

**PART IV (2) – SKILL BASED SUBJECTS (SBS)**

**GROUP I – SET I**

**II YEAR – III SEMESTER**

**COURSE CODE: 7SBS3A1**

**COURSE I – COMPETITIVE EXAMINATION SKILLS**

**Objectives:**

- To build a sense of awareness among students through proper guidance about various competitive examinations in order to motivate students for prospective career in government and corporate sector.
- To intensively guide students for competitive examinations like TNPSC, UPSC, SSC, RRB, IBPS etc.

**Unit I**

Public Service Commission: Tamil Nadu Public Service Commission (TNPSC) and its role - History of TNPSC - Constitutional Provisions on the Formation, Functions, and Powers of Public Service Commissions for the Union and for the States - TNPSC and its rules of Procedure.

Eligibility and examination pattern: TNPSC - Union Public Service Commission (UPSC) - Staff Selection Commission (SSC) - Railway Recruitment Board (RRB) – Institute of Banking Personnel Selection (IBPS).

**Unit II**

Intelligence, creativity & application, testing & assessment - Types, verbal abilities & fluency

**Unit III**

Numerical ability:

Numbers, simplification, time and work, percentage, fraction, speed and distance, simple and compound interest, ratio and proportion

**Unit IV**

Spatial and perceptual abilities, situation reaction test

**Unit V**

Memory and inductive reasoning, Logical reasoning, Coding and Decoding, Direction Test, Syllogism

**Books for Reference:**

1. Ajay rai, “intelligence tests”, sterling paperbacks, published by sterling publishers pvt. Ltd., 1-10, green park extension, new delhi 110 016., 2001
2. Competition success review magazines.



## **GROUP I – SET I**

### **II YEAR – III SEMESTER COURSE CODE: 7SBS3A2**

#### **COURSE II – EXECUTIVE SKILLS**

##### **Objectives:**

- To understanding good leadership behaviors
- To prepare themselves for training after reviewing administrative matters and making introduction
- To understand qualities and strengths
- To understand housekeeping and documentation skill

##### **Unit I**

Professionalism: professional approach & behaviour – rational vs. Emotional decisions – analysis of self-competence and self confidence – qualities of an effective executive

##### **Unit II**

Corporate etiquette: dressing occasions – formal – semi formal and informal – eating habits– table manners – body language: kinesics and proximity

##### **Unit III**

Housekeeping skills: cleanliness at work place – organizing the work table and shelves – spatial utility and energy saving habits – office files and personal computer / laptop management

##### **Unit IV**

Front office skills: reception and greeting – telephone manners – effective visitor appointments management – preparation to attend office meetings – preparation to hold office meetings

##### **Unit V**

Documentation: objectives, report writing, how to write minutes, preparation methods, and report for media?

##### **Books for Reference:**

1. Naveen kumar, sudan a. S; managerial skill development, first edition (2004), anmol publications
2. Lesikar & flatley, basic business communication, new delhi: tata mcgraw hill
3. [www.executiveworld.com](http://www.executiveworld.com)
4. [www.selfconfidence.co.uk](http://www.selfconfidence.co.uk)
5. [www.senselang.com](http://www.senselang.com)



## **GROUP I – SET I**

### **II YEAR – III SEMESTER COURSE CODE: 7SBS3A3**

### **COURSE III – DISASTER MANAGEMENT**

#### **Objectives:**

- To provide students an exposure to disaster, their significance and types.
- To ensure that students begin to understand the relationship between vulnerability, disasters, disaster prevention and risk reduction.
- To gain a preliminary understanding of approaches of disaster risk reduction (drr)
- To enhance awareness of institutional processes in the country and
- To develop rudimentary ability to respond to their surroundings with potential disaster response in areas where they live with due sensitivity.

