, working with Group, Ungroup and Arrange order, Setting the page setup, page background, adding, deleting and go to page and guide lines, Fills the multiple color and outline color, Formatting Text and paragraph, Using the transform Tools, Fitting text to a path, Using the envelopes, blends, Adding, Perspective, Symbols.

MODULE 2 : PHOTOSHOP

Introduction of Photoshop, Component of Photoshop, working with Tool box, import a file, New, Open, Save, working with property bar, working with Color and Layers, Page setup, Image size, resolution, working with selection Tools, Path, Type and Shapes Tools, working with menu and file, working with selection menu, Cutting, Copying, Cropping resizing, Canvas and Rotating a image, working with color models, working with color and image Adjustment, working with paintbrushes, Eraser and Pencil, working with foreground and background color, Water color, Oil painting, Layer palette, Formatting Character and paragraph, Creating Drop shadows, background, Bevel and Emboss effects, Lighting effects.

MODULE 3 : Introduction to 'C' Language

What is 'C' Language? Development Of 'C', Where 'C' Stands, Getting Started with 'C', History of 'C', What is Programming, What is Program, Writing Program, Types of Programming Language- Low Level& High Level, Programming Languages of Development, Interpreter, Compiler, Program of Execution

MODULE 4 : Electronic Mail

Email Networks and Servers, Email protocols -SMTP, POP3, IMAp4, MIME6, Structure Of an Email – Email Address, Email Header, Body and Attachments, Email Clients: Netscape mail Clients, Outlook Express, Web based E-mail. Email encryption- Address Book, Signature File

MODULE 5: HTML PROGRAMMING BASIC

HTML page structure, HTML Text, HTML links, HTML document tables, HTML FramesHTML Images, multimedia

MODULE 6 : Internet Security Management Concepts

Overview of Internet Security, Firewalls, Internet Security, Management Concepts and Information Privacy and Copyright Issues, basics of asymmetric cryptosystems



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Syllabus of HUMAN VALUES AND VALUE EDUCATION (CLCAC-01)

MODULE I:

Introduction to Value education- Definition, Concept and significance of Value Education, Value system, The role of culture and civilization-Holistic living, Balancing the outer and inner Body, Mind and Intellectual level, Duties and responsibilities.

MODULE II:

Salient values for life- Truth, commitment, honesty and integrity, forgiveness and love, empathy and ability to sacrifice, care, MODULEy , and inclusiveness, Self-esteem and self confidence, punctuality, Time, task and resource management, Problem solving and decision making skills, Interpersonal and Intra personal relationship, Team work, Positive and creative thinking.

MODULE III:

Human Rights – Universal Declaration of Human Rights – Human Rights violations, National Integration, Peace and non-violence, Dr. A.P.J. Abdul Kalam's ten points for enlightened citizenship, Social Values and Welfare of the citizen – The role of media in value building, Gender Issues.

MODULE IV:

Environment and Ecological balance – Interdependence of all beings – living and nonliving. Interaction of Mankind and Nature, Environment conservation and enrichment.

MODULE V:

Social Evils – Corruption, Cybercrime, Terrorism, Alcoholism, Drug addiction, Dowry, Domestic violence, Untouchability, Female Foeticide, Atrocities against women



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Syllabus of BASICS OF HINDI LANGUAGE FOR COMPETITIVE EXAMS

(CLCAC-02)

MODULE 1

- (1) हिन्दी वर्णमाला, विराम चिह्न
- (2) शब्द रचना, वाक्य रचना, अर्थ
- (3) शब्द-रूप
- (4) संधि,
- (5) समास
- (6) क्रियाएँ
- (7) अनेकार्थी शब्द
- (8) कारक
- (9) तत्सम एवं तद्द्रव, देशज, विदेशी (शब्द भंडार)
- (10) उत्तर प्रदेश की मुख्य बोलियाँ

MODULE 2

- 1) दिये हुए गद्य खंड का अवबोध एवं प्रश्नोत्तर।
- (2) संक्षेपण।
- (3) सरकारी एवं अर्धसरकारी पत्र लेखन, तार लेखन, कार्यालय आदेश, अधिसूचना, परिपत्र।
- (4) शब्द ज्ञान एवं प्रयोग
 - (अ) उपसर्ग एवं प्रत्यय,
 - (ब) विलोम शब्द
 - (स) पर्यायवाची शब्द
 - (द) वाक्यांश के लिये एक शब्द
- (5) वर्तनी एवं वाक्य शुद्धि
- (6) लोकोक्तियाँ एवं मुहावरे।



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MODULE 3

(हिन्दी भाषा और नागरी लिपि का इतिहास)

