



**MAHARAJA SURAJMAL BRIJ UNIVERSITY**  
**BHARATPUR (RAJASTHAN)**

**SYLLABUS FOR SKILL ENHANCEMENT COURSES** →  
**(UNDER GRADUATE PROGRAMME)**

**I & II SEMESTER**  
**EXAMINATION-2023-24**

*2/11*  
**डॉ. अरुण कुमार पाण्डेय**  
उपकुलसचिव  
प्रभारी अकादमिक प्रथम

MAHARAJA SURAJMAL BRIJ UNIVERSITY, BHARATPUR

List of Skill Enhancement Courses (SEC)  
As Per NEP-2020

For Undergraduate Courses (Semester I/II) In Faculties of  
Arts/Science/Commerce/Fine Arts/Social Sciences  
w.e.f. Academic Session 2023-2024

**SKILL ENHANCEMENT COURSES (SEC )**

The introduction of Skill Enhancement courses into the Undergraduate Curriculum under the National Education Policy (NEP) 2020 signifies a significant leap forward in providing students with a holistic and practical education. These courses play a crucial role in equipping students with both technical and professional skills, empowering them to excel and adapt in the dynamic job market. The Maharaja Surajmal Brij University has taken proactive steps in offering a diverse range of Skill Enhancement courses, encompassing domains such as Computer Science, communication, digital literacy, entrepreneurship and leadership among others. This invaluable exposure not only aids students in making well-informed career decisions but also substantially enhances their employability prospects. Embracing these skill-oriented courses, the NEP-2020 envisions cultivating a generation of capable and job-ready professionals. Fostering a brighter and more promising future for the young graduates.

Students enrolled in any undergraduate program at the University and/or its affiliated/constituent colleges are provided with a diverse selection of skill enhancement courses during the First and Second Semesters. This pool of courses offers students the opportunity to choose from a variety of options to enrich their skills and knowledge. Students can tailor their learning experiences by selecting courses that align with their interests and career aspirations, ensuring a well- rounded education and enhanced employability prospects. The list of such courses is as follows-

S.No.	Course Code-Course Title	Is offered to NC Students	Total Credits	Delivery Type Of the Courses
1	SEC-001-Computer Fundamentals	Yes	2	T
2	SEC-002-Finance for Everyone	No	2	T
3	SEC-003-Data Analysis Using Excel	No	2	P
4	SEC-004-अनुवाद कौशल	No	2	T
5	SEC-005-Logical & Critical Thinking	Yes	2	T

  
डॉ. अरुण कुमार पाण्डेय  
उपकुलसचिव  
प्रभारी अकादमिक प्रथम



## Syllabus

### SEC-001 – Computer Fundamentals

Semester	Code of the Course	Title of the Course/Paper		NHEQF Level	Credits
I/II	SEC-001	Computer Fundamentals		5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course
		Theory	Practical		
Introductory	Skill Enhancement	2	-	Yes	30 Hours Theory
Prerequisites	XII Pass				
Objectives of the Course:	<p>Objectives of the Course --</p> <ol style="list-style-type: none"> <li>1. To provide students with a comprehensive understanding of Information Technology and its evolution, including the different generations of computers and types of computer systems.</li> <li>2. To familiarize students with the architecture of a computer system, encompassing the CPU, ALU, memory, input/output devices, and hardware-software interactions.</li> <li>3. To introduce students to various operating systems, such as UNIX, Linux, Windows, and their types, enabling them to comprehend the significance of operating systems in computing.</li> <li>4. To acquaint students with different programming languages, including low-level and high-level languages, procedural programming, object-oriented programming, functional programming, scripting languages, and their respective applications.</li> <li>5. To enable students to utilize the Internet effectively, including web browsing, understanding domain names and URLs, utilizing email services, participating in online communication, and exploring e-commerce and m-commerce platforms.</li> <li>6. To educate students about social, legal, and ethical aspects of information technology, raising awareness about cyber threats, cybercrime prevention, and the importance of data security.</li> <li>7. To provide insights into various cyber threats and attacks, such as computer viruses, malware, identity theft, phishing, and SQL injection, and to equip students with preventive measures against such threats.</li> </ol>				