#### **Unit-I**

##### **Introduction to disasters**

Concepts, and definitions (disaster, hazard, vulnerability, resilience, risks)

#### **Unit –II**

##### **Disasters: classification, causes, impacts**

Including social, economic, political, environmental, health, psychological, etc., Differential impacts- in terms of caste, class, gender, age, location, disability global trends in disasters urban disasters, pandemics, complex emergencies, climate change.

#### **Unit – III**

##### **Approaches to disaster risk reduction**

Disaster cycle – its analysis, phases, culture of safety, prevention, mitigation and preparedness, community based DRR, structural – non structural measures, roles and responsibilities of community, panchayati raj institutions/ urban local bodies (PRIs/ULBs), states, centre, and other stake-holders.

#### **Unit –IV**

##### **Inter-relationship between disasters and development**

Factors affecting vulnerabilities, differential impacts, impact of development projects such as dams, embankments, changes in land-use etc. Climate change adaption. Relevance of indigenous knowledge, appropriate technology and local resources.

#### **Unit –V**

##### **Disaster risk management in India**

Hazard and vulnerability profile of India

Components of disaster relief: water, food, sanitation, shelter, health, waste management

Institutional arrangements (mitigation, response and preparedness, dm act and policy, other related policies, plans, programmes and legislation).

**Books for Reference:**

1. Alexander David, Introduction in ‘ Confronting Catastrophe’, Oxford University Press, 2000
2. Andharia J. Vulnerability in Disaster Discourse, JTCDM, Tata Institute of Social Sciences Working Paper no.8, 2008
3. Blaikie, P, Cannon T. Davis Ii, Wisner B 1997. At Risk Natural Hazards, peoples’ Vulnerability and Disaster, Routledge.
4. Coppola P Damon, 2007, Introduction to International Disaster Management.
5. Carter, Nick 1991. Disaster Management: A Disaster Manager’s Handbook. Asian Development Bank, Manila Philippines.
6. Cuny, F. 1983. Development and Disasters, Oxford University Press.
7. Document on World Summit on Sustainable Development 2002.
8. Govt. of India: Disaster Management Act 2005, Government of India, New Delhi.
9. Government of India, 2009. National Disaster Management Policy,
10. Gupta Anil K, Sreeja S. Nair. 2011 Environmental Knowledge for Disaster Risk, Management, NIDM, New Delhi
11. Indian Journal of Social Work 2002. Speical Issue on Psychological Aspects of Disasters, Volume 63, Issue2, April.
12. Kapur, Anu & others, 2005: Disasters in India Studies of grim reality, Rawat Publishers, Jaipur.
13. Parasuraman S, Acharya Niru 2000. Analysis forms of vulnerability in a disaster, The Indian Journal of Social Work, vol 61, issue 4, October.
14. Pelling Mark, 2003, The Vulnerability of Cities: Natural Disaster and Social Resilience Earthscan publishers, London.
15. Reducing risk of disasters in our communities, Disaster theory, Tearfund, 2006.
16. UNISDR, Natural Disasters and Sustainable Development: Understanding the links between Development, Environment and Natural Disasters, Background paper No.5. 2002.
17. IFRC, 2005. World Disaster Report: Focus on Information in Disaster, PP.182-225.



## **GROUP I – SET II**

### **III YEAR – V SEMESTER COURSE CODE: 7SBS5A4**

#### **COURSE I – ENTREPRENEURIAL DEVELOPMENT SKILLS**

##### **Objectives:**

- To learn the concepts, principles of entrepreneurship and to develop entrepreneurial interest and qualities
- To impart the process and procedure involved in setting up of a small enterprise and to acquire the necessary managerial skills to run a small-scale industry

##### **Unit I**

##### **Concept of Entrepreneurship and basics of selection of project/business**

Qualities of an entrepreneur – Classification of industries as tiny, small, medium and large Infrastructure facilities, threats and Opportunities-Corporate Social Responsibility

##### **Unit II**

##### **Preparation of Project Proposal**

Introduction to nature of business – techniques of market survey – goal setting, funding institution, departmental licenses and clearance – production capacity – fixed capital – working capital and total investment – costing, pricing, profit assessment – return on capital investment, Break Even Point and Cash Flow

##### **Unit III**

##### **Marketing skills**

Salesmanship, credit sales, customer management, negotiation skills, business tie ups, export possibilities and policies

##### **Unit IV**

##### **Management of Men, Materials, Money, Machine and Methods (the 5Ms)**

Management of man power, problem solving, purchasing techniques, inventory management– Quality control and standards – resource mobilization – Financial planning, record keeping and accounting, knowledge of employees' welfare measures – plant selection and layout.

