ST. ALOYSIUS' COLLEGE

AUTONOMOUS
JABALPUR- 482001
MADHYA PRADESH, INDIA

CRITERION-7

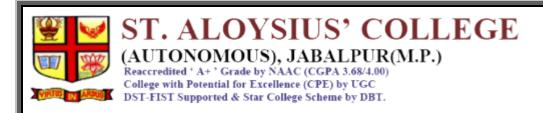## INSTITUTIONAL VALUES AND BEST PRACTICES

Key Indicator – 7.1

Institutional Values and Social Responsibilities

Metric No.: 7.1.10
Human Values and Professional Ethics

Document Name
Courses on Professional Ethics

Courses on Professional Ethics

S.No	Course Code	Course Name	Department	Type of Ethics
1	213041	Digital Awareness and Cyber Security	Computer Science	Social Media Ethics
2	413042	E-Commerce	Computer Science	Business Ethics
3	314041	Cyber Security	Computer Science	Legal Ethics
4	313141	Business Ethics and Human Values	Commerce	Business Ethics
5	713031	Personality Development	Management	Business Ethics
6	BA-101	Business Analytics	Management	Business Ethics
7	313242	International Business	Management	Business Ethics
8	414341	Digital Marketing	Computer Science	Business Ethics
9	713041	Management Information System	Computer Science	Business Ethics
10	613051	Consumer Behavior	Management	Research Ethics
11	612081	Organization Behavior	Management & Computer Science	Research Ethics
12	612234	Management Concepts & Organization Behavior	Commerce	Professional Ethics
13	613052	Security Analysis and Portfolio Management	Management	Professional Ethics
14	613056	International Business	Management	Business Ethics
15	613058	Computer Network and Information Security	Computer Science	Engineering Ethics
16	313124	Marketing Research	Commerce	Research Ethics
17	313243	International Marketing	Commerce	Business Ethics
18	611234	Employee Relation & Compensation Management	Management	Professional Ethics
19	611041	Communication skills	Management	Professional Ethics

20	611091	International Business	Economics	Business Ethics
21	621771	International Relations and Contemporary Issues	Political Science	Business Ethics
22	631231	India's Foreign Policy	Political Science	Professional Ethics
23	631232	Public Administration	Management	Professional Ethics
24	632231	Research Methodology	Political Science and Commerce	Research Ethics
25	110222	Economics of Growth and Development	Economics	Research Ethics
26	611201	IT for Managers	Computer Science	Computer Ethics
27	621202	Digital Awareness and Cyber Security	Computer Science	Social Media Ethics
28	621203	Information Security	Computer Science	Social Media Ethics
29	112001	Fundamental of Communication Skills	English	Journalism Ethics
30	210023	Animal Behavior and Neurophysiology	Zoology	Wild Life and Environment Ethics
31	210025	Wild Life Conservation	Zoology	Wild Life and Environment Ethics
32	113141	Wild Life Conservation and Management	Zoology	Wild Life and Environment Ethics
33	113151	Fundamentals of Communication	English	Journalism Ethics
34	113181	Trends and Techniques in Communication	English	Journalism Ethics
35	113021	Business Communication	Commerce	Business Ethics
36	113111	Business Communication for Managers	Commerce	Business Ethics
37	221231	Environment and Sustainable Tourism	Commerce	Environment Ethics
38	231241	Functional Management	Management	Professional Ethics
39	231242	Retail Management	Management	Business Ethics

40	113151	Cyber Security	Computer Science	Social Media Ethics
41	212061	Reading and Reflecting on Texts	Education	Journalism Ethics
42	212111	Software Analysis and Engineering	Computer Science	Software Ethics
43	212231	Software Engineering	Computer Science	Software Ethics
44	213261	Cyber Crime and Laws	Computer Science	Legal Ethics
45	612051	Human Resource Management	Management	Business Ethics
46	613091	Human Resource Development	Commerce	Business Ethics
47	913031	Entrepreneurship Innovation and Startup	Management	Business Ethics
48	613031	Business Environment	Commerce	Business Ethics
49	613032	Corporate Legal Framework	Commerce	Legal Ethics
50	112111	Writing skills-I	English	Journalism Ethics

Courses under Professional Ethics: 50

Part A Introduction

Program: Degree	Class: B.A./B.Sc./B.Com./B.H.Sc./BCA		Year: III Year	Session: 2023-24

Subject: Foundation Course

1.	Course Code	X3-FCBD1T
2.	Course Title	**Digital Awareness - Cyber Security**
3.	Course Type	**Ability Enhancement Compulsory Course**
4.	Pre-requisite (if any)	**Compulsory for all Third Year students**
5.	Course Learning outcomes (CLO)	After completing the course, student will be able to :

- Make optimum use of web browsers, search engines and Chatbots.
- Creating e-mail account, sending, receiving and managing emails.
- Describe reporting procedure of phishing emails.
- Identify email phishing attack and preventive measures.
- Configure security settings in Mobile Wallets and UPIs.
- Practice safe, legal and ethical means of using Information Technology.
- Practice and use the various online financial and government services of day-to-day use.
- Understand the basic concepts related to E-Commerce and digital payments.
- Discuss cyber security aspects, RBI guidelines and preventive measures against digital payment frauds.
- Explore and learn the online available courses of his/her interest.
- Use the Digilocker and Academic Bank of Credit.
- Describe the concept of Cyber security and issues and challenges associated with it. .
- Explain the process of reporting cyber crime at Cyber crime Police Station/ at online platform.
- Appreciate various privacy and security concerns on online Social media.
- Guide through the reporting procedure of inappropriate content.
- Perform privacy and security settings for popular Social media platforms.