  
**डॉ. अरुण कुमार पाण्डेय**  
 उपकुलसचिव  
 प्रभारी अकादमिक प्रथम

## Examination Scheme-

### Regular Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-001 –Computer Fundamentals	1 Hrs-MT 1 Hrs-EoSE	10 Marks-MT 40 Marks-EoSE	4 Marks-MT 16 Marks-EoSE

Question paper for Computer Fundamentals will be so set that it has 40 multiple choice questions (Bilingual) of one mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

### Non-Collegiate Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (EoSE)	Minimum Marks (EoSE)
Theory	SEC-001 –Computer Fundamentals	1 Hrs	50 Marks	20 Marks

Question paper for Computer Fundamentals will be so set that it has 50 multiple choice questions (Bilingual) of one mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

  
डॉ. अरुण कुमार पाण्डेय  
उपकुलसचिव  
प्रभारी अकादमिक प्रथम



## Detailed Syllabus

### SEC-001- Computer Fundamentals

#### Unit -I

**Introduction to Information Technology:** Evolution and generation of computers, Type of computers, Micro, mini, mainframe and Super computer, Architecture of a computer system: CPU, ALU, Memory (RAM, ROM families, Cache Memory, Input/Output Devices, Pointing Devices, Hardware and Software

**Operating System and Programming Languages:** Concept of Operating System, Need, Types of Operating Systems, Batch, Single User, Multi-Processing, Distributed and Timeshared operating systems, Introduction to UNIX, Linux, Windows, Window NT, Virtual Machine, Programming Languages, Low Level and High Level, Generation of Languages, 3 GL and 4 GL languages, Procedural Programming Languages, Object Oriented Programming languages, Functional Programming Languages, Scripting Languages, Logic Programming Languages, Command Line Interface and Graphical User Interface

(8 Lectures)

#### Unit -II

**The Internet:** History and Functions of the Internet, Working with Internet, Web Browsers, World Wide Web, Uniform Resource Locator and Domain Names, Uses of Internet, Search for Information, Email, Chatting, Instant Messenger Services, News Group, Teleconferencing, Video Conferencing, E-Commerce and M-Commerce, E-services -Online Banking, Online Payment Modes, Mobile Wallets, Social Networking Sites, E-Learning/ Online Educations, Cloud-Based Storage, Digital Signature

Manage an E-Mail Account, E-Mail Address, Configure E-Mail Account, Login to an Email, Receive Email, Sending Email, Sending Files as Attachments, Adress Book, Downloading files

(8 Lectures)

#### Unit -III

**Social, Legal, Ethical Matters and Network Security:** Types of Cyber Threats, how to identify Safe Websites/ Portals, Secure Seals (Verisign/Trust pay etc.), Secure Browsing Habits and Mailing Etiquettes, Social, Legal and ethical aspect of IT, Effects on the way we work Socialise, Operational Areas, Cyber Crime, Prevention of Cyber Crime, Cyber Law, Indian IT Act, Intellectual Property Right, Software Piracy, Copy right and Patent, Software Licencing, Proprietary Software, Free and Open-Source Software, GPL Licence.

(7 Lectures)

#### Unit-IV

**Cyber Security Threats:** Security Threats and Attacks (Passive, Active), Types and Effects, Computer Virus, Malware, Adware, Ransomware, Spyware, Emotet, Identity Theft, Denial of Service, Man in Middle, Phishing, MySQL/SQL Injection, Password Attacks

**Network Security:** Risk Assessment and Security Measures, Assets and Type (Data, Applications System and Network), Security issues and Security Measure (Firewall, Encryption/Decryption), Prevention

(7 Lectures)

  
डॉ. अरुण कुमार पाण्डेय  
उपकुलसचिव  
प्रमारी अकादमिक प्रथम


### Suggested Books and References –

1. Introduction to Computers by Peter Norton, McGraw-Hill Education
2. Computer Fundamentals by P.K. Sinha and Priti Sinha
3. Fundamental of Computers, Anita Goel
4. Fundamental of Computers, V. Rajaraman
5. Computer Fundamentals and Programing in C, Reema Thereja
6. Computers: Understanding Technology by Floyd Fuller and Brian Larson
7. Computer Science: An Overview by J. Glenn Brookshear
8. Discovering Computers by Misty E. Vermaat, Susan L. Sebok, Steven M. Freund, and Jennifer T. Campbell.
9. Computers Are Your Future by Catherine Laberta
10. The Elements of Computing Systems: Building a Modern Computer from First Principles by Noam Nisan and Shimon Schocken
11. How Computers Work by Ron White and Timothy Edward Downs
12. The Complete Idiot's Guide to the Internet by Peter Kent and Joe Kraynak
13. Cybersecurity for Beginners by Raef Meeuwisse.
14. Cybersecurity: The Beginner's Guide by Dr. Erdal Ozkaya and Hispasec Sistemas