##### **Unit V**

##### **Industrial Management**

Technology up gradation – value addition – diversification – utilization of waste and by products – concepts of zero discharge

##### **Books for Reference:**

1. Entrepreneurial Development – S.S.Khanna, S.Chand & Co.
2. Entrepreneurial & Management of Small Business – CED, Madurai – 10.
3. Entrepreneurship Development – S.P.Saravanan, Sul



## **GROUP I – SET II**

### **III YEAR – V SEMESTER COURSE CODE: 7SBS5A5**

#### **COURSE II – HERITAGE AND TOURISM**

##### **Objectives:**

- To understand the definitions, terminology and concepts of cultural heritage and its relationships with tourism.
- To Understand heritage tourism supply by examining different categories of heritage attractions and the contexts within which heritage exists and additional perspectives on scale from the supply perspective
- To understand the role of interpretation in cultural heritage sites and the relevance of such interpretation approaches to visitors.
- Provide a framework to plan, design, and assess interpretation programs for tourists

##### **Unit I**

Tourism – Introduction – Concepts – Significance – Forms of Tourism – Effects of Tourism – Social, Economic and Environmental aspects – Human Rights

##### **Unit II**

Importance of preserving heritage – Heritage Spots in India – In Tamil Nadu – Brief history of the heritage spots – The role of heritage spots in promoting tourism – UNESCO guidelines on Heritage

##### **Unit III**

Role of Government in promoting tourism – ITDC- TTDC-Palace on wheels – Travel industry service network – Land (rail and road) Air – Water – Travel Agency – Hospitality and Accommodation

##### **Unit IV**

Travel Guide – Features – requirements – One's role as a guide – Income and Employability – Qualities and skills of a professional travel or tourist guide

##### **Unit V**

Project work – Field visit to heritage and tourism spots in Sivagangai and Ramanathapuram Districts and submission of a report (15 to 25 pages)

##### **Books for Reference:**

- |              |   |  |
|--------------|---|--|
| Bhatia, A. K | – | Tourism Development Principles and Practices,<br>(Sterling Publishers (P) Ltd., New Delhi) |
| Ananand M. M | – | Tourism and Hotel Industry in India<br>(Sterling Publishers (P) Ltd., New Delhi)           |
| Acharya Ram  | – | Tourism and Cultural Heritage<br>(Rosa Publications: Jaipur, 1986)                         |
| Jha, S.M     | – | Tourism Marketing (Himalaya Publishing House)  |



## **GROUP I – SET II**

### **III YEAR – V SEMESTER COURSE CODE: 7SBS5A6**

#### **COURSE III – MARKETING AND SALES MANAGEMENT**

##### **Objectives:**

- To acquire analytical skills for solving marketing related problems and challenges and to familiar with the strategic marketing management process
- To learn the elements of sales force to be an effective component of an organization's overall marketing strategy.