Part B – Content of the Course

Total No. of Lectures 30 (01 hour per week)

Unit	Topics	No. of Lectures
I	Overview of Computer and Web-technology, Architecture of cyberspace, World wide web, Advent of internet, Internet infrastructure for data transfer and governance, Internet society. **Use of Internet:** Web browsers, search engines and Chatbots. Difference between Website & Portal, E-mail: Account opening, sending & receiving e-mails, managing Contacts & Folders. **Computer Security**: Issues & protection, firewall & antivirus, making secure online transactions. Internet safety and digital security. Ethical use of digital resources, Measures of Online Self Protection. **Keywords:** *Browser, Search Engine, Website, Virus, Security, Firewall, Cyber Ethics.*	05
II	**Digital Payments and e-Commerce:** Internet Banking: National Electronic Fund Transfer (NEFT), Real Time Gross Settlement (RTGS), Immediate Payment Service (IMPS) Digital Financial Tools: Understanding OTP [One Time Password], QR [Quick Response] Code, UPI [Unified Payment Interface], AEPS [Aadhaar Enabled Payment System]; USSD [Unstructured Supplementary Service Data], Card [Credit / Debit], eWallet, PoS [Point of Sale] **Definition of E-Commerce-** Main components of E-Commerce, Elements of E-Commerce security, E-Commerce threats, E-Commerce security best practices, Online Bill Payment. Digital payments related common frauds and preventive measures. RBI guidelines and provisions of Payment Settlement Act, 2007. **Keywords:Inetrnet Banking, Digital Financial Tools, eWallet, e-Commerce Security.**	07
III	**e-Governance Service-** Overview of e-Governance Services like Railway Reservation, passport, eHospital; Accessing various e-Governance Services on Mobile Using "UMANG APP". Exploring services and resources of Government of India Portal (https://www.mygov.in/). Digi-Locker: About digilocker, features and benefits of digilocker, Registering, accessing and getting various certificates and mark sheets on digilocker. Academic Bank of Credit (ABC): About ABC, features and benefits of ABC, Registering, accessing, getting and sharing academic credits. Exploring Online Learning resources: Online learning through SWAYAM Central,	06
IV	**Introduction to Cyber security-** Regulation of cyberspace, Concept of cyber security, Issues and challenges of cyber security. Definition of cyber crimes and offences, Cyber crime targeting computers and mobiles, Cyber crime against women and children, Cyber bullying. Financial frauds, Social engineering attacks, Malware and Ransomware attacks, zero day and zero click attacks. Cyber criminals modus-operandi, Reporting of cyber crimes, Remedial and mitigation measures, Legal perspective of cyber crime, IT Act 2000 and its amendments, Organisations dealing with Cyber crime and Cyber security in India, Case studies. **Keywords: Cyber Space, Cyber Security, Cyber Offences, Zero Click Attack, Zero Day Attack, Ransomware, Reporting Cyber Crimes, Cyber Crimes Case Studies.**	05
V	**Social Media Overview and Security-** Introduction to Social Networks, Types of Social media, Social media platforms, Social media monitoring, Hashtag, Viral content, Social media marketing, Social media privacy, Challenges, opportunities and pitfalls in online social network, Security issues related to social media, Flagging and reporting of inappropriate content, Laws regarding posting of inappropriate content, Best practices for the use of Social media, Case studies. **Keywords: Social Media Platforms, Hashtagging, Social Media Marketing, flagging of contents in social media.**	06

भाग - ब- पाठ्यक्रम की विषयवस्तु

कुल व्याख्यान संख्या- 30 (प्रति सप्ताह 01 घंटा)

इकाई	विषय	व्याख्यान संख्या (1 घंटा/ व्याख्यान)
I	कंप्यूटर और वेब-प्रौद्योगिकी का अवलोकन, साइबरस्पेस का आर्किटेक्चर, वर्ल्ड वाइड वेब, इंटरनेट का आगमन, डेटा ट्रांसफर और गवर्नेंस के लिए इंटरनेट इंफ्रास्ट्रक्चर, इंटरनेट समाज। **इंटरनेट का उपयोग:** वेब ब्राउज़र, सर्च इंजन और चैटबॉट्स। वेबसाइट और पोर्टल, ई-मेल के बीच अंतर, ई-मेल खाता खोलना, ई-मेल भेजना और प्राप्त करना, कॉन्टेक्ट्स और फोल्डर का प्रबंधन। **कंप्यूटर सुरक्षा:** मुद्दे और सुरक्षा, फायरवॉल और एंटीवायरस, सुरक्षित ऑनलाइन लेनदेन करना। इंटरनेट सुरक्षा और डिजिटल सुरक्षा। डिजिटल संसाधनों का नैतिक उपयोग, ऑनलाइन आत्म सुरक्षा के उपाय। **Keywords:** *Browser, Search Engine, Website, Virus, Security, Firewall, Cyber Ethics.*	05
II	**डिजिटल भुगतान और ई-कॉमर्स:** इंटरनेट बैंकिंग: नेशनल इलेक्ट्रॉनिक फंड ट्रांसफर (एनईएफटी), रीयल टाइम ग्रॉस सेटलमेंट (आरटीजीएस), तत्काल भुगतान सेवा (आईएमपीएस) डिजिटल वित्तीय उपकरण: ओटीपी [वन टाइम पासवर्ड], क्यूआर [क्विक रिस्पांस] कोड, यूपीआई [यूनिफाइड पेमेंट इंटरफेस], एईपीएस [आधार सक्षम भुगतान प्रणाली] को समझना; USSD [अनस्ट्रक्चर्ड सप्लीमेंट्री सर्विस डेटा], कार्ड [क्रेडिट/डेबिट], ई-वॉलेट, PoS [प्वाइंट ऑफ सेल] **ई-कॉमर्स की परिभाषा-** ई-कॉमर्स के मुख्य घटक, ई-कॉमर्स सुरक्षा के तत्व, ई-कॉमर्स सम्बन्धी खतरे, ई-कॉमर्स सुरक्षा सर्वोत्तम प्रथाएं, ऑनलाइन बिल भुगतान। डिजिटल भुगतान से संबंधित आम धोखाधड़ी और निवारक उपाय। आरबीआई के दिशानिर्देश और भुगतान निपटान अधिनियम, 2007 के प्रावधान। **Keywords:Inetrnet Banking, Digital Financial Tools, eWallet, e-Commerce Security.**	08
III		06

St. Aloysius' College (Autonomous), Jabalpur

Part A – Introduction

Session:	2022-23
Subject/ विषय:	Commerce / कॉमर्स
Programme/ कार्यक्रम:	Degree
Class/ कक्षा:	B. Com IIIrd year / बी कॉम तृतीय वर्ष
Course Code/ पाठ्यक्रम कोड:	C3-COMB2D
Course Type/ पाठ्यक्रम का प्रकार:	DSE (Discipline Specific Elective)
Course Title/पाठ्यक्रम का शीर्षक:	Human Resource Management / मानव संसाधन प्रबंधन (Major Paper II)
Pre – requisite/ पूर्वापेक्षा:	Not Required (open for all) /सभी के लिए उपलब्ध
Course Learning Outcome/ पाठ्यक्रम अध्ययन की परिलब्धियां:	Upon successful completion of the course, a student will be able to 1. CO 1- Explain the basic concepts, functions and processes of human resource management. 2. CO 2- Classify the role, functions and challenges of human resource department of the organizations. 3. CO 3- Explain the concept of manpower planning regarding recruitment and selection. 4. CO 4- Design and formulate various techniques of training and development programme. 5. CO 5- Differentiate between Performance appraisals, Reward Systems, Compensation Plans and Ethical Behavior of different