### Course Learning Outcomes:

By the end of the course, students should be able to:

1. Students will gain a strong foundational knowledge of Information Technology and the historical progression of computers, leading to a broader perspective on technological advancements.
2. Students will be able to comprehend the architecture of a computer system, including the roles of CPU, ALU, memory, and input/output devices, fostering a deeper understanding of hardware-software interactions.
3. Students will acquire knowledge of different operating systems and programming languages, allowing them to make informed decisions while selecting appropriate tools for various applications.
4. Students will develop proficiency in using the Internet for research, communication, and e-commerce purposes, enhancing their digital literacy skills.
5. Students will understand the importance of social, legal, and ethical aspects of IT and be able to make responsible and secure choices while using technology.
6. Students will be able to identify potential cyber threats and adopt preventive measures to safeguard personal and organizational data from cyber-attacks.
7. By the end of the course, students will be equipped with essential skills and knowledge to navigate the digital world safely, making them more confident and informed users of technology.

  
डॉ. अरुण कुमार पाण्डेय  
उपकुलसचिव  
प्रभारी अकादमिक प्रथम



## Syllabus

### SEC-002 – Finance for Everyone

Semester	Code of the Course	Title of the Course/Paper		NHEQF Level	Credits
I/II	SEC-002	Finance for Everyone		5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course
		Theory	Practical		
Introductory	Skill Enhancement	2	-	Yes	30 Hours Lecture
Prerequisites	XII Pass				
Objectives of the Course:	Objectives of the Course – The course "Finance for Everyone" aims to provide participants with a solid foundation in financial literacy and personal finance management. Through comprehensive lessons, it seeks to familiarize students with essential financial concepts, various financial institutions, investment strategies, taxation principles, and insurance planning. The course is designed to empower individuals with the knowledge and skills necessary to make informed financial decisions and effectively manage their personal finances.				

### Examination Scheme-

#### Regular Students –


Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-002- Finance for Everyone	1 Hrs-MT 1 Hrs-EoSE	10 Marks-MT 40 Marks-EoSE	4 Marks-MT 16 Marks-EoSE

Question paper for Finance for Everyone will be so set that it has 40 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

#### Non-Collegiate Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (EoSE)	Minimum Marks (EoSE)
Theory	SEC-002- Finance for Everyone	1 Hrs	50 Marks	20 Marks

Question paper for Finance for Everyone will be so set that it has 50 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

  
**डॉ. अरुण कुमार पाण्डेय**  
 उपकुलसचिव  
 प्रभारी अकादमिक प्रथम

**Detailed Syllabus**  
**SEC-002 – Finance for Everyone**

**Unit – I**

- Lesson :1 – Introduction to Financial Literacy and Personal Finance  
Lesson :2 – Brief about Financial Institution (Banks, NBFC's and Insurance Companies)  
Lesson :3 – Financial Planning and Decisions  
Lesson :4 – Introduction to Financial Forecasting and Budgeting
- (08 Lectures)

**Unit -II**

- Lesson :1 – Introduction to Banking and Electronic Banking (Including Digital Payments)  
Lesson :2 – Basic Concepts of Investment  
Lesson :3 – Basics of Money Market  
Lesson :4 – Brief about Capital Market and its types
- (08 Lectures)

**Unit -III**

- Lesson :1 – Introduction to Insurance Planning  
Lesson :2 – Various types of Insurance  
Lesson :3 – Introduction to Indirect Tax (GST)
- (06 Lectures)

**Unit-IV**

- Lesson :1 – Income Tax: An Introduction  
Lesson :2 – Basic Concepts of Taxation (Including Residential Status and Heads of Income)  
Lesson :3 – Personal Tax Planning and Reduction of Tax Liability
- (08 Lectures)


**Suggested Books and References –**

1. Finance for everyone: Devinder Kumar Anand, Vikas Publishing House Pvt Ltd.
2. Basics of Finance and Banking: Bhattacharya & Agarwal, Himalya Publishing House.