##### **Unit I**

Introduction: Evolution of Marketing – Types of Marketing: Consumer Products Marketing, Industrial Marketing and Services Marketing – Demographic and Behavioural Dimensions of Marketing – Marketing Planning

##### **Unit II**

Basics of Market Segmentation, Targeting and Positioning – Components of The Marketing Mix: Product – Price – Place – Promotion – Distribution Channels: Types – Merits and Demerits

##### **Unit III**

Marketing Vs Selling – Nature and Scope of Sales Management – Personal Selling and Salesmanship – Selling Function – Understanding Consumer's Decision Making Process – Sales Organization and Types Of Selling

##### **Unit IV**

Prospecting – Approaching The Customer – Sales Presentation – Sales Demonstration – Negotiating Buyer Concerns – Closing The Sale – Post Sales Service and Complaint Handling

##### **Unit V**

Modern Trends in Marketing and Sales: Internet Marketing – Direct Marketing – Multi Level Marketing – Relationship Marketing – Selling through Kiosks

##### **Books for Reference:**

1. Chunawalla, S. A., Sales Management, 5<sup>th</sup> Edition (2007), Himalaya Publishing House
2. Havaladar, Krishna; Sales And Distribution Management, 1<sup>st</sup> Edition (2006), Tata Mcgraw Hill
3. Perreault, Jr., William; Mccarthy, E. Jerome, Basic Marketing, 15<sup>th</sup> Edition, 2006, Tata Mcgraw Hill



## **GROUP I – SET II**

### **III YEAR – V SEMESTER COURSE CODE: 7SBS5A7**

#### **COURSE IV – URBAN PLANNING**

##### **Objectives**

- To expose the students the various aspects of urban planning.
- To provide students an exposure to development plans, plan formulation and evaluation.
- To gain a preliminary understanding of urban forms, size and infrastructure

##### **Unit I Introduction to urban planning**

Urban planning and development- definition of terms- explanation of concepts- trends of urbanization- international, national and regional level- positive and negative impacts of urban development.

##### **Unit II Planning process**

Various definitions of town and country planning - principles of planning- types and levels of urban plans- stages in planning process- goals and objectives of planning - delineation of planning areas- surveys and analysis.

##### **Unit III Development plans, plan formulation and evaluation**

Scopes and content of regional plan- definition of development plan; types of development plans: master plan, city development plan, structure plan, district plan, action area plan, subject plan, town planning scheme, regional plan, sub-regional plan; planning of industrial estates development strategies- formulation and evaluation.

##### **Unit IV Urban forms, size and infrastructure**

Obligatory and discretionary services - implication of urban form and size on services - norms and standards - national and local guidelines - recommendations of rakesh mohan committee.

##### **Unit V Essential Services**

Demand strategy, issues and tasks, operation and management aspects of each service– water supply, sewerage / drainage, solid waste management, roads and street lighting and living environment.

##### **Books for References:**

1. Karat Singh, “Rural Development, Principles, Policies And Management Stages”, Sage Publication India Pvt.Ltd, 2009
2. George Chanwick, “A System View Planning”, Pergamon Press,Oxford1978
3. Cpheeri, M/C Ua, ‘ Manual On Water Supply And Sewerage’, New Delhi, 1991
4. Dhaliwal S.S, ‘Urban Infrastructure Development In Small And Medium Towns’ Deep And Deep Publications, 2004.





## **GROUP II – SET I**

### **II YEAR – IV SEMESTER COURSE CODE: 7SBS4B1**

#### **COURSE I – ACCOUNTING SKILLS**

##### **Objectives:**

- To introduce basic Accounting principles, ethics in accounting and preparation of financial statements.
- To analyze the business problem by incorporating diverse perspective of accounting techniques and to develop competent decision skills in the areas of accounting

##### **Unit I**

Introduction to Accounting – Accounting principles – Accounting equation – Double entry system – Characteristics – Classification of Accounting principles.

##### **Unit II**

Books of Accounting – Journal – Accounting Process – Classification of Accounts – Compound Journal Entries – Important consideration for recording transaction  
Ledger: Difference between Journal & Ledger – Cashbook and Subsidiary Books – Purchase Books – Invoice, Sales Book, Return Book, Debit and Credit notes

##### **Unit III**

Trial balance: Meaning of Trial Balance, Objective and Importance of Trial Balance  
Errors: Meaning and location of Errors.

