

**Minutes of the Adhoc Committee Meeting**  
**for**  
**Skill Enhancement Courses (SEC) Syllabus Finalization**

**Date:** Monday, August 21, 2023

**Time:** 3:00 PM

**Venue:** Centre for Development of Physics Education (CDPE), University of Rajasthan, Jaipur

**Attendees:**

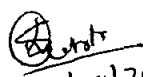
1. Prof. Shailendra Kumar Gupta, Department of Physics (Convenor)
2. Prof. Payal Lodha, Department of Botany (Member)
3. Prof. Naresh Kumar, Department of EAFM (Member)
4. Prof. Paresh Vyas, Department of Mathematics (Member)
5. Prof. Sunita Agarwal, Department of English (Member)
6. Prof. Nupur Mathur, Department of Zoology (Member)
7. Prof. Sushila Pareek, Department of Psychology (Member)
8. Prof. Bhawani Shankar Sharma, Department of Business Administration (Member)
9. Dr. R. K. Gunsariya, Department of Chemistry (Member)
10. Dr. Nikki Chaturvedi, Department of History (Member)
11. Dr. Jitendra Singh, Department of Hindi (Member)
12. Prof. Urvashi Sharma, Department of Hindi (Special Invitee)
13. Prof. Rameshwar Jat, Department of Economics (Special Invitee)

Prof. Pankaj Nagar and Prof. Rashmi Jain regretfully couldn't attend the meeting due to prior commitments and other professional assignments.

The meeting commenced with the Convenor extending a warm welcome to all the Committee members and Domain experts. Gratitude was expressed for the collective effort in designing SEC courses and meticulously finalizing the syllabus and examination scheme within the designated timeframe.

During the meeting, the syllabus of various SEC courses, contributed by different members, was shared and discussed. The main objective of the committee is to provide a diverse array of skill enhancement courses during the First and Second Semesters, benefiting students enrolled in undergraduate programs at the University and its affiliated/constituent colleges.

The committee's proactive approach in selecting a wide range of Skill Enhancement courses was highlighted. These courses encompass domains such as Computer Science, communication, digital literacy, entrepreneurship, leadership, and more. The goal is to offer students exposure that aids them in making informed career decisions and significantly enhances their employability prospects. The variety of courses ensures students have the opportunity to tailor their learning experiences to align with their interests and career aspirations.

  
21/08/2023



The list of SEC courses approved for offering is as follows:

S. No.	Course Code-Course Title	Offered to NC Students	Total Credit	Delivery Type of the Course
1.	SEC-001-Computer Fundamentals	Yes	2	T
2.	SEC-002-Introduction to Office Productivity Software	No	2	P
3.	SEC-003-Data Analysis Using Excel	No	2	P
4.	SEC-004-Business Communication Skills	Yes	2	T
5.	SEC-005-Effective Communication Skills	No	2	T+P
6.	SEC-006-Learning Life Skills	No	2	T+P
7.	SEC-007-Logical and Critical Thinking	Yes	2	T
8.	SEC-008-Quantitative Aptitude and Data Interpretation	Yes	2	T
9.	SEC-009-Finance for Everyone	Yes	2	T
10.	SEC-010-Basics of Tourism Concepts	Yes	2	T
11.	SEC-011-Data Literacy	Yes	2	T
12.	SEC-012-Bio-Fertilizer	No	2	T+P
13.	SEC-013-Nursery and Gardening Techniques	No	2	T+P
14.	SEC-014-अनुवाद कौशल (Translation Skills)	Yes	2	T
15.	SEC-015-प्रभावी हिन्दी लेखन (Effective Hindi Writing)	Yes	2	T
16.	SEC-016-Pest Management and Control	No	2	T+P
17.	SEC-017-Vermicomposting	No	2	T+P
18.	SEC-018-Understanding Union Budget and Economic Survey	Yes	2	T
19.	SEC-019-Survey Methodology	Yes	2	T

The meeting concluded with the acknowledgement of the collective efforts that have gone into shaping this comprehensive selection of courses. These courses will undoubtedly play a significant role in enhancing students' skill sets and employability prospects. *Committee Unanimously approved detailed syllabus and examination scheme for above mentioned SEC courses.*

*(Signature)*  
21/08/2023

Prof. Shailendra Kumar Gupta  
Convenor  
Adhoc Committee of Courses  
Skill Enhancement Courses