**Course Learning Outcomes:**

By the end of the course, students should be able to:

1. Recognize the significance of financial literacy and its role in making informed financial decisions.
2. Understand the functions and roles of different financial institutions, including banks, NBFCs, and insurance companies.

  
**डॉ. अरुण कुमार पाण्डेय**  
उपकुलसचिव  
प्रभारी अकादमिक प्रथम



3. Develop effective financial planning skills, set financial goals, and make prudent financial decisions.
4. Apply financial forecasting and budgeting techniques to manage expenses and achieve financial objectives.
5. Navigate electronic banking, including digital payments, and utilize online banking services effectively.
6. Grasp fundamental investment concepts, assess risk and return relationships, and explore different investment options.
7. Comprehend the basics of the money market and its importance in short-term financing.
8. Gain insight into the capital market and its primary and secondary segments, along with various traded securities.
9. Understand the significance of insurance planning, choose appropriate insurance products, and manage financial risks.
10. Identify different types of insurance, such as life, health, property, and liability insurance, and their respective benefits.
11. Gain a basic understanding of the Goods and Services Tax (GST) and its implications.
12. Familiarize themselves with income tax, its fundamental concepts, residential status determination, and various sources of income.
13. Employ personal tax planning strategies, optimize tax liabilities, and explore tax-saving investment options

  
**डॉ. अरुण कुमार पाण्डेय**  
उपकुलसचिव  
प्रभारी अकादमिक प्रथम

## Syllabus

### SEC-003 – Data Analysis Using Excel

Semester	Code of the Course	Title of the Course/Paper		NHEQF Level	Credits
I/II	SEC-003	Data Analysis Using Excel		5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course
		Theory	Practical		
Introductory	Skill Enhancement	-	2	No	60 Hours Practical
Prerequisites	XII Pass				
Objectives of the Course:	<b>Objectives of the Course –</b> <ol style="list-style-type: none"> <li>1. To Understand Data Analysis Fundamentals and Excel Basics;</li> <li>2. Understanding the process of cleaning and transforming data.</li> <li>3. Understanding Visualization of data.</li> <li>4. Understanding Inbuilt functions of MS-Excel and User defined functions</li> <li>5. To understand Statistical Tools for Data analysis.</li> <li>6. Apply Data Analysis to Real-world Scenarios.</li> </ol>				

### Examination Scheme-


#### Regular Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Practical	Data Analysis Using Excel	1 Hrs-MT 1 Hrs-EoSE	10 Marks-MT 40 Marks-EoSE	4 Marks-MT 16 Marks-EoSE

The Practical examination Scheme for Introduction to Office Productivity Software should be as follows –

- Three Practical Exercise of 10 Marks each from each Unit – 30 Marks
- Viva-Voce – 10 Marks
- Record – 10 Marks

Duration of Practical Examination will be of 1 Hours.

  
**डॉ. अरुण कुमार पाण्डेय**  
 उपकुलसचिव  
 प्रभारी अकादमिक प्रथम




## Detailed Syllabus

### SEC-003 – Data Analysis Using Excel

Unit	Course Contents	No. of Lectures
Unit-I	<b>Introduction:</b> Introduction to data analysis concepts. Excel's interface and its features. Data entry, formatting, and basic calculations on work sheet. Introduction to Simple Excel functions (SUM, AVERAGE, COUNT, date formats etc.). Various form of storing an excel file. Managing worksheets and workbooks. Storing Workbooks.	16
Unit-II	<b>Data Cleaning and Transformation</b> Importing data from various sources (CSV, text, databases). Data cleaning techniques (removing duplicates, handling missing values). Text-to-columns and data splitting. Data validation and conditional formatting.	12
Unit-III	<b>Visualization:</b> Creating basic charts (bar, line, pie). Customizing charts (titles, labels, legends). Using advanced chart types (scatter plots, histograms). Adding trend lines and data labels. Creating dynamic charts with slicers. Probability Distributions and their graphical representation. Pivot Tables: Creating, modifying, and summarizing data. Pivot Charts: Visualizing Pivot Table data. Introduction to What-If Analysis	16
Unit-IV	<b>Data Analysis Tools:</b> Introduction to basic statistical functions (STDEV, MIN, MAX). Using Excel's built-in analysis tools (Correlation, Regression). Introduction to Power Query for data transformation. User Defined Formulae, Data Analysis Tool-Pack, Preparation of Correlation Matrix, Fitting multiple Regression equation. Generating Random Numbers. Statistical Inference tools : Application of Z-Test, t-test, F-tests, ANOVA- One way and Two-way.	16