1. अपभ्रंश, अवहट्ट और प्रारंभिक हिन्दी का व्याकरणिक तथा अनुप्रयुक्त स्वरूप।
2. मध्यकाल में ब्रज और अवधी का साहित्यिक भाषा के रूप में विकास।
3. सिद्ध एवं नाथ साहित्य, खुसरो, संत साहित्य, रहीम आदि कवियों और दक्खिनी हिन्दी में खड़ी बोली का प्रारंभिक स्वरूप।
4. उन्नीसवीं शताब्दी में खड़ी बोली और नागरी लिपि का विकास।
5. हिन्दी भाषा और नागरी लिपि का मानकीकरण।
6. स्वतंत्रता आन्दोलन के दौरान राष्ट्र भाषा के रूप में हिन्दी का विकास।
7. भारतीय संघ की राजभाषा के रूप में हिन्दी का विकास।
8. हिन्दी भाषा का वैज्ञानिक और तकनीकी विकास।
9. हिन्दी की प्रमुख बोलियाँ और उनका परस्पर संबंध।
10. नागरी लिपि की प्रमुख विशेषताएँ और उसके सुधार के प्रयास तथा मानक हिन्दी का स्वरूप।

मानक हिन्दी की व्याकरणिक संरचना।



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Syllabus of CREATIVE WRITING (CLCAC-03)

MODULE I: Fundamentals of Creative Writing:

(06 Lectures)

- Meaning and Significance of Creative Writing
- Genres of Creative Writing: poetry, fiction, non-fiction, drama and other forms
- Research for Creative Writing

MODULE II: Elements of Creative Writing:

(08 Lectures)

- Plot, Setting, Character, Dialogue, Point of View
- Literary Devices and Figurative Language
- Elements of Style
- Grammar and the Structure of Language
- Proof Reading and Editing

MODULE III: Traditional Forms of Creative Writing:

(08 Lectures)

- Fiction: short story, novella and novel
- Poetry
- Drama
- Essay
- Fable
- Biography, Memoire and Autobiography
- Travelogues, Diaries, Self-Narrative Writing

MODULE IV: New Trends in Creative Writing

(08 Lectures)

- Web Content Writing and Blog Writing
- Script Writing
- Journalistic Writing
- Copywriting
- Graphic Novel
- Flash Fiction



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Syllabus of **BASICS OF COMPUTER, INTERNET AND CYBER SECURITY**

(CLCAC-04)

MODULE 1 : Introduction to Computers

History of computers, Characteristics Of Computer System, Basic Applications of Computer, Components of Computer System, Central Processing MODULE, Keyboard, mouse and VDU, Other Input devices, Other Output devices, Computer Memory, Concept of Hardware and Software, Hardware, Software, Application Software, Systems software, Programming Languages, Block diagram of Digital Computer, Classification of Computers, Memory System, Primary, storage, Auxiliary memory, Cache memory, Computer Software (System/Application Software),

MODULE 2 : MS Word

The word screen, Getting to word documents, typing and Revising text, Finding and Replacing, Editing and Proofing tools, Formatting text characters, Formatting Paragraph, Document templates., Page set up, tables, Mail Merge, Macros, protecting documents, printing a document.

MODULE 3 : MS-Excel

Introduction, Worksheet basics, Creating worksheet, Heading information, Data & Text, Date & Time, Alphanumeric values, Saving & quitting worksheet, Opening and moving around in an existing worksheet, Toolbars and Menus, Excel shortcut and function keys, Working with single and multiple workbook, Working with formulae & cell referencing, Auto sum, coping formulae, Absolute & relative addressing, Worksheet with ranges, Formatting of worksheet, Previewing & Printing worksheet, Graphs and charts, Database, Creating and using macros, Multiple worksheets- concepts Introduction of Open Source Applications: LibreOffice, OpenOffice and Google Docs etc.

MODULE 4 : MS-Power Point

Using PowerPoint, Opening A PowerPoint Presentation, Saving A Presentation, Creation of Presentation, Creating a Presentation Using a Template, Creating a Blank Presentation, Entering and Editing Text, Inserting And Deleting Slides in a Presentation, Preparation of Slides, Inserting Word Table or An Excel Worksheet, Adding Clip Art Pictures, Inserting Other Objects, Resizing and Scaling an Object, Providing Aesthetics, Enhancing Text Presentation, Working with Color and Line Style, Adding Movie and Sound, Adding Headers and Footers, Presentation of Slides, Viewing A Presentation,



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Choosing a Set Up for Presentation, Printing Slides And Handouts, Slide Show, Running a Slide Show, Transition and Slide Timings, Automating a Slide Show.

MODULE 5 : Web Surfing

An Overview: working of Internet, Browsing the Internet, E-Mail, Components of E-Mail, Address Book, Troubleshooting in E-Mail, Browsers: Netscape Navigator, Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, Tor, Search Engines like Google, DuckDuckGo etc, Visiting web sites: Downloading.

MODULE 6 : Cyber Security

Introduction to Information System, Type of information system, CIA model of Information Characteristics, Introduction to Information Security, Need of Information Security, Cyber Security, phishing, spamming, fake news, general issues related to cyber security, Business need, Ethical and Professional issues of security.