

## **Ordinance - Choice Based Credit System for UG Programmes** (w.e.f. Academic Session 2019-20)

### **Outline of Choice Based Credit System:**

1. **Core Course:** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.
2. **Elective Course:** Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.
  - 2.1 **Discipline Specific Elective (DSE) Course:** Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).
  - 2.2 **Dissertation/Project:** An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.
  - 2.3 **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.
3. **Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are the courses based upon the content that leads to Knowledge enhancement; i. Environmental Science and ii. English/MIL Communication. These are mandatory for all disciplines. SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.
  - 3.1 Ability Enhancement Compulsory Courses (AECC): Environmental Science, English Communication/MIL Communication.
  - 3.2 Skill Enhancement Courses (SEC): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.

### **Introducing Research Component in Under-Graduate Courses**

**Project work/Dissertation** is considered as a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Dissertation work would be of 6 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.

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**DETAILS OF COURSES UNDER B.SC. (HONORS)**

Course	*Credits	
	Theory+ Practical	Theory - Tutorial

**I. Core Course**

(14 Papers)	14X4= 56	14X5=70
<b>Core Course Practical / Tutorial*</b>		
(14 Papers)	14X2=28	14X1=14

**II. Elective Course****(8 Papers)**

A.1. Discipline Specific Elective	4X4=16	4X5=20
<b>(4 Papers)</b>		

## A.2. Discipline Specific Elective

Practical/ Tutorial*	4 X 2=8	4X1=4
<b>(4 Papers)</b>		

B.1. Generic Elective/  
Interdisciplinary

	4X4=16	4X5=20
<b>(4 Papers)</b>		

## B.2. Generic Elective

Practical/ Tutorial*	4 X 2=8	4X1=4
<b>(4 Papers)</b>		

**Optional Dissertation or project work in place of one Discipline Specific Elective paper (6 credits) in 6<sup>th</sup> Semester**

**III. Ability Enhancement Courses****1. Ability Enhancement Compulsory Courses (AECC)**

<b>(2 Papers of 2 credit each)</b>	2 X 2=4	2 X 2=4
Environmental Science		
English/MIL Communication		

**2. Skill Enhancement Courses (SEC)**

(Minimum 2)	2 X 2=4	2 X 2=4
<b>(2 Papers of 2 credit each)</b>		

**Total credit****140****140**

*Dr. Shamam*

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**PROPOSED SCHEME FOR CHOICE BASED CREDIT SYSTEM IN B. Sc. HONOURS**

	CORE COURSE (14)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Elective: Discipline Specific DSE (4)	Elective: Generic (GE) (4)
I	C 1	(English Communication/MI L)/ Environmental Science			GE-1
	C 2				
II	C 3	Environmental Science/(English/MI L Communication)			GE-2
	C 4				
III	C 5		SEC -1		GE-3
	C 6				
	C 7				
IV	C 8		SEC -2		GE-4
	C 9				
	C 10				
V	C 11			DSE-1	
	C 12			DSE -2	
VI	C 13			DSE -3	
	C 14			DSE -4	

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**DETAILS OF COURSES UNDER B.A./ B.COM. (HONORS)/BBA/BTM ETC.**

Course	*Credits	
	Theory+ Practical	Theory + Tutorial
<b><u>I. Core Course</u></b> <b>(14 Papers)</b>	14X4= 56	14X5=70
<b>Core Course Practical / Tutorial*</b> <b>(14 Papers)</b>	14X2=28	14X1=14
<b><u>II. Elective Course</u></b> <b>(8 Papers)</b>		
A.1. Discipline Specific Elective <b>(4 Papers)</b>	4X4=16	4X5=20
A.2. Discipline Specific Elective Practical / Tutorials* <b>(4 Papers)</b>	4 X 2=8	4X1=4
B.1. Generic Elective/Interdisciplinary <b>(4 Papers)</b>	4X4=16	4X5=20
B.2. Generic Elective Practical / Tutorials*	4 X 2=8	4X1=4
<b>Optional Dissertation or project work in place of one Discipline Specific elective paper (6 credits) in 6<sup>th</sup> Semester</b>		
<b><u>III. Ability Enhancement Courses</u></b>		
1. <b>Ability Enhancement Compulsory Courses (AECC)</b> 2 X 2=4 <b>(2 Papers of 2 credits each)</b> Environmental Science English Communication/MIL		2 X 2=4
2. <b>Skill Enhancement Courses (SEC)</b> (Minimum 2, Max. 4) <b>(2 Papers of 2 credits each)</b>	2 X 2=4	2 X 2=4

Total credit= 140    Total credit= 140

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**PROPOSED SCHEME FOR CHOICE BASED  
CREDIT SYSTEM IN B.A./B.Com. Honours/BBA/BTM**

etc.