#### Suggested Books and References –

1. Paul McFedries (2022): Excel Data Analysis For Dummies, 5th Edition, John Wiley & Sons, ISBN: 978-1-119-84442-6
2. K. Berk (Author), Patrick Carey (2003): Data Analysis with Microsoft Excel, Duxbury Press; New edition (25 March 2003), ISBN-13 : 978-0534407148
3. Robert de Levie(2003), Advanced Excel for Scientific Data Analysis, OUP USA (9 October 2003), ISBN-13 : 978-0195170894
4. Manisha Nigam(2019): Data Analysis with Excel, BPB Publications; First Edition (5 September 2019), ISBN-13 : 978-9388176675
5. L. Winston Wayne (2019): MICROSOFT EXCEL 2019: DATA ANALYSIS & BUSINESS MODEL, 6<sup>th</sup> Edn., PHI Learning Pvt. Ltd. (11 October 2019), ISBN-13 : 978-9389347180
6. Wayne Winston(2017), Microsoft Excel Data Analysis and Business Modeling, Microsoft Press; 5th edition, ISBN-13 : 978-1509304219

  
अरुण कुमार पाण्डेय  
उपकुलसचिव  
प्रभारी अकादमिक प्रथम

**Suggested E-resources:**


**Online Lecture Notes and Course Materials:**

1. E-PG Pathshala:  
<https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=1BYckQKJvP3a/8Vd3L08tQ==>
2. Lecture Notes:
  1. <https://www.gacbe.ac.in/pdf/ematerial/18BCSSEL-U5.pdf>
  2. <https://drive.google.com/file/d/11yrwljBo12RRaBlj4Vy3XpZQhaM8D1dz/view?pli=1>
  3. <https://www.guru99.com/excel-tutorials.html>
  4. <https://gacbe.ac.in/pdf/ematerial/18MEC24C-U4.pdf>

**Course Learning Outcomes:**

After completing this short-term course students will gain with

1. Proficiency in Excel.
2. Data Analytical tools with Excel.
3. Data Visualization tools with MS-Excel:
4. Creating Pivot-Table Mastery.
5. Participants will have a solid foundation for further studies in data analysis, statistics, or related fields.
6. Successful completion of the course can enhance participants' career prospects by equipping them with sought-after data analysis skills.
7. Participants will be better equipped to solve real-world problems using data-driven insights and informed decision-making.
8. Students will realize confident navigating and utilizing Excel for various data analysis tasks.

  
**डॉ. अरुण कुमार पाण्डेय**  
उपकुलसचिव  
प्रभारी अकादमिक प्रथम



## Syllabus

### SEC-004--अनुवाद कौशल

Semester	Code of the Course	Title of the Course/Paper			NHEQF Level	Credits
I/II	SEC-004	अनुवाद कौशल			5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course	
		Theory	Practical			
Introductory	Skill Enhancement	2	-	Yes	30 Hours Lecture	
Prerequisites	XII Pass					
Objectives of the Course:	Objectives of the Course - 1. अन्ग भाषा के साहित्य को लक्ष्यभाषा में उपलब्ध करवाना 2. वैश्विक ज्ञान को लक्ष्यभाषा में उपलब्ध करवाना 3. ज्ञान का विस्तार					

### Examination Scheme-

#### Regular Students -


Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-004 अनुवाद कौशल	1 Hrs-MT 1 Hrs-EoSE	10 Marks-MT 40 Marks-EoSE	4 Marks-MT 16 Marks-EoSE

Question paper for अनुवाद कौशल will be so set that it has 40 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

#### Non-Collegiate Students -

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-004 अनुवाद कौशल	1 Hrs	50 Marks	20 Marks

Question paper for अनुवाद कौशल will be so set that it has 50 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