##### **Unit IV**

Financial Accounts: Meaning and typing of Financial Statements, procedure for preparing accounts – Profit and Loss Accounts – Balance Sheet – Manufacturing Account – Adjustment and treatment of adjustment.

##### **Unit V**

Introduction to Accounting Package – Introduction to Tally: Features, advantages, defining the cells, format the data, entering data, functional keys and simple calculation – Excel: features, advantages, defining the cell range, functional keys, entering the data, defining the functions and simple calculations.

##### **Text Book:**

1. M.C.Shakla, T.S.Grawal and S.C.Gupta – “Advanced Accounts” S. Chand & Company Ltd, New Delhi, Fourteenth Edition, 1999.

##### **Books for Reference:**

1. Mukesh Mahajan, P.S.Gills, V.P.Sharma and H.S.Punia, Fundamentals of Accountancy, Unistar Books Pvt. Ltd., Chandigarh, 2001.
2. Sundeep Sharma, Principles of Accounting (A Complete Hand Book), Shree Niwas Publication, Jaipur, First Edition, 2004.
3. Douglas Garbutt, Accounting Foundation (An Introductory), Pitman, Publishing Limited, London, First Edition, 1980.



## **GROUP II – SET I**

### **II YEAR – IV SEMESTER COURSE CODE: 7SBS4B2**

#### **COURSE II – EMERGENCY AND MEDICAL LAB SKILLS**

##### **Objectives:**

- To recognize the nature and seriousness of the patient's condition or extent of Injuries to assess requirements for emergency medical care
- Administer appropriate emergency medical care based on assessment findings of the patient's condition
- To Perform safely and effectively the expectations of the job

##### **Unit I**

First Aid – Fracture and Fire

First Aid – Drowning and Snake animal, rodent bites.

First Aid – Diarrhoea, Dysentery and Heat Stroke

##### **Unit II**

Traffic Rules

Road accidents: precautions, preventions & emergency steps to be taken on the spot advantages of 108 ambulance.

##### **Unit III**

Basic Clinical lab Tests

Blood, Urine, saliva, stool Tests

##### **Unit IV**

Awareness Programmes on the importance of locally available herbal plants and Vegetables.  
Skin lashes poor eye-sight anemia

##### **Unit V**

Project on Locally available native treatments for various Health Problems (Project Report 15 to 25 Pages)

##### **Books for Reference:**

1. Era.Su.Muthu and Meera Ravishankar, “First Aid”, aug-2013 published by Sura Books (PVT) Ltd., 1620, ‘J’ Block, 16<sup>th</sup> Main Road, Anna Nagar, Chennai – 600 040.
2. Dr.Rama Rao, “Handbook of First Aid”, Chennai.



## **GROUP II – SET I**

### **II YEAR – IV SEMESTER COURSE CODE: 7SBS4B3**

#### **COURSE III – YOUTH RED CROSS**

##### **Objectives:**

- To make the students to know about the birth, organizational set up, principles, emblem and activities of Red Cross society and to develop leadership traits

##### **Unit I: History and Organization of Red Cross Society:**

Henry Dunand – memories of Salbarino – Origin of Red Cross Society – Geneva Convention IRCS – Organization – objectives – Administrative structure – Organizational set up of Indian Red Cross Society

##### **Unit II: Principles of Red Cross Society, Emblem and its uses:**

Humanity – Impartiality – Neutrality – Independence – Voluntary service – Unity – Universality Aims of Emblem – Red Cross – Red Crescent – protective use – indicative use – abuse

##### **Unit III: IRCS activities and YRC:**

Mission: Indian Red Cross Society - Organizational Structure of IRCS Junior/Youth - Formation procedure at Indian Red Cross Society, National Headquarters -Types of conflicts & National Disasters – Role of Red Cross Society in relief activities Youth Red Cross Movement – origin – objectives – organization – activities

##### **Unit IV: Leadership Development:**

First war of Indian Independence – Gandhiji and Non Violence – Nethaji and INA Leadership – types and traits – Man management Duty and discipline, factors affecting duty and discipline Indian Citizenship – duties and responsibilities

##### **Unit V: Civil Defence and Self Defence:**

Civil defence – organization – aim and services – aid to civil authorities in emergency Fire fighting – types of fire, spreading of fire, fire extinguishing and equipments Self defence – unarmed combat – attacking and throws – vital parts of human body .