CORE COURSE (14)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Elective: Discipline Specific DSE (4)	Elective: Generic (GE) (4)
I C 1	(English/ Communication)/ Environmental Science	MIL		GE-1
C 2				
II C 3	Environmental Science/(English/ MIL Communication)			GE-2
C 4				
III C 5		SEC-1		GE-3
C 6				
C 7				
IV C 8		SEC -2		GE-4
C 9				
C 10				
V C 11			DSE-1	
C 12			DSE -2	
VI C 13			DSE -3	
C 14			DSE -4	

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**DETAILS OF COURSES UNDER UNDERGRADUATE PROGRAMME (B.SC.) AND  
ALL OTHER UG PROGRAMS BASED ON SCIENCES**

Course	*Credits	
	Theory+ Practical	Theory+Tutorials
<b><u>I. Core Course</u></b> <b>(12 Papers)</b> 04 Courses from each of the 03 disciplines of choice	12X4= 48	12X5=60
<b>Core Course Practical / Tutorial*</b> <b>(12 Practical/ Tutorials*)</b> 04 Courses from each of the 03 Disciplines of choice	12X2=24	12X1=12
<b><u>II. Elective Course</u></b> <b>(6 Papers)</b>  Two papers from each discipline of choice including paper of interdisciplinary nature.	6x4=24	6X5=30
<b>Elective Course Practical / Tutorials*</b> <b>(6 Practical / Tutorials*)</b> Two Papers from each discipline of choice including paper of interdisciplinary nature <b>Optional Dissertation or project work in place of one Discipline elective paper (6 credits) in 6<sup>th</sup> Semester</b>	6 X 2=12	6X1=6
<b><u>III. Ability Enhancement Courses</u></b>		
1. Ability Enhancement Compulsory Courses (AECC) 2 X 2=4 <b>(2 Papers of 2 credits each)</b> Environmental Science English/MIL. Communication		2X2=4
2. Skill Enhancement Courses (SEC)  <b>(4 Papers of 2 credits each)</b>	4 X 2=8	4 X 2=8
	----- Total credit= 120	----- Total credit= 120

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**PROPOSED SCHEME FOR CHOICE BASED CREDIT SYSTEM IN B.SC.  
PROGRAM B.SC. AND ALL OTHER UG PROGRAMS BASED ON SCIENCES**

	CORE COURSE (12)	Ability Enhancement Skill Compulsory Course (AECC) (2)	Enhancement Course (SEC) (2)	Discipline Specific Elective DSE (6)
I	DSC-1 A	(English/MIL Communication)/ Environmental Science		
	DSC-2 A			
	DSC-3 A			
II	DSC-1 B	Environmental Science / (English/MIL Communication)		
	DSC-2 B			
	DSC-3 B			
III	DSC-1 C		SEC-1	
	DSC-2 C			
	DSC-3 C			
IV	DSC-1 D		SEC -2	
	DSC-2 D			
	DSC-3 D			
V			SEC -3	DSE-1 A
				DSE-2 A
				DSE-3 A
I			SEC - 4	DSE-1 B
				DSE-2 B
				DSE-3 B

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**DETAILS OF COURSES UNDER UNDERGRADUATE PROGRAMME (B.A./  
B.COM./BBA/BTM/UG PROGRAMS IN SOCIAL SCIENCES AND HUMANITIES)**

Course	*Credits	
<b><u>I. Core Course</u></b>	Paper+ Practical	Paper + Tutorial
<b>(12 Papers)</b>	12X4= 48	12X5=60
Two papers – English		
Two papers – MIL		
Four papers – Discipline 1.		
Four papers – Discipline 2.		
<b>Core Course Practical / Tutorial* (12 Practicals)</b>	12X2=24	12X1=12
<b><u>II. Elective Course</u></b>	6x4=24	6X5=30
<b>(6 Papers)</b>		
Two papers- Discipline 1 specific		
Two papers- Discipline 2 specific		
Two papers- Inter disciplinary		
Two papers from each discipline of choice and two papers of interdisciplinary nature.		
<b>Elective Course Practical / Tutorials*</b>	6 X 2=12	6X1=6
<b>(6 Practical/ Tutorials*)</b>		
Two papers- Discipline 1 specific		
Two papers- Discipline 2 specific		
Two papers- Generic (Inter disciplinary)		
Two papers from each discipline of choice including papers of interdisciplinary nature.		
<b>Optional Dissertation or project work in place of one elective paper (6 credits) in 6<sup>th</sup> Semester</b>		
<b><u>III. Ability Enhancement Courses</u></b>		
<b>1. Ability Enhancement Compulsory Courses (AECC) 2 X 2=4</b>		2 X 2=4
<b>(2 Papers of 2 credits each)</b>		
Environmental Science		
English Communication/MIL		
<b>2. Skill Enhancement Courses (SEC)</b>	4 X 2=8	4 X 2=8
<b>(4 Papers of 2 credits each)</b>		
	<b>Total = 120</b>	<b>Total = 120</b>