इकाई 1	परिचय- मानव संसाधन प्रबंधन: संकल्पना और कार्य, मानव संसाधन प्रबंधक की भूमिका, स्थिति और दक्षताएं, मानव संसाधन नीतियां, मानव संसाधन प्रबंधन का विकास, मानव संसाधन प्रबंधन बनाम मानव संसाधन विकास	मानव संसाधन प्रबंधन की उभरती चुनौतियाँ कार्यबल विविधता अधिकारिता; डाउनसाइजिंग: मानव संसाधन सूचना प्रणाली	एचआरएम में भारतीय मूल्य प्रणाली की भूमिका ।
Unit 2	**Manpower Planning-** Meaning & concept, need for manpower planning, types of manpower planning, meaning and concept of job analysis, job description & job specification, uses of job analysis information, recruitment, selection- meaning and steps of selection process, meaning of induction, staffing, career planning.
इकाई 2	जनशक्ति नियोजन- अर्थ और अवधारणा, जनशक्ति नियोजन की आवश्यकता, जनशक्ति नियोजन के प्रकार, नौकरी विश्लेषण का अर्थ और अवधारणा, नौकरी का विवरण और नौकरी विनिर्देश, नौकरी विश्लेषण जानकारी का उपयोग, भर्ती,चयन- अर्थ और चयन प्रक्रिया के चरण, प्रेरण का अर्थ स्टाफिंग भविष्य की योजना	
Unit 3	**Training and Development-**Meaning, need & importance for training, Method of training, development- meaning of development, method of development, employee counseling, executive development programmes, evaluation of training and development programmes, career development, promotion, transfer and demotion.
इकाई 3	प्रशिक्षण एवं विकास- प्रशिक्षण का अर्थ, आवश्यकता एवं महत्व, प्रशिक्षण की विधि, विकास- विकास का अर्थ, विकास की विधि कर्मचारी परामर्श, कार्यकारी विकास कार्यक्रम ,प्रशिक्षण और विकास कार्यक्रमों का मूल्यांकन, कैरियर विकास: पदोन्नति, स्थानांतरण और पदावनति ।
Unit 4	**Performance Appraisal-** Nature, objectives and importance, modern techniques of performance appraisal, potential appraisal and employee counseling, job changes- transfers and promotions, compensation- concept and policies, job evaluation, methods of wage payments and incentives plans, fringe benefits, performance linked compensation.
इकाई 4	निष्पादन मूल्यांकन- प्रकृति, उद्देश्य और महत्व: निष्पादन मूल्यांकन की आधुनिक तकनीकें, संभावित मूल्यांकन और कर्मचारी परामर्श, नौकरी में परिवर्तन- स्थानान्तरण और पदोन्नति, मुआवजा: अवधारणा और नीतियां, कार्य मूल्यांकन: वेतन भुगतान और प्रोत्साहन योजनाओं के तरीके, अनुषंगी लाभ: निष्पादन से जुड़ा मुआवजा	
Unit 5	**Wage and Salary Administration-** Meaning, purpose & principle of Wage and Salary Administration, methods of wage payment- time rate & piece rate, incentive, health, safety and welfare facilities, social security. Industrial Disputes- causes and settlement machinery.

Open Elective

St. Aloysius' College (Autonomous), Jabalpur

Part A – Introduction

Session:	2023-24
Subject/ विषय:	Commerce /कॉमर्स
Programme/कार्यक्रम:	Degree
Class/कक्षा:	B.COM III
Course Code/ पाठ्यक्रमकोड:	C3-COME2T
Course Type/ पाठ्यक्रमकाप्रकार:	Elective for commerce faculty/वैकल्पिक (वाणिज्य संकाय के लिए)
Course Title/पाठ्यक्रमकाशीर्षक:	Business Ethics And Human Values /व्यावसायिक नैतिकता और मानवीय मूल्य
Pre – requisite/ पूर्वापेक्षा:	No/नहीं
Course Learning Outcome/ पाठ्यक्रमअध्ययनकीपरिलब्धियां:	CO1- To educate students with the knowledge of business ethics and the process of ethical decision-making. CO2- To explain the role of various agencies in ensuring ethics in a corporation. C03- To impart knowledge of values and the types and concepts of knowledge management and wisdom management. C04- To enhance knowledge about various moral issues faced by the business. C05- To Understand CSR theoretical framework and its ethical foundation.
Credit Value/ क्रेडिटमान:	6 credits
Total Marks/ कुलअंक:	Maximum Marks:30+70Minimum Passing Marks 35

Part B – Course Content

Unit 1	**Introduction** -Business Ethics: Meaning, Importance, Business Ethics- An Indian 18 Perspective Sustainability: A Goal for Business Ethics, Approaches and Practices of Business Ethics, Ethical Decision Making and Decision- Making Process, Relevance of Ethics and Values in Business; Codes of Ethics; Ethical Behavior of Manager. Ethical theories: Normative and descriptive ethical theories.
इकाई 1	**व्यावसायिक नैतिकता**: अर्थ महत्व; भारतीय परिप्रेक्ष्य में व्यावसायिक नैतिकता व्यवसाय में निरंतरता । व्यावसायिक सदाचार तरीके एवं अभ्यास, नैतिकतापूर्ण व्यावसायिक निर्णय सदाचार संहिता व्यवसाय में नैतिकता एवं मूल्यों की सार्थकता सदाचारी व्यवहार प्रबंधको का सदाचारी सिद्धांत नियामक एवं वर्गनात्मक।
Unit 2	**Business Ethics Management**-Management process and ethics, Ethos of Vedanta in management, Hierarchism as an organizational value, Business Ethics & Cultural Ethos; role of various agencies in ensuring ethics in corporation; Setting standards of ethical Behavior, managing stakeholder relations; Assessing ethical performance.
इकाई 2	**व्यवसाय नैतिकता प्रबंधन**-प्रबंधन प्रक्रिया और नैतिकता, प्रबंधन में वेदांत का लोकाचार, संगठनात्मक मूल्य के रूप में पदानुक्रम, व्यावसायिक नैतिकता और सांस्कृतिक लोकाचार; निगम में नैतिकता सुनिश्चित करने में विभिन्न एजेंसियों की भूमिका; नैतिक व्यवहार के मानक स्थापित करना, हितधारक संबंधों का प्रबंधन करना; नैतिक प्रदर्शन का आकलना
Unit 3	**Human Values & Business**-Meaning of Human Values; Formation of Values:

