

NALBARI COMMERCE COLLEGE

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(Affiliated to Gauhati University)



ADD-ON COURSE SYLLABUS

NALBARI COMMERCE COLLEGE
ADD-ON COURSES

Sl. No.	Name of the Course	Syllabus Prepared by
1	Certificate in Entrepreneurship Development	Bibhuti Bhusan Das
2	Certificate in Salesmanship	Bibhuti Bhusan Das Pranab Jyoti Sarma
3	Start-up Ecosystem	Bibhuti Bhusan Das (H.O.D.) Dr. Kabin Sarma Mercy Engtipi
4	Certificate in Taxation	Dr. Nupur Kalita (HOD), Bhagyashree Das, Assistant
5	Tally	Dr. Nupur Kalita (HOD) Dr. Rimakhi Borah,
6	Certificate in E-Filling	Dr. Rimakhi Borah, Dr. Nupur Kalita (HOD)
7	Fundamentals of Fintech	Dr. Uddipana Gogoi Dr. Rajat Bhattacharjee
8	Certificate in share and stock trading	Tapash Chakraborty
9	Certificate in Insurance	Dr. Uddipana Gogoi
10	Certificate Course in Sustainable Rural Development	Priyanka Swargiary Smita Choudhury
11	Certificate in Yoga and Yogic Practice	Dr. Manoj Kumar Kalita
12	Certificate in Fundamentals of Journalism	Dr. Manoj Kumar Kalita
13	Certificate in Soft Skill Development	Dr. Manoj Kumar Kalita

Preamble- In a dynamic society, new areas are developed continuously. To keep the students updated and to match the present requirements in various fields add-on courses are developed apart from their regular course curriculum. All the departments of Nalbari Commerce College develop their courses relevant to their subject matter so that the needs and aspirations of students can be catered.

These courses help the learners to develop a business mindset by improving their creative thinking.

Objectives— Nalbari Commerce College develops add-on courses as a part of practice to develop student's skills and knowledge base regularly to develop their employability after graduation or post-graduation. The basic objectives of add-on courses are as follows-

- i) To improve their employability in diverse fields.
- ii) To improve the interdisciplinary knowledge base.
- iii) To inculcate an entrepreneurial mindset among students.
- iv) To cultivate holistic development among students in today's stressful lifestyle.

Target Group- Both UG and PG students of Nalbari Commerce College are considered for Add-on courses. Comprising of all the streams namely B.A., B.Voc., B.Com. and M.Com. students are enrolled in these courses.

Course structure- Add-on courses are developed with the duration of three months for certificate courses and six months for diploma courses. While designing the course structure, departments have the right to make changes in the course structure as well as evaluation pattern for the benefit of the students' subjects to the approval of Add on course committee

Examination, Evaluation and grading- Examinations are conducted after the completion of the courses and in-house evaluation is carried out by the respective teachers. Students need to score a minimum of 30/40% marks to get the course completed certificate. Grades are awarded based on their performance as follows.

Score Range	Grade
Above 85%	A
71% to 84%	B
56% to 70%	C
40% to 55%	D
Below 40%	F

Certificate- After successfully completing the course, students are awarded a certificate issued by the authorized signatory. The principal of the college, Add-on Course Convener and Department Heads will be the authorized signatory.

Syllabus

Certificate in Entrepreneurship Development

Credit-1
Marks 25
Classes 11

Overview: The main aim of this short-term course is to enhance entrepreneurial skills among Commerce students and to augment necessary knowledge about entrepreneurship.

Unit No. I – Entrepreneur:

Meaning and definition of entrepreneur, Characteristics, Functions of entrepreneur, Qualities of entrepreneur, .

Lectures-4

Unit No. II – Types of Entrepreneurs

Types of entrepreneurs, technical entrepreneur, Agricultural entrepreneur, corporate entrepreneur, intrapreneur etc.

Lectures-4

Unit III – Recent Trends in Entrepreneurship

Recent trends- Start-up, Stand-up, Skill India, Make in India, case studies.

Lectures-3

Further Reading:

1. Mohanty, S.K., Fundamentals of Entrepreneurship, PHI Learning.
2. Rao, P., Entrepreneurship and Economic Development, Kanishka Publications, New Delhi.
3. Sharma, S., Entrepreneurship Development, VK Global Publications

Certificate in Salesmanship

Credit-1
Marks 25
Classes 11

Overview—The main objective of teaching Salesmanship is to provide the students with fundamental knowledge regarding the operation of sales management.

Contents:

Unit I- Introduction to Salesmanship

Meaning, scope, skills, and qualities required in salesmanship, Sales budget, Personal selling, Importance of Personality, and Product knowledge.

