



SKILL DEVELOPMENT COURSE

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|-------------------------|--------------|---------------------------|---------------------|
| B.A.-I Year | SEM 1 | Field Survey Techniques | [3 CREDITS] |
| | SEM 2 | Modern Banking Techniques | [3 CREDITS] |
| B.A.-II Year | SEM 3 | Cooperative Skills | [3 CREDITS] |
| | SEM 4 | Entrepreneurship Skills | [3 CREDITS] |

Field Survey Techniques

| Certificate Course in Fundamentals of Economics | | |
|---|--|--------------------------|
| Programme: Certificate Course in Fundamentals of Economics | Year I | Semester 1 Paper 2 |
| Subject: Economics | | |
| Course Code: ECOSDC102 | Course Title: Field Survey Techniques | |
| Course Outcomes: 1. This course will help students learning in Data collection Methods. 2. This course will help students to know the various sampling techniques. | | |
| Credits: 3 Credits | | Skill Development Course |
| Total No. of Lectures – Practical (in hours per week) : 3-0-0 | | |
| Unit | Topics | No. of Lectures |
| I | Survey data : Definition & Collection Techniques (Telephonic Surveys, Face-to-face Surveys, and Online Surveys, Paper Surveys, Cross Sectional Surveys, Longitudinal Surveys, Retrospective Surveys). | 10 |
| II | Concept of Data Collection. Types of Data – Qualitative and Quantitative. Methods of Primary data collection – Questionnaire, Interview, Focus Group Interview, Observation, Survey, Case Studies, Diaries. | 10 |
| III | Census and Sample. Sampling Techniques – Probable and Non-Probable (Simple random Sampling, Systematic Sampling, Stratified Sampling, Clustured Sampling, Convenience Sampling, Quota Sampling, Purposive or Judgement Sampling, Snowball Sampling). | 10 |
| IV | The students shall be required to prepare a case study report in any socio-economic issues of the region. <i>The project report shall be under the guidance and supervision of Faculty of concerned department.</i> | 15 |

Suggested Readings :

1. R.N.Trivedi&D.P.Shukla : Research Methodology (in Hindi).
2. Kumar : Research Methodology.
3. पारसराय, अनुसंधानपरिचय।
4. एच० के कपिल, अनुसंधानविधियां, एच०पी० भार्गवबुकहाऊसआगरा
5. Tandon : Research Methodology in Social Sciences.
6. Kothari, D.S. : Research Methodology.
7. Yojna.
8. Economic Times, Financial Express and other Newspapers.

9. Economic Magazines.
10. Reports of various agencies.
11. Cauvery, R., ed. al., Research Methodology, S. Chand, New Delhi.
12. Sharma, Manoj, Research Methodology, Anmol Publications, New Delhi, 2004.

Suggested online link :

www.ignou

www.swayam

www.inflibnet

The course can be opted by those students who have cleared their 10+2 or equivalent examination in any stream.

Course Prerequisites: Must have basic knowledge of Economics.

Modern Banking Techniques

| Certificate Course in Fundamentals of Economics | | |
|---|--|---------------------------------|
| Programme: Certificate Course in Fundamentals of Economics | Year I | Semester 2 Paper 2 |
| Subject: Economics | | |
| Course Code: ECOSDC202 | Course Title: Modern Banking Techniques | |
| Course Outcomes: 1. This course will help students learning in Modern Banking Techniques. 2. This course will help students to know the Cyber Security Skills. | | |
| Credits: 3 Credits | | Skill Development Course |
| Total No. of Lectures – Practical (in hours per week) : 3-0-0 | | |
| Unit | Topics | No. of Lectures |
| I | Banks and Banking System : Meaning, Functions and Definition. Digital Banking meaning, need for digitalization, benefits and threats of digitalization. Channels of digital payment. Credit, Debit, ATMs, e-transfer of funds: UPI, NEFT, RTGS, e-wallets, mobile banking. | 15 |
| II | Cyber Security: Information security-software based security systems, hackers. Techniques used by the hackers. Card related fraud, Site cloning, false merchant site. Security measures (password protection, smart cards, and biometric characteristics. Regulatory environment of internet banking. | 15 |
| III | The students shall be required to prepare a project report in any modern banking system techniques. <i>The project report shall be under the guidance and supervision of Faculty of concerned department.</i> | 15 |

Suggested Readings :