		Socialization; Types of Values: Societal Values, Aesthetic Values, Organizational Values, Spiritual Values; Value Crisis in Management; concept of knowledge management and wisdom management, wisdom-based management. Concept of Karma and its kinds: Karma Yoga, Nishkam Karma, and Sakam Karma.
इकाई 3		मानवीय मूल्य और व्यवसाय-मानवीय मूल्यों का अर्थ; मूल्यों का निर्माण: समाजीकरण; मूल्यों के प्रकार: सामाजिक मूल्य, सौन्दर्यात्मक मूल्य, संगठनात्मक मूल्य, आध्यात्मिक मूल्य; प्रबंधन में मूल्य संकटय; ज्ञान प्रबंधन और ज्ञान प्रबंधन, ज्ञान आधारित प्रबंधन की अवधारणा । कर्म की अवधारणा और उसके प्रकार: कर्म योग, निष्काम कर्म और सकाम कर्म ।
Unit 4		**Moral Issues in Business**-Implications of moral issues in different functional areas of business (finance, HR, and marketing). Whistle-blowing, Marketing truth, and advertising: Manipulation and coercion, Trade secrets, Insider trading: Equal employment opportunity, Affirmative action, Consumerism: Environmental protection
इकाई4		व्यवसाय में नैतिक मुद्दे- व्यवसाय के विभिन्न कार्यात्मक क्षेत्रों (वित्त, मानव संसाधन और विपणन) में नैतिक मुद्दों के प्रभाव । ध्यानाकर्षण विपणन सच्चाई और विज्ञापन हेरफेर और जबरदस्ती, व्यापार रहस्य, अंदरूनी व्यापार समान रोजगार अवसरमा उपभोक्तावाद पर्यावरण संरक्षण।
Unit 5		**Corporate Social Responsibility (CSR)**-Concept of CSR, Corporate Philanthropy, Strategic Planning and Corporate Social Responsibility, Relationship of CSR with Corporate Sustainability. CSR and Business Ethics, CSR and Corporate Governance; CSR provisions under the Companies Act 2013; CSR Committee: CSR Models, Codes, and adherence to Standards. Scope, Principles, and certification of Social Responsibility.
इकाई 5		व्यवसाय का सामाजिक उत्तरदायित्व: सामाजिक उत्तरदायित्व अवधारणा, सामाजिक संबंध, चरणबद्ध योजना, लोकोपकार व्यवसाय की निरंतरता के साथ समाज कल्याण, सामाजिक उत्तरदायित्व एवं सदाचार, सामाजिक उत्तरदायित्व एवं व्यवसाय संचालन, कम्पनी अधिनियम 2013 के सामाजिक उत्तरदायित्व संबंधी प्रावधान: समिति, मॉडल, संहिता एवं मापदण्डों का पालना सामाजिक उत्तरदायित्व का क्षेत्र, सिद्धान्त एवं प्रमाणीकरण।

Part C – Suggested Readings

S. No.	Author	Name of the Book	Publication
1.	De George	Business Ethics	Pearson
2	Aswathappa & Rani	Business Ethics	Himalaya Publications Nagpur
3.	Senthil & Senthil	Business Ethics & Values	Himalaya Publications Nagpur
4	Roy C K	Business Ethics	Vikas Publications House pvt. ltd

Part D: Assessment & Evaluation

Suggested Continuous Evaluation Method
Maximum Marks: 100
Continuous Comprehensive Evaluation (CCE): Marks
External Exam: marks

Internal Assessment: Attainment Methods	**Unit 1**- Case study and Decision making. (CO1) **Unit 2**- Assignment on structure and role of agencies ensuring ethics in a corporation. (CO2) **Unit 3**- Presentation on Types of Values / Debate on knowledge management and wisdom management. (CO3) **Unit 4**- Written class test (C04) **Unit 5**- Report on Corporate social responsibility and viva	Marks 30

ST. ALOYSIUS' COLLEGE(AUTONOMOUS) JABALPUR				
PART A: Introduction				
Program: Diploma	Session: **2023-24**	Class: BCA	Year: III	SESSION: 2023-24
Subject: **Computer Application (BCA)**				
Course Code		S3-BCAC2G		
Course Title		**Cyber Security**		
Course Type		Elective - 2		
Pre-Requisite (if any)		Students must have basic Computer Knowledge		
Course learning outcome	On successful completion of this course, the students willbe able to: 1. Identify the key components of cyber security network architecture. 2. Employ, design and implement appropriate security technologies and policies toprotect computers and digital information 3. Analyze threats and risks within context of the cyber security architecture. 4. Apply cyber security architecture principles. 5. Gain familiarity with prevalent network and distributed system attacks			
Credit Value	4			
Total Marks	Max. Marks: 30+70		Min. Passing Marks: 35	

Total Marks	Max. Marks: 30+70	Min. Passing Marks: 35
PART B: Content of the Course		
Lectures (in hours per week): 2 Hrs. per week		
Total No. of Lectures (in hours): 60 Hrs.		

Module	Topics	No. of Lectures
I	Cyber Security: introduction, Need for security. Basics of Cryptography : Plain text and Cipher Text, Substitution techniques, Caesar Cipher, Mono-alphabetic Cipher, Polygram, Polyalphabetic Substitution, Playfair, Hill Cipher, Transposition Cipher.	18
II	Encryption and Decryption ,Symmetric Key Algorithms and AES: Brief history of Asymmetric Key Cryptography, Overview of Asymmetric Key Cryptography, RSA algorithm. Overview of Symmetric key Cryptography, Data Encryption Standard (DES)	18
III	Network Security, Types of Attacks, Firewalls and Virtual Private Networks: Brief Introduction to TCP/IP, Firewalls, Virtual Private Networks (VPN), Secure Socket Layer (SSL), Transport Layer Security (TLS), Secure Hyper Text Transfer Protocol (SHTTP), Time Stamping Protocol (TSP), Secure Electronic Transaction (SET), Secure Sockets Layer (SSL), E-mail Security	18
IV	Introduction to information systems, Types of information Systems, Development of Information Systems, Need for Information security, Threats to Information Systems, information Assurance, Cyber Security and Security Risk Analysis	18
V	Security Policies, Why Policies should be developed, WWW policies, Email Security policies, Policy Review Process-Corporate policies-Sample Security Policies, Publishing and Notification Requirement of the Policies. Information Security Standards-ISO, IT Act, Copyright Act, Patent Law, IPR	18