4 Lectures

Unit II – Functions of Sales Management

Sales personnel planning, recruitment, selection, training, compensating sales personnel, and salesman performance evaluation.

5 Lectures

Unit III- Sales Territories and Quotas

Allocation of territory, fixation of quota, sales conference.

2 Lectures

Further Reading:

- 1. C.N. Sontaki, Marketing Management, Kalyani Publishers**
- 2. Neeru Kapoor, Principle of Marketing, PHI learning**

Start-up Ecosystem

Credit-1
Marks 25
Classes 11

Objectives- The objective of this course is to introduce the learner to the start-up ecosystem as an option for developing a career. This course will also help the learners to develop a business mindset by improving creative thinking.

Course overview:

This course provides an introduction to the basic concepts, strategies, and tools necessary for starting and nurturing a successful start-up. It includes various aspects of the startup ecosystem, including idea generation, business planning, financial requirements, and government initiatives for startups.

Contents:

Unit I- Introduction to Startups

8 Lectures

The basic concept of start-up, Motivating factors in start-up businesses, Exploring different types of startup opportunities, Idea identification, and assessment,

Unit II –Support system for startups

8

Lectures

Start-up initiatives by the Government, financing options for startups, management systems for start-ups, and marketing strategy for start-ups.

Unit III- Pitching and Case Studies

6

Lectures

Pitching and presentation of ideas for fundraising, and successful startups in India (case studies) - Zerodha, Udaan, Zoho, Paytm, etc,

Further Reading:

1. Kakkal & Kamble, ., Fundamentals of Start-ups, Manan Prakashan
2. Lalchandani & Jashnani, Business Startup Skills, Himalaya Publishing

Fundamentals of Fintech

Credit-1
Marks 25
Classes 11

Course Overview: The course aims to impart the knowledge of financial technology, the basic concepts the technological innovations and regulatory framework of fintech.

Unit 1: Introduction to Fintech

Fintech – meaning, characteristics, historical background of fintech, types of fintech; FinTech for Entrepreneurs, Investors, Consumers; FinTech and the Transformation in Financial Services.

Lecture 3

Unit 2: Technological innovations & Regulatory Controls

Fintech Innovations - Mobile and web-based payment applications, Digital Currency, Distributed Ledger, Blockchain, Crowd Funding, Peer to Peer Leding, Smart Contracts, E-Aggregators, Cloud computing, Robo Advice, E-Trading, Big Data; Government initiatives and RBI measures.

Lecture 4

Unit 3: Fintech in India

Opportunities and challenges, Case studies on Airtel Payments Banks, ATOM, BHIM, BillDesk, Pay U, Zeta, PhonePe.

Lecture 2

Further Readings:

1. Basics of Fintech, Remya Anikumar and Dr. Shraddha Mayuresh Bhome. Sheth Publication Pvt. Ltd.
2. Introduction to Fintech (Financial Technology), Dr. Nisha Sharma, Dr. Vishal Dattna, Dr. Srihani Rajesh Rao.

Certificate in Insurance

Credit-1
Marks 25
Classes 11

Overview: The course aims to introduce fundamental concepts of the insurance, equipping students with basic knowledge and understanding of insurance.

Unit 1: Concept of Risk

Concept of risk- Meaning of risk, types of risk, sources and measurement of risk.

Lecture 3

Unit 2: Concept of Insurance

Meaning of insurance, principles of insurance, need for insurance, characteristics of insurance, reinsurance, coinsurance, and double insurance.

Lecture 3

Unit 3: Types of Insurance

Life insurance- meaning and characteristics, General insurance-meaning and characteristics, Health insurance-meaning and characteristics, marine insurance-meaning and characteristics, crop insurance-meaning and characteristics.

Lecture 5

Certificate in Share and Stock Trading

Credit-1
Marks 25
Classes 11

Overview: The course aims to introduce fundamental concepts of the stock market and stock trading, equipping students with basic knowledge and practical skills for navigating stock exchanges and understanding investment principles.

Unit 1: Fundamentals of Stock Markets

Overview of financial markets and stock exchanges, Role of stock markets in the economy and importance of investments; Key Concepts in Stock Trading - Stocks, shares, and dividends, IPO, market capitalization, index; Introduction to SEBI and regulatory bodies, Basics of investor rights and protections.

Lecture 3

Unit 2: Basic Stock Analysis

Fundamental Analysis Basics - Interpreting company performance and financial health; Key financial metrics: P/E ratio, EPS; Introduction to Technical Analysis - Basics of reading stock charts; Common indicators: Moving Averages, RSI.