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Wherever there is a practical there will be no tutorial and vice-versa.  
**PROPOSED SCHEME FOR CHOICE BASED CREDIT SYSTEM IN**  
**B.A./B.Com Program/BBA/BTM/UG PROGRAMS IN SOCIAL SCIENCES AND**  
**HUMANITIES)**

12. r any number of choices of papers from different disciplines under Generic

	CORE COURSE (12)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Discipline Specific Elective DSE (4)	Generic Elective GE (2)
I	English/MIL-1	(English/MIL Communication) / Environmental Science			
	DSC- 1 A				
	DSC- 2 A				
II	MIL/English-1	Environmental Science/ (English/MIL Communication)			
	DSC- 1 B				
	DSC- 2 B				
III	English/MIL-2		SEC -1		
	DSC- 1 C				
	DSC- 2 C				
IV	MIL/English-2		SEC -2		
	DSC- 1 D				
	DSC- 2 D				
V			SEC -3	DSE-1 A	GE-1
				DSE-2 A	
VI			SEC-4	DSE-1 B	GE-2
				DSE- 2 B	

*Sey. Shamam*

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1. The new scheme of UG courses should be given due consideration while framing the admission eligibility requirement for PG/ Technical courses.
2. Students following inter and multi-disciplinary format under CBCS are not to be put at a disadvantage. It is suggested that wherever required, obtaining 24 credits in particular discipline may be considered as the minimum eligibility, for admission in the concerned discipline, for entry to PG/Technical courses.

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1. The ordinance shall be applicable from the academic session 2019-20 to all U.G. Programmes except B.A. or Honors programmes being run in University Teaching Departments (UTDs) and Colleges affiliated to the University.
2. A person who has passed the Senior Secondary Examination (10+2) from Board of School Education Haryana, Bhiwani or any other examination recognized by CDLU, Sirsa as equivalent thereto shall be eligible for admission. The detailed eligibility conditions e.g. percentage of marks in the qualifying examination, subject(s) combination, etc. shall be notified in the Handbook of Information as approved by the Academic Council from time to time.

However, lateral entry in Technical Programmes 3<sup>rd</sup> semester is allowed to those candidates who have passed Diploma in respective subject or discipline or an equivalent examination approved by the State Board of Technical Education, Haryana with atleast 45% marks in aggregate.

3. The duration of the programme leading to the degree shall be 3 academic year, each divided into two semester of about 90 days each to ensure compliance of UGC guidelines of minimum teaching days. It can be extended from its normal period by two years with the supplementary examinations held as under:

<b>Semester</b>	<b>When to be Held</b>
First Semester	Along with Third Semester
Second Semester	Along with Fourth Semester
Third Semester	Along with Fifth Semester
Fourth Semester	After Sixth Semester
Fifth Semester	After Sixth Semester

4. The programmes shall be covered under Choice Based Credit System as per the scheme enclosed as annexure A.

5 (a) Each Teaching Department shall offer at least one open elective course for the students of other departments in each semester and the students have to register in open elective course(s) so as to earn 12 credits of the programme. Same course(s) can be offered in Even/Odd Semester by the department.

(b) For starting the open elective course(s), the minimum strength of students is fixed as 10 and the maximum will be as per DGHE rules or 60 whichever is higher. If the number of students are more than the maximum limit, second unit may be started keeping in view the minimum number as 10 for the second unit. However, the course will continue if the students leave the course and the number falls less than 10.