St. Aloysius' College (Autonomous), Jabalpur	
Part A – Introduction	
Session:	2022-23
Subject/ विषय:	Commerce / कॉमर्स
Programme/ कार्यक्रम:	Certificate सर्टिफिकेट
Class/ कक्षा:	B. Com IIIrd year / बी कॉम तृतीय वर्ष
Course Code/ पाठ्यक्रम कोड:	M3-TNTC2T
Course Type/ पाठ्यक्रम का प्रकार:	DSE (Discipline Specific Elective)
Course Title/पाठ्यक्रम का शीर्षक:	Environment & Sustainable Tourism / पर्यावरण और सतत पर्यटन
Pre – requisite/ पूर्वापेक्षा:	Not Required (open for all) /सभी के लिए उपलब्ध
Course Learning Outcome/ पाठ्यक्रम अध्ययन की परिलब्धियां:	Upon successful completion of the course, a student will be able to CO 1- Interrelate the environment awareness programs and tourism planners for successful tourism development. CO 2- Identify eco-tourism destinations and apply the Environmental code of conduct during visits to these places. CO 3- Construct the ideology for tourism planning and investment in tourism in the protected areas.
Credit Value/ क्रेडिट मान:	6 credits
Total Marks/ कुल अंक:	Max. Marks: 30 (internal) + 70 (external) Passing Marks: 35
Part B – Course Content	

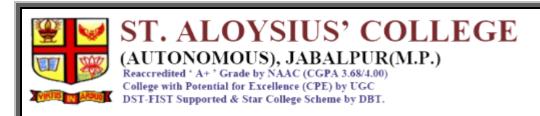| UNIT	TOPIC
Unit 1	**Introduction**: Introduction to sustainable Tourism: Definition, concept, growth and Principles. Tourism and Environment Relevance, Man and environmental relationship, Environment and resources, Approaches to the study of ecology -Ecological concept and principles, the environmental Impact of Tourism – Advocating sustainable tourism – Resistance to sustainable tourism-Principles of sustainable tourism - Concept of Carrying Capacity, Tourism Activities and their linkages to Ecology and Environment – Problems and prospects for sustainability Issues and challenges, Sustainable & Responsible Tourism Practices in India . Naturalist and its role . Case Study : Kerala , Karnataka
इकाई 1	सतत पर्यटन का परिचय: परिभाषा, अवधारणा, विकास और सिद्धांत पर्यटन और पर्यावरण प्रासंगिकता, मनुष्य और पर्यावरण संबंध, पर्यावरण और संसाधन, पारिस्थितिकी के अध्ययन के दृष्टिकोण - पारिस्थितिक अवधारणा और सिद्धांत, पर्यटन का पर्यावरणीय प्रभाव - टिकाऊ पर्यटन की वकालत - टिकाऊ पर्यटन का प्रतिरोध - टिकाऊ पर्यटन के सिद्धांत - वहन क्षमता की अवधारणा , पर्यटन गतिविधियां और पारिस्थितिकी और पर्यावरण से उनका जुड़ाव - स्थिरता के लिए समस्याएं और संभावनाएं मुद्दे और चुनौतियां, भारत में टिकाऊ और जिम्मेदार पर्यटन प्रथाएं प्रकृतिवादी और उसकी भूमिका. केस स्टडी: केरल, कर्नाटक

Unit 2	**Sustainability and Eco-Tourism**
	Eco–tourism as a worldwide phenomenon – Concept and planning of eco–tourism destinations – Developing and implanting Eco tourism guidelines for wild lands and neighboring communities – Eco -Tourism and community development -conference, convention & declaration related to environments – WECD Commission -Rio – declaration (Agenda 21) , Quebec declaration – Environment Code of Conduct. Role of regulatory and international bodies in sustainability – Challenges and concerns.Case Study on Wetlands inn India and Chilika Lake
इकाई 2	स्थिरता और इको पर्यटन
	इको-पर्यटन एक विश्वव्यापी घटना के रूप में - इको-पर्यटन स्थलों की अवधारणा और योजना - जंगली भूमि और पड़ोसी समुदायों के लिए इको पर्यटन दिशानिर्देशों का विकास और कार्यान्वयन - इको-पर्यटन और सामुदायिक विकास - पर्यावरण से संबंधित सम्मेलन, सम्मेलन और घोषणा - डब्ल्यूईसीडी आयोग - रियो – घोषणा (एजेंडा 21), क्यूबेक घोषणा - पर्यावरण आचार संहिता। स्थिरता में नियामक और अंतर्राष्ट्रीय निकायों की भूमिका - चुनौतियाँ और चिंताएँ। वेटलैंड्स इन इंडिया और चिल्का झील पर केस स्टडी
Unit 3	**Global Concerns and Impact Mitigation Measures**
	Tourism and global concerns, The impact of global concern on tourism, Prevention of Hazards. Environmental Impact Assessment (EIA), UN initiatives on Ecology and Environment. Tourism Development and Economic Planning – Tourism investment strategy and role of host government. Tourism in protected areas: trends affecting the planning of tourism and protected areas – Growth and diversification of market niches -Potential benefits and risks of tourism in protected areas – Tourism in protected areas which are not publicly owned or managed – Future prospects and policy alternatives. Case Study on Biodiversity Hotspots in India: Eastern Himalayas & Western Ghats
इकाई 3	वैश्विक चिंताएं और प्रभाव शमन उपाय
	पर्यटन और वैश्विक चिंताएं, पर्यटन पर वैश्विक चिंता का प्रभाव, खतरों की रोकथाम। पर्यावरण प्रभाव आकलन (ईआईए), पारिस्थितिकी और पर्यावरण पर संयुक्त राष्ट्र की पहल। पर्यटन विकास और आर्थिक योजना पर्यटन और संरक्षित क्षेत्रों :पर्यटन निवेश रणनीति और मेजबान सरकार की भूमिका। संरक्षित क्षेत्रों में पर्यटन - सं- बाजार के निशानों का विकास और विविधीकरण - की योजना को प्रभावित करने वाले रझनसंरक्षित क्षेत्रों में पर्यटन के संभावित लाभ और जोखिम संरक्षित - भविष्य की संभावनाएं और नीति विकल्प। - क्षेत्रों में पर्यटन जो सार्वजनिक रूप से स्वामित्व या प्रबंधित नहीं हैं भारत में जैव विविधता हॉटस्पॉट पर केस स्टडीपूर्वी हिमालय और पश्चिमी घाट :
Unit 4	**Service Learning and Sustainable Tourism**
	Contemporary approaches in sustainable Tourism, Sustainability and community involvement, Community participation through tourism business, Tourism entrepreneurship and host community, Role of SMEs (Small and Medium Enterprises) in the travel Industry and destination development, Preserving Heritage and Community based Cultural Tourism, Sustainability and destination branding, Prospective measures and Strategy Formulation. Case Study Mawlynong, " the cleanest village " Meghalaya Dakshin Vrindavan.
इकाई 4	सेवा शिक्षण और सतत पर्यटन
	टिकाऊ पर्यटन, स्थिरता और सामुदायिक भागीदारी में समकालीन दृष्टिकोण, पर्यटन व्यवसाय के माध्यम से सामुदायिक भागीदारी, पर्यटन उद्यमिता और मेजबान समुदाय, यात्रा उद्योग और गंतव्य विकास में एसएमई (लघु और मध्यम उद्यम) की भूमिका, विरासत और समुदाय आधारित सांस्कृतिक पर्यटन, स्थिरता और गंतव्य का संरक्षण ब्रांडिंग, संभावित उपाय और रणनीति तैयार करना। केस स्टडी मावल्यानोंग, "सबसे स्वच्छ गांव" मेघालय दक्षिण वृन्दावन