Lecture 4

Unit 3: Practical Trading Skills

Basics of account setup and order types, Simulated Trading and Practice - Practice sessions with simulated stock trading environments, Hands-on practice for buy, sell, and stop-loss orders; Risk Management Fundamentals - Basics of risk assessment and management strategies, Introduction to stop-loss and limit orders.

Further Readings

1. Investing in Stock Markets, Prof. Vanita Tripathi, Neeti Panwar, Taxman's.
2. Navigating the Stock Market, Arshad Khan.

Certificate in Tally

Credit-1
Marks 25
Classes 11

Overview: This short-term course objective is to provide the learner with practical knowledge on how to manage accounting and financial processes effectively. This course is developed to impart knowledge regarding the electronic accounting process.

Module 1: Basics of Accounting (No. of class: 5) (5 marks)

Golden Rules of Accounting, Types of Accounting, Double-entry system, Preparation of Journal, Ledger and Trial Balance, Brief Introduction of Trading and Profit and Loss Account and Balance Sheet.

Module 2: Fundamentals of Tally ERP 9 (No. of class: 7) (10 marks)

Introduction of Tally ERP 9, Company Features, Configuration, Getting functions with Tally ERP 9: Creating/ Setting up of company, deleting a company in Tally, Creation of ledger and groups.

Module 3: Inventory and Voucher in Tally ERP 9 (No. of class: 10) (10 marks)

Concepts related to stock groups, stock items, stock categories, units of measure, creating inventory in Tally ERP, accounting vouchers in Tally, Preparation of Reports

Further Reading:

1. Official Guide To Financial Accounting Using TALLY.ERP 9, 3rd Revised And Updated Edition Book.
2. Implementing Tally ERP 9 Book, Asok k Nadhani.
3. Tally Erp9 Power Of Simplicity Book, Shraddha Singh Navneet Mehra

Certificate in Taxation

Credit-1
Marks 25
Classes 11

Course overview:

The main aim of this short-term course is to introduce learners to basics of taxation. It will equip students with basics of Income Tax Act 1961 and GST Act

Unit 1 Direct Tax-Introduction

Part A -Basic concepts: Income, Person, Assessee, Assessment year, Previous year, Gross total Income, Total Income, Meaning of Direct Tax.

Part B- Residential status, Basic concept of different heads of Income, Exempted income under section 10.

Unit 2 Introduction to GST

Part A- Meaning of Indirect Tax, Taxes subsumed by GST, History of GST, GST- meaning, Commodities kept outside the scope of GST.

Part B-Dual GST Model, Features of GST, GSTN- features, Types of GST, Concept of e-way bill, Reverse charge mechanism.

Further Reading:

1. Singhanian, Vinod K. and Monica Singhanian. *Students' Guide to Income Tax, University Edition*. Taxmann Publications Pvt. Ltd., New Delhi.
2. Ahuja, Girish and Ravi Gupta. *Systematic Approach to Income Tax*. Bharat Law House, Delhi
3. Balachandran V. *Indirect Taxation Goods and service Tax and Custom Law*. Sultan Chand & Sons, New Delhi

Certificate in E-Filing

Credit-1
Marks 25
Classes 11

Overview: This course objective is to employ skill to the students on how to deal with Income Tax, E-Filing in India, e-filing of returns, TDS. The course imparts basic practical knowledge on IT return filling on individual basis.

Module 1: Conceptual Framework of E-Filing (No. of class: 8) (9 marks)

Meaning of E-Filing, Introduction to Income Tax- basic terminology, types of assessee, income taxable under different heads, introduction for filling forms: ITR-1, ITR-2, ITR-3, ITR-4, ITR-5, ITR-6. E-filing process and relevant notifications, how to register PAN, TAN online or manual.

Module 2: E-filing of TDS Return (No. of class: 6) (6 marks)

Introduction of TDS, Provisions regarding returns of TDS, Types of forms for filling TDS Return.

Module 3: Practical Workshop on E-Filing (No. of class: 8) (10 marks)

Introduction to Income Tax Portal, Practical workshop on Electronic Return, how to pay tax online and generate challans, Practical workshop on e-filing of TDS return.

Further Reading:

1. Self Preparation and Filing of Income Tax Returns by Individuals Third Edition: May 2019 by Swatantra Sethi.
2. How to File Salary Income Tax, AY 2019-2020 by CA Rahul Gupta.
3. Fast Track Quick Revision Income Tax for AY 2019-2020 by AS K K Agarwal
4. Tax Saving & Investment guide : Income Tax of India by CA Shammi Prabhakar Singh.

Certificate Course in Sustainable Rural Development

Credit-1
Marks 25
Classes 11

Overview : The course aims to provide an understanding of rural development concepts, principles, and approaches with a focus on sustainable development goals and environmental protection.