  
 डॉ. अरुण कुमार पाण्डेय  
 उपकुलसचिव  
 प्रभारी अकादमिक प्रथम

## Detailed Syllabus

### SEC-004 – अनुवाद कौशल

#### Unit –I

- अनुवाद, आवश्यकता और महत्व
- अनुवाद के प्रकार
- अनुवाद की प्रक्रिया

#### Unit –II

- अनुवाद कार्य की प्रकृति
- अनुवाद और समतुल्यता
- अनुवाद की समस्याएँ

#### Unit –III

- अंग्रेजी से हिन्दी में अनुवाद
- अन्य भारतीय भाषाओं से हिन्दी में अनुवाद
- प्रशासनिक-पारिभाषिक शब्दावली

#### Unit-IV

- पाठ : मालगुडी डेज – मालगुडी की कहानियाँ आर. के. नारायण (02 कहानियाँ)

### Suggested Books and References –

1. मालगुडी की कहानियाँ, आर.के. नारायण, राजमाल एंड संस, नई दिल्ली, 2017
2. अनुवाद : सिद्धांत एवं व्यवहार, डॉ. जयन्ती प्रसाद नौटियाल, राजकमल प्रकाशन, नई दिल्ली
3. अनुवाद सिद्धांत और प्रयोग, जी. गोपीनाथन, अभिजीत पब्लिकेशन्स, 2008
4. अनुवाद : सिद्धांत और समस्याएँ, डॉ. रवीन्द्रनाथ श्रीवास्तव- डॉ. कृष्णकुमार गोस्वामी, आलेख प्रकाशन, 2008

### Suggested E-resources:

1. Online Lecture Notes and Course Materials:

### Course Learning Outcomes:


अनुवाद कौशल के अध्ययन को पूरा करने पर, छात्र निम्नलिखित क्षमताओं को प्राप्त करेंगे-

1. अनुवाद शब्द की परिभाषा और इसे सभी भाषाओं के बीच संवाद में महत्वपूर्णता की व्याख्या करना।
2. भाषाई और सांस्कृतिक अंतरों को पार करने में अनुवाद के भूमिका को पहचानना।
3. साहित्यिक, तकनीकी, कानूनी और वैज्ञानिक अनुवाद सहित विभिन्न अनुवाद प्रकार के बीच अंतर करना।
4. प्रत्येक प्रकार के अनुवाद के साथ जुड़े विशेष चुनौतियों का विश्लेषण करना।
5. स्रोत पाठ विश्लेषण से लेकर लक्ष्य पाठ उत्पादन तक की विभिन्न चरणों की जांच करना।
6. सटीक और सांस्कृतिक रूप से सही अनुवाद उत्पन्न करने में शामिल कदमों का वर्णन करना।
7. लाभिक अनुवाद, परापूर्वाधिक, अव्यक्त और आशयव्यक्त, जैसे विभिन्न अनुवाद विधियों के साथ उत्पादन करना।
8. पाठ की प्रकृति और लक्ष्य दर्शक के अंतर पर श्रमिक क्रिया का प्रभाव करना।

डॉ. अरूण कुमार पाण्डेय  
उपकुलसचिव  
प्रभारी अकादमिक प्रथम



9. अनुवाद समता की अन्वयणा समझें और स्रोत पाठ के अर्थ और शैली को बनाए रखने में इसकी भूमिका समझना।
10. अर्थ की प्राप्ति में सामान्य चुनौतियों का विश्लेषण करना, जैसे कि मुहावरे और सांस्कृतिक सूक्ष्मताएँ।
11. रूपांतरण, सूचनांक, और सांस्कृतिक प्रतिस्थानन जैसी तकनीकों का अन्वेषण करें ताकि इच्छित अर्थ को प्रभावी रूप से प्रस्तुत करना।
12. इन तकनीकों को विभिन्न अनुवाद परिदृश्यों में लागू करना।
13. लक्ष्य भाषा में पठनीयता को बनाए रखते हुए स्रोत पाठ के प्रति वफादारी के लिए अनुवादक की जिम्मेदारी को मान्यता देना।
14. अनुवाद प्रक्रिया के दौरान अनुवादकों के द्वारा नैतिक विचारणाएँ और चुनौतियों का मूल्यांकन करना।
15. अंग्रेजी से हिंदी में चयनित अंशों का अनुवाद करना, जिससे कि पाठ्यक्रम में सीखे गए अनुवाद सिद्धांतों की समझ प्रदर्शित हो सके।
16. सटीक और प्रभावी अनुवाद के लिए उपयुक्त विधियों, तकनीकों, और रणनीतियों का प्रयोग करना।