1. R.G. Dromey, "How to solve it by Computers", Pearson Publishers, New Delhi, 2007.
- 2 P.K Sinha, "Computer Fundamentals", 2004
3. Computer Networks" by Sanjay Sharma, 2013, Publisher-SK Kataria and Sons
- 4 Computer Networks, Andrew S. Tanenbaum, David J. Wetherall , Pearson Education, 2012
5. Computer Networking–A Top down Approach, "Kurose, Rose"-6th Edition
- 6 भारत में बैंकिंग विधि एवं व्यवहार, डॉ. बी सी सिन्हा
- 7 बैंकिंग परिचालन, साहित्य भवन पब्लिकेशन

8 उन्नत बैंक प्रबंधन, Indian Institute of Banking and Finance

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Cooperative Skills

| Certificate Course in Fundamentals of Economics | | |
|---|--|--------------------------|
| Programme: Diploma Course in Fundamentals of Economics | Year II | Semester 3 Paper 2 |
| Subject: Economics | | |
| Course Code: ECOSDC302 | Course Title: Cooperative Skills | |
| Course Outcomes: 1. This course will help students learning in Cooperation. 2. This course will help students to get familiar with the functioning of cooperative Societies. | | |
| Credits: 3 Credits | | Skill Development Course |
| Total No. of Lectures – Practical (in hours per week) : 3-0-0 | | |
| Unit | Topics | No. of Lectures |
| I | Meaning of Cooperation - Definitions, basic concepts special features, principles of cooperation. Cooperative movement in India – Genesis and growth of cooperative movement in the pre-independence and post-independence periods. | 10 |
| II | Cooperative education and training – need and importance – Arrangements made at Various Level –NCUI, State cooperative society, District cooperative unions, and member education – structure of Cooperative training institutes. Primary Agricultural Cooperative Credit Societies. Various Cooperatives : Dairy Cooperatives, Industrial Cooperatives, Consumer cooperatives, Production and processing cooperatives | 10 |
| III | The training shall be the study visits to prepare a project report at District and Primary level institutions such as: District Cooperative Banks, Urban Banks. Milk Producers Cooperative Union. Primary cooperative society, Milk Producers society, Cooperative Farming etc. <i>The project report shall be under the guidance and supervision of Faculty of concerned department.</i> | 25 |

Suggested Readings :

1. R.D.Bedi, Theory, History and practice of Cooperation, International Publishing House, Meerut.
2. B.S.Mathur, Cooperation in India, Sahitya Bhavan, Agra.

3. T.N.Hajela, Cooperation – Principles, Problems and practice, Konark Publishers, Delhi.
4. O.R.Krishnaswami & V.Kulandaisamy, Theory of Cooperation, Shanma publications, Coimbatore.
5. V.Saradha, Theory of Cooperation, Himalaya Publishing House, Bombay.
6. D.Jha, In search of Cooperative values, Vikash Publishing House, Delhi.
7. G.R.Madan, Cooperative movement in India, Mittal Publications, Delhi.

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Entrepreneurship Skills

| Certificate Course in Fundamentals of Economics | | |
|--|---|--------------------------|
| Programme: Diploma Course in Fundamentals of Economics | Year II | Semester 4 Paper 2 |
| Subject: Economics | | |
| Course Code: ECOSDC402 | Course Title: Entrepreneurship Skills | |
| Course Outcomes: 1. This course will help students learning in Entrepreneurship skills. 2. This course will help students to get familiar with various industries at regional/local level. | | |
| Credits: 3 Credits | | Skill Development Course |
| Total No. of Lectures – Practical (in hours per week) : 3-0-0 | | |
| Unit | Topics | No. of Lectures |
| I | Entrepreneurship –Meaning, definition type – Factors influencing entrepreneurship development – Function of entrepreneurs. Entrepreneurial development agencies : Commercial Banks – District industries center – National small Industries Corporation – Small Industries Development Organization : SISI (Small Industries Service Institute) An introduction to financial institutions in India. | 10 |
| II | Project Planning for entrepreneurship: Technical, Financial, Marketing, Personnel & management feasibility reports.. Entrepreneurial development programmes (EDPs): Role and relevance, Role of Government & NGOs in Organizing EDPs. Procedures and steps involved in establishing small and village industries, operational features and problem. | 10 |
| III | The training shall be the study visits to prepare a project report at various regional/local level industries. <i>The project report shall be under the guidance and supervision of Faculty of concerned department.</i> | 25 |

Suggested Readings :

1. Director of Industries: A guide to small scale entrepreneurs.
2. Baunbuck C.M. and Manusco. R – Entrepreneurship and Venture Management.

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**DEPARTMENT OF ECONOMICS,
Kumaun University, Nainital**

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