Unit I: Introduction

- 1.1 Rural Development: Concepts, Principles and Approaches
- 1.2 Understanding Sustainable Development Goals
- 1.3 Sustainable Rural Development
- 1.4 Rural Development and Environmental Protection
- 1.5 Issues in Rural Development

Unit II: Rural Development Strategies

- 2.1 Sustainable Agriculture Practices
- 2.2 Organic Farming
- 2.3 Role of Women in Agricultural Ecosystem
- 2.4 Application of Technology for Rural Development
- 2.5 Rural Development Project and Policies

Unit III: Institutions and Sustainable Rural Development

- 3.1 Role of Institutions: State, Market and Civil Society Organisations
- 3.2 Voluntary organisations versus non government organisations
- 3.3 Role of NGOs in ensuring sustainability
- 3.4 Corporate Social Responsibility and its role in sustainable rural development
- 3.5 Cases of Women led NGOs.

Suggested Readings

- 1. "Rural Development: Principles, Policies, and Management" by Katar Singh
- 2. "An Introduction to Rural Development" by Desai Vasant
- 3. "Sustainable Agriculture" by John Mason

Introduction to Yoga and Yogic Practices

Credit-1
Marks 25
Classes 11

Course Objectives:

One Course on Foundation of Yoga of four credit aims to promote positive health, prevention of stress related health problems and rehabilitation in a proper way. It aims to approach cure common ailments and imparting skills in them to introduce Yoga for health is for general public.

Course Outcomes:

This Yoga course is designed for total personality development of students in Colleges. It will invoke scientific attitude and team spirit to channelize their energies in to creative and constructive endeavours.

- 1.1 Yoga: Etymology, definitions, aim, objectives and misconceptions.
- 1.2 Yoga: It's origin, history and development.
- 1.3 Guiding principles to be followed by Yoga practitioners.
- 1.4 Principles of Yoga (Triguna, Antahkarana-chatustaya, Tri-Sharira/ Panchakosha).
- 1.5 Introduction to major schools of Yoga (Jnana, Bhakti, Karma, Patanjali, Hatha).
- 1.6 Introduction to Yoga practices for health and well being.
- 1.7 Introduction to Shatkarma: meaning, purpose and their significance in Yoga Sadhana.
- 1.8 Introduction to Yogic Sukshma Vyayama, Sthula Vyayama and Surya Namaskara.
- 1.9 Introduction to Yogasana: meaning, principles, and their health benefits.
- 1.10 Introduction to Pranayama and Dhyana and their health benefits

Certificate in Fundamentals of Journalism

Credit-1
Marks 25
Classes 11

Unit-1 Dimensions of Communication. Inter, Intra and Group Communication

Unit-2 Verbal and Non Verbal Communication

Unit-3 Functions and Elements of Mass Communication

Unit-4 Language Used in Different Mass Media

Unit-5 Media Literacy

Certificate in Soft Skill Development

Credit-1
Marks 25
Classes 11

COURSE OBJECTIVES:

- Learn English for Communication
 - Get a Strong Foundation in Grammar
 - Fluency in Speaking
 - Develop Confidence
 - Career Counselling

COURSE CONTENTS:

- **English in social situations:** Self-introduction, Greeting, Telling Time, Offering Help, Making Request, Inviting, Expressing gratitude, Seeking permission, Making suggestions, Asking for Advice, Asking for opinion, Apologizing, Complementing/Congratulating, Complaining, Warning, Expressing sympathy, Persuading, Asking for information, Leaving someone for a short time, Asking someone to repeat something, Asking about preference, Asking about agreement, Expressing likes and dislikes, Starting Conversation with Strangers, Asking whether someone knows, Describing Pictures, Telling Stories, Checking one's understanding, Practice Dialogue, Small Talks, Public Speaking, Improvisation of Sentences, Structuring of Conversation, Speech Delivery
- **Personality Development:** Communication Skills, MTI (Mother Tongue Influence) Correction, Listening Skills, Reading Skills, Body Language, Self-confidence, Time Management, Creativity, Etiquette, Grooming, Interview Facing, Stress Management, Emotional Intelligence
- **Application of grammar:** Basic grammar, Auxiliary, Basic error correction, Tag Questions, Sentence Types, Sentence Formation, Wh Questions, Tense, Voice, Narration, Practice Translation

METHODOLOGY:

- Activity Based Lessons
- Communicative Language Teaching Approach
- Grammar Paraphrasing

FEATURES:

- Role Plays
- Group Discussions
- Practice Dialogue
- Modern Teaching Aid