  
डॉ. अरुण कुमार पाण्डेय  
उपकुलसचिव  
प्रभारी अकादमिक प्रथम

## Syllabus

### SEC-005 – Logical and Critical Thinking

Semester	Code of the Course	Title of the Course/Paper		NHEQF Level	Credits
I/II	SEC-005	Logical and Critical Thinking		5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course
		Theory	Practical		
Introductory	Skill Enhancement	2	-	Yes	30 Hours Lecture
Prerequisites	XII Pass				
Objectives of the Course:	<b>Objectives of the Course –</b> This course aims to equip students with a comprehensive understanding of various logical reasoning concepts and critical thinking techniques. Through a diverse range of topics and exercises, the course seeks to enhance students' ability to analyze information, evaluate arguments, solve complex problems, and make informed decisions. By the end of the course, students should have a solid foundation in logical reasoning and critical thinking, empowering them to excel in various academic, professional, and everyday scenarios.				

### Examination Scheme-

#### Regular Students –


Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-005- Logical and Critical Thinking	1 Hrs-MT 1 Hrs-EoSE	10 Marks-MT 40 Marks-EoSE	4 Marks-MT 16 Marks-EoSE

Question paper for Logical and Critical Thinking will be so set that it has 40 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

#### Non-Collegiate Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (EoSE)	Minimum Marks (EoSE)
Theory	SEC-005- Logical and Critical Thinking	1 Hrs	50 Marks	20 Marks

Question paper for Logical and Critical Thinking will be so set that it has 50 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

  
**डॉ. अरुण कुमार पाण्डेय**  
 उपकुलसचिव  
 प्रभारी अकादमिक प्रथम



## Detailed Syllabus

### SEC-005- Logical and Critical Thinking

#### Unit - I

Alphabet test, Alphanumeric series, Analogy, Analytical and Decision Making, Arithmetic Reasoning, Artificial Language,

(7 Lectures)

#### Unit - II

Blood Relations, Calendars, Cause and Effect, Classification, Clocks, Code Inequalities, Coded equations, Coding and Decoding, Course of Action, Critical path, Critical Reasoning, Cubes and cuboids,

(8 Lectures)

#### Unit - III

Data Sufficiency, Decision Making, Deductive Reasoning/Statement Analysis, Dices, Direction questions, Embedded Images, Figure Matrix, Input-Output, Mirror and Water Images, Odd One Out, Ordering and Ranking, Paper folding; unfolding questions

(8 Lectures)

#### Unit - IV

Picture Series and Sequences, Puzzles, Reasoning Analogies, Seating Arrangements, Shape Construction, Statement and Assumptions, Statement and Conclusions, Syllogism, Venn Diagram, Verbal Reasoning, Visual Reasoning

(7 Lectures)

#### Suggested Books and References --

1. A Modern Approach to Logical Reasoning by R.S. Aggarwal
2. Logical and Analytical Reasoning by A.K. Gupta
3. How to Prepare for Logical Reasoning for CAT by Arun Sharma
4. Verbal and Non-Verbal Reasoning by R.S. Aggarwal
5. Analytical Reasoning by M.K. Pandey
6. Logical Reasoning and Data Interpretation for CAT by Nishit K. Sinha
7. The PowerScore LSAT Logical Reasoning Bible by David M. Killoran
8. Critical Thinking: A Student's Introduction by Gregory Bassham, William Irwin, and Henry Nardone
9. Thinking, Fast and Slow by Daniel Kahneman
10. The Art of Thinking Clearly by Rolf Dobell

#### Course Learning Outcomes:

By the end of the course, students should be able to:

1. Demonstrate Proficiency in Various Logical Reasoning Techniques: Students will grasp the fundamental principles of logical reasoning and apply techniques such as analogy, classification, coding-decoding, statement analysis, syllogism, and more.
2. Enhance Critical Thinking Skills: Students will develop the ability to critically evaluate information, identify assumptions, and analyze arguments to make well-reasoned decisions.

डॉ. अरुण कुमार पाण्डेय

उपकुलसचिव

प्रभारी अकादमिक प्रथम

Page 21 of 54