##### **Books for Reference:**

1. Nagendran, N.A. A guide to Youth Red Cross Society. Thiagarajar College, Madurai.



## **GROUP II – SET II**

### **III YEAR – VI SEMESTER COURSE CODE: 7SBS6B4**

#### **COURSE II – FRUIT AND VEGETABLE PRESERVATION SKILLS**

##### **Objectives:**

- To understand the science, principles and techniques involved in fruits and vegetables preservation techniques
- To impart thorough knowledge on the technical skills in various aspects of food processing and preservation

##### **Unit I**

Principles, Methods, types of Preservation.

Preservation media and mode of action of preservation. Traditional & Modern methods.

##### **Unit II**

Study of various types of equipments – care & precautions and usage.

Study of various types of containers.

##### **Unit III**

Vegetables & their product preservation Methods

Importance of personal hygiene and sanitary standards

##### **Unit IV**

Fruits & their preservation

##### **Unit V**

##### **Project:**

1. Mapping of preservation practices & centre's  
(or)
2. Preservation practices specific to fruits & Vegetables in your area  
(Project Report 15 to 25 Pages)

##### **Books for Reference:**

1. Srivastava R.P. and Kumar.S “Fruit and Vegetable Preservation: Principles”
2. Ranjit Singh “Fruits” National Book Trust.
3. Girdhari Lal Tandon et al “Preservation of Fruit and Vegetable Products”.



## **GROUP II – SET II**

### **III YEAR – VI SEMESTER COURSE CODE: 4SBS6B5**

#### **COURSE III – EQUIPMENT HANDLING SKILLS FOR EVENTS**

##### **Objectives:**

- To impart the characteristics of various types of electrical and electronic equipments used in events
- To learn about the working, handling and troubleshooting skills on various electrical and electronic gadgets

##### **Unit I**

Event that require different electrical & electronic gadgets – Positioning mikes, speakers, LCD Projectors collar mikes & screen

##### **Unit II        PA System and Audio Recording**

Components of PA System – Working principles of amplifier, mike and speaker – Wiring system trouble shooting and rectification – tape recorders and principles of operation – troubleshooting and maintenance

##### **Unit III        VCD/DVD Handling and Videography**

Operating principles of VCD and DVD – TV connection – principles of Videography – operation of video-cameras

##### **Unit IV        LCD Operations and Power-Point Presentation**

Principles of LCD – mode setting – visibility adjustments – computer incorporation – power point presentation

##### **Unit V        Photography and Image Editing**

Principles – manual and digital cameras – view setting and focus – computer interface – image editing – CD writing.

##### **Books for Reference:**

1. “Using Information Technology” Williams Sawyer, Hut Chinson Tata Mc Graw-Hill
2. “Introduction to Information System” James A.O.Bries Tata Mc Graw-Hill
3. “Digital Image Processing” Rafael C. Gonzalez Richard E Wood, Prentice Hall of India



## **GROUP II – SET II**

### **III YEAR – VI SEMESTER COURSE CODE: 7SBS6B6**

#### **COURSE IV- NATIONAL SERVICE SCHEME(NSS)**

##### **Objectives:**

- To enable the students to understand the community in which they work
- To develop among themselves a sense of social and civic responsibility
- To develop competence required for group-living and sharing of responsibilities
- To acquire leadership qualities and democratic attitude
- To develop capacity to meet emergencies and national disasters
- To practice national integration and social harmony.