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- (c) Students must submit their option for open elective course(s) within a week after the commencement of classes of first semester to the Chairperson of their department/Principal of the College. For 2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup> semester, they must submit their option for open elective course(s) at the end of the respective semesters.
6. Credit is a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture) or two hours of Practical/Tutorial/Project Work/Field Work.
7. The criteria for Credit versus Marks for a particular course shall be as under:

Contact Hrs. per Week	Course Credits	Total Marks
4 (Theory)	4	100
4 (Practical)	2	50
2 (Theory)	2	50

9. The continuous evaluation for theory and practical courses shall be as under:

**(A) Theory Courses**

Component	Weightage (4 Credits)	Weightage (2 Credits)	Evaluation
Mid-term Exam	10	10	Internal
Assignment	05	05	Internal
Class Attendance	05	05	Internal
End-term Exam	80	30	External
<b>Total</b>	<b>100</b>	<b>50</b>	

**(B) Practical Courses**

Component	Weightage (2 Credits)	Evaluation
End-term Exam:		
(a) Experiment (Including written text)	30	Internal/External
(b) Viva-voce	10	Internal/External
(c) Evaluation of Lab Records	10	Internal/External
<b>Total</b>	<b>50</b>	

Wherever there is a practical there will be no tutorial and vice-versa.

The ratio of internal and external evaluation of theory courses shall be 20:80 *i.e.* Internal - 20 marks and External - 80 marks. The bifurcation of internal marks for attendance shall be as follows:

Attendance - 05 Marks (The marks for attendance shall be given as follows: (a) Attendance 91 percent onwards - 5 marks, (b) Attendance 81 percent to 90 percent - 4 marks, (c) Attendance 75 percent to 80 percent - 3 marks).

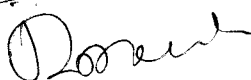
The Head of the Department/Principal shall forward the internal assessment marks awarded by the concerned teacher on the basis of class test, written assignment and attendance in the classes etc. to the Controller of Examinations within ten days of the commencement of the examination.

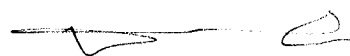
*Dr. Nijim*  
*Dr. Ramesh*  
*Dr. Shyam*

- (i) Thereafter, a late fee @ Rs.25/- per candidate per subject shall be charged from the Department/College/Institute concerned.
- (ii) No Internal Assessment/Sessional marks shall be entertained if the same are received by the University after the declaration of results. However, the Vice-Chancellor may condone the delay with late fee after taking into consideration the merit of each case.
10. The examination for the first, third and fifth semester shall ordinarily be held in the month of December and for the second, fourth and sixth semester in the month of May on such dates as notified by the Controller of Examinations from time to time.
11. The last date(s) by which the examinations forms and fees, with or without late fee must reach the Examination Branch shall be notified by the Controller of Examinations.
12. The medium of instruction and examination shall be English/Hindi unless otherwise provided in the scheme of the examination/ordinance of the programme. The medium of the instruction in open elective course(s) shall be decided by the concerned department delivering the course. However, the students can attempt questions in English/Hindi in examination as per their choice given while opting the open elective course. Leaving question papers for courses in languages other than English, the examiner will set the paper in English though the student can answer either in English or Hindi.
13. The examination of first, second, third, fourth semesters shall be open to a student:  
(a) who has passed the requisite examination and his/her name is submitted to the Examination Branch by the Chairperson of the Department/Principal of the College, and  
(b) who is on the rolls of the department for the semester concerned preceding the examination and attended not less than 75 percent of the lecture(s)/practical(s) in each semester. However, the relaxation in attendance, if any, shall be governed by the rules mentioned in HBI/Ordinance(s) of the University.
14. Every candidate shall be examined according to the scheme of examination and syllabus as approved by the competent bodies from time to time. A candidate who fails in an examination or though eligible fails to appear in the examination, shall, unless decided otherwise by the Academic Council, take the examination according to the syllabus prescribed by the University for regular students appearing for that examination.
15. There shall be a span of 10 days *i.e.* October 1-10 for odd semesters and March 01-10 for even semesters every year to conduct the mid-term examination in the different











departments. The schedule of examination will be notified by the Chairperson of the department/Principal of the College. The Chairperson/Principal is authorized to give one more opportunity to the students for mid-term examination if he/she could not appear in the scheduled mid-term examination due to genuine reasons. Such students shall immediately make a written request, citing the reasons and evidence of the cause, if required.