Part A Introduction		
Program: Certificate/Diploma/Degree	Year: First Year	Session:2021-22

Course Code	V1-PSY-DEVT
Course Title	**PERSONALITY DEVELOPMENT**
Course Type	Vocational
Pre-requisite (if any)	Open for all
Course Learning outcomes (CLO)	After studying this course the Student will be able to • To cultivate skills for successful life and learn to handle failures • To learn the process of goal setting and SWOT analysis • To understand the importance of time and stress management • To develop core skills for employability • To develop effective communication skills • To realize the role of technology in personality development
Expected Job Role / career opportunities	• Growth and value addition in the respective job profiles
Credit Value	4

Total No. of Lectures + Practical (in hours per week): L-1 Hr / P-1 Lab Hr		
Total No. of Lectures/ Practical: L-30hrs/P-30hrs		
Module	Topics	No. of Hours
I	**Personality, Success, and Facing Failures** Concept of Personality. What is success? - Hurdles in achieving success, Factors responsible for success, developing effective habits. What is failure? - Factors affecting failures, learning from failures, overcoming failures, power of faith, practicing faith, SWOT analysis and Goal-Setting (Specific, Measurable, Achievable, Realistic, Time-bound- SMART goals)	10
II	**Time and Stress Management and Employability Quotient** Time as a Resource, Identifying Time Wasters, Techniques for better Time Management, Introduction to Stress, Causes and Effects of Stress, Managing Stress Resume building, The art of participating in Group Discussion, Interview-Frequently Asked Questions, Mock Interview Sessions	10
III	**Communication Skills and Digital Etiquettes** Communication Skills: Effective reading/writing/listening skills, Hard skills & soft skills, overcoming stage fear, role of body language, art of professional presentation, use of audio & visuals in presentations, social etiquettes Use of Information & Communication Technology (ICT) in day-to-day management, Effective use of social media, E-mail etiquette, Netiquette, Useful electronic gadgets and mobile applications	10

BBA I Semester
Subject – IT for Managers
Paper: Elective

Max Marks-60

UNIT-I :Introduction to Computers: Evolution, Capabilities, Limitations, Classification of Computer, Block Diagram of Computer, Generations of Computer, Input and Output Devices, Memory Organization: Primary & Secondary Memory and its types, Introduction to software: types of software, system software and application software. Operating system: features, functions and its types. **Computer Number System:** decimal, binary, octal, hexadecimal, conversions from one base to another base. Codes: ASCII code, EBCDIC code, Gray code. Binary addition and subtraction.

UNIT-II : Word documents: Creating word documents ; the word window , applying fonts and font styles in word, Aligning and formatting; finding and replacing texts, getting print using print preview, changing page orientation and paper size, aligning text vertically, setting margins , printing options .Cross reference, Bookmarks, Macro and Hyperlink, Index creation. creating headers and footers , creating and modifying page numbers ,working with columns working with newspaper columns , creating tables, modifying table structure, formatting table, use of mail merge in Microsoft word.

UNIT-III :Spreadsheet Processor Creating Excel Worksheets: Workbook and Worksheets, Entering Text and Numbers, Creating Formulae, Changing Worksheet Layout : Adjusting Column Width and Row Height, Inserting and Deleting Rows and Columns, Naming Worksheet , Selecting Worksheets, Inserting and Deleting Worksheets, Aligning Text , Border and Color. Printing in Excel **Advanced Techniques in Excel:** Functions, Entering Functions Relative and Absolute Cell References. Create Named Ranges, Creating Charts Editing and Formatting Charts Adding a Data Series, Deleting a Data Series , Modifying and Formatting Charts. Creation of Pivot table, analyzes worksheet data.

UNIT-IV : Creating Power-point Presentation**:** Introduction of MS PowerPoint, Creating a Basic Presentation using templates, themes. Building Presentations, Modifying Visual Elements, Formatting and Checking Text, Adding Objects, Applying Transitions, Inserting Audio & video in slide, Animation Effects and Linking, Preparing handouts, custom slide show.

BBA III Semester

Group C – Finance

Subject-Organizational Behavior

Paper- Elective

Code- M2-BBAA2T

Credit Value: 4

Max. Marks: 100

(External:60+ Internal:40)

Course Learning Outcomes:

➤ Students will be able to know the organizational behavior, its important and comparison of various theories of organizational behavior. This outcome of organizational behavior will introduce to several theories on management framework, role of managers, skills of managers, and manager's jobs.

➤ Examine the components and theories behind leadership, power, and politics. They can analyze real situations where leadership, power, and politics are illustrated positively and negatively

Unit I

Concept of Organizational Behavior, Contributing disciplines to organizational Behavior, Background/historical perspective and framework of OB

Unit II

Individual Behaviour, Personality perception- Perceptual selectivity, organization, social perception and Impression management, Attitudes and Values, Learning and Reinforcement
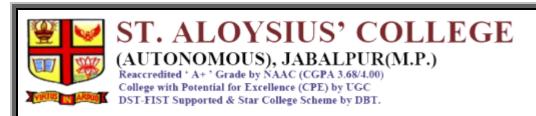
Unit III

Leadership- Concept and Theories of leadership. Qualities of a good leader. Group Dynamics-Group Formation, Nature of groups, Reasons for joining Groups, Functions of group within organization

Unit IV

Stress Management- Meaning, cause, effect and coping strategies for stress, work stress, organizational change and development

BBA III Year

Group A - Human Resource

Subject – Human Resource Development

Paper – DSE I

Code - M3-BBAA2D

Credit Value: 6

Max. Marks: 100

(External: 70+ Internal:30)

Course Learning Outcomes:

- To learn the conceptual framework of Human Resource Development.
- To understand Human Resource Planning.
- To understand the Human Resource Development Process.
- To understand the importance of learning and Human Resource Development.
- To learn about the various HRD activities and their applications.