##### **Unit I:**

**Introduction to NSS :**Orientation and structure of NSS - The history of NSS- Objectives-Symbol and meaning- NSS hierarchy from national to college level,

**Regular activities:** Distribution of working hours- association between issues and programs-community project- urban rural activities, association- modes of activity evaluation-concept of society- development of Indian society - Features- Division of labours and cast system in India

##### **Unit II:**

**Features of Indian constitution:** Provisions related to social integrity and development,

**Social Justice:** The concept- features - Inclusive growth- the concept- feature,

**Basic social issues in India:** Degeneration of value system, family system - Gender issues - Regional imbalance

##### **Unit III**

**Special campaigning activity :**Concept of camp: Identification of community problems-importance of group living- team building- adaption of village- planning for camp- pre, during and post campaigning activities

##### **Unit IV**

**Training and orientation of the program unit in college:** Leadership training – formation of need based programs- concept of campus to community(C To C) activities

##### **Unit V**

**Social Integration:** Meaning of value and types- human values and social responsibilities Indian Value system: Understanding of society, Physical: Physical exercise, Yoga, etc, **Cultural:** Basics of performing arts as tool for social awareness, street play, creative dance, patriotic song, Folk song and folk dance- National integration.

##### **Books for Reference:**

1. National Service Scheme Manual (Revised),Ministry of Human Resource Development of India.
2. Guidelines from Ministry of Human Resource Development of India. (Downloaded from the Website of Ministry of HRD, Govt. of India).



**GROUP II – SET II**  
**III YEAR – VI SEMESTER**  
**COURSE CODE: 7SBS6B7**  
**COURSE IV- NATIONAL CADET CORPS(NCC)**

**Objectives:**

- After going through this unit, the students would be able to gain an insight into aims and objectives of NCC.
- Explore the importance of NCC in nation building.
- Understand the concept of National Integration and its importance.

**Unit – I**

National Cadet Corps(NCC)-Introduction to NCC- Genesis –Objectives of NCC- Concept of Training in NCC- Organization of the NCC – Associate NCC officers – Cert Exam.

**Unit –II National Integration:**

National interests, Objectives, Threats and Opportunities. Religions, culture, traditions and customs of India, Importance and necessity. Freedom struggle and nationalist movement in India **Drill:**Foot drill, Arms drill, Ceremonial drill, Qualities of immediate and implicit obedience of orders.

**Unit-III Social Awareness and Community Development:**

NGO's Role and Contribution, Drug abuse and trafficking, Basics of social service and its need, Civic responsibility, Contribution of youth towards social welfare, Rural development programmes.

**Unit –IV Environmental Awareness and Conservation:**

Natural resources conservation and management, Water conservation and rain water harvesting, Hygiene and sanitation, structure and function of the human body, infectious and contagious diseases and its prevention.

**Unit –V Personality Development and Leadership:**

Introduction to personality development, self awareness, communication skills, Leadership traits, Time management.

**Books for Reference:**

1. Anonymous. 1995. Officers training manual. PRECIS, NCC, OTS, Kamptee
2. Bose, R and Faust, L. 2011. Mother Teresa, CEO, Unexpected Principles for Practical Leaders, Tata McGraw Hill Publications, New Delhi.
3. Ganapathi, R. 2003. Swami Vivekanandar, Ramakrishna Math Press, Chennai.
4. Gandhi, M.K. 1983. An Autobiography or The story of My Experiments with Truth, Navajivan Publishing House, Ahmedabad
5. Gupta, S.K. and Joshi, R. 2008. Human Resource Management, Kalyani Publishers, New Delhi.
6. Kalam, A.P.J. 1999. Wings of Fire, University Press, Hyderabad
7. Mishra, R.C. 2000. A Hand book of NCC, Kanti Prakashan, Etawah.Precis
8. Rana, B.S 2004. Maharana Pratap, Diamond Books (P) Ltd., New Delhi. Rana, B.S. 2004. Chatrapati Shivaji, Diamond Books (P) Ltd., New Delhi