16. The syllabus of each course shall be divided into four units. The time duration of mid-term examination shall be of two hours and cover two units only and the end-term examination shall cover all the four units of the syllabus.
17. In case of evaluation of practical component of such core courses, the team of examiners *i.e.* internal and external shall be constituted on 50-50 basis *i.e.* half of the examiners in the team shall be invited from outside the University for conducting the examination.
18. The students must obtain at least 40 percent marks in external examination. But there is no condition of minimum pass percentage in internal examination. However, a student will be declared 'pass' only if he/she obtains at least 40 percent marks in aggregate *i.e.* internal plus external.
19. Absolute grading system will be followed in which the marks are converted into grades based on the pre-determined class intervals as follows and a multiplication factor of 10 shall be used to convert CGPA into equivalent percentage.

Letter Grade	Description	Grade Points	Marks
O	Outstanding	10	85-100
A+	Excellent	9	75-84
A	Very Good	8	65-74
B+	Good	7	55-64
B	Above Average	6	50-54
C	Average	5	41-49
P	Pass	4	40
F	Fail	0	Less than 40
Ab	Absent	0	Absent

20. A student obtaining Grade F shall be considered fail and will be required to appear in the entire examination.
21. For non-credit courses 'Satisfactory' or 'Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.
22. The following procedure shall be followed to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

*Deep Shrivastava*

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(a) SGPA is a measure of performance of work done in a semester. It is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by the student.

$$\text{SGPA } (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where  $C_i$  is the number of Credits of the  $i$ th Course and  $G_i$  is the grade point scored by the student in the  $i$ th Course.

#### Illustration for SGPA

Course	Credit ( $C_i$ )	Grade Letter	Grade Point ( $G_i$ )	Credit Point ( $C_i \times G_i$ )
Course 1	3	A	8	$3 \times 8 = 24$
Course 2	4	B+	7	$4 \times 7 = 28$
Course 3	3	B	6	$3 \times 6 = 18$
Course 4	3	O	10	$3 \times 10 = 30$
Course 5	3	C	5	$3 \times 5 = 15$
Course 6	4	B	6	$4 \times 6 = 24$
	20			139

Thus,  $\text{SGPA} = 139/20 = 6.95$

(b) The CGPA is a measure of performance of work done in all the semesters of the programme. It is calculated by taking into account all the courses undergone by a student during all the semesters of a programme.

$$\text{CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

Where  $S_i$  is the SGPA of the  $i$ th semester and  $C_i$  is the total number of credits in that Semester.

#### Illustration for CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit : 20 ( $C_1$ )	Credit : 22 ( $C_2$ )	Credit : 25 ( $C_3$ )	Credit : 26 ( $C_4$ )	Credit : 26 ( $C_5$ )	Credit : 25 ( $C_6$ )
SGPA : 6.9 ( $G_1$ )	SGPA : 7.8 ( $S_2$ )	SGPA : 5.6 ( $S_3$ )	SGPA : 6.0 ( $S_4$ )	SGPA : 6.3 ( $S_5$ )	SGPA : 8.0 ( $S_6$ )

Thus,  $\text{CGPA} = (20 \times 6.9) + (22 \times 7.8) + (25 \times 5.6) + (26 \times 6.0) + (26 \times 6.3) + (25 \times 8.0) / 144 = 6.73$

(c) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

23. Based on the grades earned and grade points, the University shall issue a transcript with SGPA to all the registered students after every semester. The certificate shall display the course details like code, title, number of credits, grades secured, etc.

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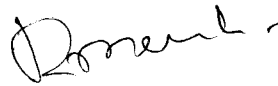
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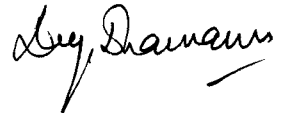
24. To be eligible for promotion from first year to second and from second year to third year of the programme, the students must be on the rolls of the department for the semester concerned preceding the examination.
25. On the completion of the programme, a consolidated transcript with CGPA indicating the performance in all semesters will be issued to all the registered students.
26. The degree shall be awarded to the successful students on the basis of the combined results of all the semesters of the programme within 180 days of the end of concerned academic session.
27. The candidate will be allowed to appear in the examination if he/she exhibits a good character.

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Sr. No.	Skill Enhancement Course
1	Computer skills II
2	Broadcast/telecast journalism
3	Basic Computer Applications
4	Vedas and Upnishad
5	Adobe Photoshop
6	Fundamental Rights and Duties
7	Data Analysis
8	Office Computing
9	Application Package for finance
10	Web applications etc.

Sr. No.	Ability Enhancement Course
1	Dress Designing
2	Performing Arts
3	Secretarial practice
4	Shorthand and word processing
5	Office and Administration Support
6	Event Management

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