UNIT – I

Introduction to Human Resource Development- Concept and Evaluation, Relationship between Human Resource Management and Human Resource Development. Human Resource Development process and outcomes.

UNIT – II

Human Resource Planning- Introduction, Meaning, Definition, Features, Need, Objectives, Importance of Human Resource Planning, Factors Affecting Human Resource Planning.

UNIT – III

Human Resource Development Process- Assessing Human Resource Development Needs, Administration of HRD programmes- Designing, Developing, Implementing and Evaluating HRD Programmes.

UNIT – IV

HRD and Learning: Maximizing learning, differences in the learning process; Learning strategies and styles; Principles of learning; Human Resource Development culture and climate. Quality of Work Life.

BBA III Year

Group A - Human Resource

Subject – Employee Relation & Compensation Management

Paper – DSE II

Code- M3-BBAA4D

Credit Value: 6

Max. Marks: 100

(External: 70+ Internal:30)

Course Learning Outcomes:

- To identify the Concept and Importance of Employee Relation
- To explain the Strategies and Policies of Employee Relations.
- To apply the Objectives and Principles of Compensation Management
- To analyze and Understand the Compensation Planning
- To assess and Understand Designing of Compensation System

UNIT – I

Introduction to Employees Relation- Meaning, Definition of Employee Relation Nature of Work and Importance of Employee Relationship, Challenges and Barriers.

UNIT – II

Employee Relations and Role of Employment-Determining shape of the Employee Relationship, Significance, Strategies and Policies of employee relations, Individualism and Collectivism, Joint and Unilateral regulation of employment, Centralized and Decentralized approaches to employment relations, the role of Government in Employment relations.

UNIT – III

Introduction to Compensation Management- Definition, Objectives, Principles, Importance of Compensation Management, Types of Compensation, Compensation Approaches.

UNIT – IV

Compensation Planning- Level, Structure and System, Decision of Compensation level and planning, Factors influencing Compensation Planning. Employee Benefit Programs, Nature and Types of Benefits.

UNIT – V

Designing Organization System- Building internally consistent Compensation System-Creating internal equity through job analysis and job evaluation, building a market competitive compensation System, and Compensation Surveys. Grievance Management under compensation management.

BBA III Year (Session 2023-24)

GROUP C – FINANCE

SUBJECT – SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT

PAPER – DSE I

Code- M3-BBAC1D

Credit Value : 6

Max Marks : 100

(External : 70, Internal : 30)

Course Learning Outcome :

- Understanding the basic knowledge of investment management and available opportunities in India.

- Learning and analyzing investment and portfolio management options with risk and return concepts.

- Undertake the economic analysis with the help of different theories.

- Understand the stock exchange in India and their interconnection.

- Analyzing the emerging trends and their implementation in capital market and study the responsibilities of the portfolio manager.

UNIT -1

Investment : Concept , Objective , and types , Investment and Speculation , Factors of Sound Investment ,Financial market : Meaning , and types , Investment Opportunities available in India .

UNIT -II

Concept of Return and Risk: Sources and types of Risk, Measurement of Risk, Concept of Portfolio Management, Portfolio selection, Markowitz Model, capital Asset Pricing Model.

UNIT -III

Fundamental Analysis: Economic Analysis, Industry Analysis and Company Analysis, Technical Analysis: Dow Theory, Elliott Wave Theory, Charting, Efficient Market Hypothesis.

UNIT-IV

Stock Exchange in India : BSE, NSE, OTC, Interconnected Stock, Exchange in India, Stock Indices and their computation, SEBI: Their powers and functions.

UNIT-V

Emerging Trends in Indian Capital Market: Depositories and script less trading, Book Building, Stock Lending Scheme, Rolling Settlement, Green Shoe Option, Responsibilities and code of conduct for portfolio manager.

M.Sc. Zoology I Semester
Session 2023-24
ELECTIVE COURSE
Wild Life Conservation

MM: 40

Unit-1
1. Causes of depletion of wild life habitats.
2. Habitat analysis, Evaluation and management of wild life –
   (a) Physical parameters - Topography, Soil and water.
   (b) Biological Parameters – Food, cover and browse estimation.

Unit-2
1. Population estimation.
   (a) Fertility schedules and sex ratio computation.
   (b) Fecal analysis of ungulates and carnivores
   (c) Hair profile study and Pug mark method.
2. Objectives of National Organization.
   (a) Indian board of wild life.
   (b) Bombay Natural History Society
   (c) World wide fund of Nature
   (d) Wild life institute of India

Unit-3
1. Estimation of carrying capacity in protected areas.
2. Eco tourism / wild life tourism in forests.
3. Concept of climax persistence.

Unit-4
1. Bio- telemetry and Quarantine.
2. Common diseases of wild animal.
3. Care of injured and diseased animal

Unit-5
1. Protected areas of M.P wsr National parks & sanctuaries
2. Tiger reserve in M.P.
3. Management challenges in Tiger reserve.

Suggested Readings:
1. Gopal Rajesh: Fundamentals of wild life management
2. Agrawal K.C : Wild life India
3. Dwivedi A.P (2008) : Management wild life in India
4. Asthana D.K : Envionment problem and solution
5. Rodgers N.A & Panwar H.S : Planning of wild life / Protected area Network in India]
   .....ild life Institute of India Dehradun.

Session 2023-24

CORE COURSE

Paper I- Animal Behaviour and Neurophysiology

Max.M.-40

Unit-1	1. Introduction:
	- Ethology as a branch of biology.
	- Animal psychology, classification of behavioral patterns, analysis of behavior (ethogram)
	2. Reflexes and complex behaviour.
	3. Perception of the environment wsr mechanical, electrical, chemical, olfactory, auditory and visual receptors .
	4. Evolution of proximate and ultimate causation wsr inheritance of behavior and relationships.
Unit-2	1. Neural and hormonal control of behaviour.
	2. Genetic and environmental components in the development of behaviour.
	3. Motivation: Drive,timing and interaction of drives, physiological basis of motivation, Hormones and motivation.
	4. Types of Communication: Chemical, visual, light, audio communication and sonotaxonomy wsr bird call.
	5. Evolution of language (primates).
	6 Bioluminescence and Colouration in fishes
Unit -3	1. Ecological aspects of behaviour: Habitat selection, food selection, Optimal foraging theory, anti-predator defenses, homing territoriality, dispersal, host parasite relations.
	2. Biological rhythms: Circadian and circannual rhythms, orientation and navigation, migration of fishes, turtles and birds.
	3. Learning and memory: Association learning wsr conditioning, habituation, insight learning and reasoning
	4. Memory –Basic concept and types

Unit-4	1. Reproductive behaviour. Evolution of sex and reproductive strategies, mating systems, courtship, sexual selection., Parental care in fishes .
	2. Social behaviour. Aggregations, Schooling in fishes, Flocking in birds, Herding in mammals, Group selection,
	3. Kin selection.
	4. Social organization in insects and primates.
Unit-5	1. Human Ethology
	-Ethological concept and human behavior.
	-Concept of sign stimuli.
	-Concept of imprinting.
	-Kinships of human social systems
	-Human Pheromones.
	2. Territorial behavior.
	3. Aggressive behavior.
	4. Altruism

Suggested Readings-

1. Eibl-Eibesfeldt. I. Ethlogy. The biology of Behaviour. Holt, Rineheart & Winston, New York.

2. Gould, J.L. The mechanism and Evolution of Behaviour.

3. Kerbs, J.R. and N.B. davies: Behaviourable Ecology. Blackwell, Oxford, U.K.

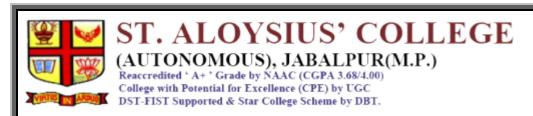4. Hinde, R.A. Animnal Behaviour: A Synthesis of Ethology and Comparative Psychology. McGrawHill, NewYork.

5. Alcock, J. AnimalBehaviour :An Evolutionary approach. Sinauer Assoc. Sunderland, Massachsets, USA.

6. Bradbury, J.W. and S.L. Vehrencamp. Principles of Animal Communication. Sinauer Assoc. Sunderland, Massachsets, USA.

ST. ALOYSIUS' COLLEGE (AUTONOMOUS),
Reaccredited 'A+' by NAAC (CGPA-3.68/4.00)
College with Potential for Excellence by UGC
DST FIST Supported & STAR College Scheme by DBT
JABALPUR (M.P) INDIA

PART A - INTRODUCTION

Subject/Course type   :   **FOUNDATION COURSE**
Class   :   **BA/BSC/BCOM/BCA/BBA**
Semester   :   **I SEMESTER**
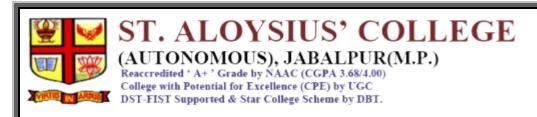Paper Code   :   **Xl-FCHBlT**
Paper Title   :   **ENGLISH LANGUAGE AND INDIAN CULTURE**
Max. Marks   :   50 (30+20)
Credits   :   **2 credits**

PART B – CONTENTS OF THE COURSE

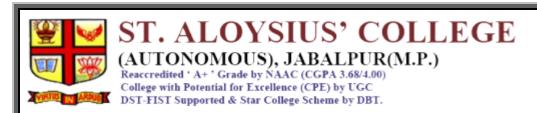| UNIT	TOPICS
Unit-I	Reading, Writing and Interpretation Skills: 1. Where the Mind is Without Fear- Rabindranath Tagore (Keyword: Patriotism] 2. National Education-M. K. Gandhi (Keyword: Edification] 3. The Axe-R.K Narayan [Keyword: Environment] 4. The Wonder That Was India-A. L Basham(an excerpt)[Keyword: indianness]) 5. Preface to the Mahabharata C. Rajagopalachari [Keyword: Indian Mythology] 6.Child Bride- Rajiv Khandelwal
Unit-II	**Comprehension Skill:** Unseen Passage followed by Multiple choice questions

Unit-III	**Basic Language Skills**
	1. Vocabulary Building: Suffix, Prefix, Synonyms, Antonyms, Homophones, Homonyms and One-word substitution
	Basic Grammar: Noun, Pronoun, Adjective, Verb, Adverb, Prepositions, Articles, Time and Tense

PART C – LEARNING RESOURCES

Textbooks, Reference Books, Other Resources: Suggested Readings-

1. Essential English Grammar-Raymom[1] Murphy, Cambridge University Press.
2. Practical English Grammar Exercises1-A.J.Thomson & A.V.Martinet, Oxford India.
3. Practical English Usage-Michael Swan, Oxford
4. English Grammar in Use-Raymond Murphy, Cambridge University Press.

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Jabalpur (M.P.), India

PART A - INTRODUCTION

Class	: BA
Semester	: III
Subject	: Functional English
Paper	: Language and Technology (Elective)
Course Code	: A3-FENG2T
Compulsory / Optional	: Optional
Max. Marks	: 100 (60 + 40))
Credits	: 4

PART B: Content of the Course		
Total No. of Lectures-Tutorials-Practicals (in hours per week): L-T-P 3 HOURS PER		
HOURS PER WEEK : THREE		
Unit	**Topic**	**No of Lecture**
I	**Digital Learning** Software andTypes - FOSS-OER Commons - Project Gutenberg - SWAYAM - e-(PG)Pathshala - Inflibnet - MOOC - Khan academy - Presentation software and educational potential - characteristics of an ideal PPT **Presentation** Students should be instructed to do free online courses. They should be given assignments to prepare PPT slides on topics related to ITC and ELL. Internal marksshould be based on these practical activities.	25

II	**INTERNET AND LINGUISTIC IMPACT** World Wide Web - its impact on EnglishNet Speak - features of Net Speak The language of emails - hypertext and interactivityVirtual libraries Online dictionaries, e-zines , webinars, and the linguistic future of internet	25
III	**INTERNET FOR LSRW** (Listening, Speaking, Reading and Writing) Learning and teaching in the cyber era Sites and programmes for English Language Learners www.bbc.co.uk/learningenglish www.learningenglish.voanews.com www.esl-lab.comwww.eslpdf.com www.englishbanana.com Student publishing, self-publishing, wikis, blogs, vlogs, podcasts, vodcasts. Students are to be given assignments to explore customized language programs on internet.	20