

**CERTIFICATE PROGRAMME ON GENERAL AWARENESS  
(12 WEEK DURATION)**



**SCHEME AND SYLLABUS**

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**INSTITUTE OF COOPERATIVE MANAGEMENT, JAIPUR**

(An Institution of National Council for Cooperative Training, New Delhi)

(An Autonomous Society Prompted by Ministry of Agriculture & Farmer Welfare)

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**SCHEME AND SYLLABUS OF**  
**CERTIFICATE PROGRAMME ON GENERAL AWARENESS**

**(12 WEEKS DURATION)**

1.	<b>Title of the Course</b>	Certificate Programme on General Awareness		
2.	<b>Duration</b>	12 Weeks		
3.	<b>Intake Capacity</b>	40 Participants		
4.	<b>Objective</b>	1. Programme by the experts of their respective field, in order to assist aspirants to develop the clear and basic fundamentals of the subject.		
		2. To assist the aspirants to frame an accurate and separate strategy and plan at every level of examination		
5.	<b>Training Fees</b>	Rs. 12,000/- per participants		
6.	<b>Course Curriculum</b>			
<b>S.No</b>	<b>Course Title</b>	<b>Units</b>	<b>No. of Sessions</b>	<b>Marks</b>
1.	<b>Indian History &amp; Culture</b> <ul style="list-style-type: none"> <li>• Indian Heritage: Fine Art, Performing Art, Architecture &amp; Literature from Indus Civilization to British Era.</li> <li>• Religious Movements and religious philosophy in Ancient and Medieval India.</li> <li>• History of Modern India from beginning of 19th Century to 1965 A.D: Significant events, personalities and issues.</li> <li>• Indian National Movement- its various stages &amp; streams, important contributors and contribution from different parts of the country.</li> <li>• Socio-religious reform movements in 19th and 20th century.</li> <li>• Post-Independence consolidation and reorganisation – Accession of princely states &amp; Linguistic reorganisation of the states.</li> </ul> <b>History of Modern World (up to 1950A.D.)</b> <ul style="list-style-type: none"> <li>• Renaissance and Reformation.</li> <li>• American War of Independence, French Revolution (1789 A.D.) and Industrial Revolution.</li> <li>• Imperialism and colonialism in Asia and Africa.</li> <li>• Impact of World Wars.</li> </ul>	1	40	100
2.	<b>Indian Economy</b> <ul style="list-style-type: none"> <li>• Agriculture – growth and productivity trends in Indian agriculture. Food processing sector and food management. Agricultural reforms and challenges.</li> <li>• Trends in Industrial Sector- Industrial Policy and Industrial Finance. Liberalization, Globalization, Privatization and economic reforms. Infrastructure and economic growth.</li> <li>• Inflation, Prices and demand/supply management.</li> <li>• Centre-State financial relations and Latest Finance Commission. Fiscal Responsibility &amp; Budget Management Act and fiscal reforms in India.</li> <li>• Budgetary trends and fiscal policy. Tax reforms in India.</li> </ul>	1	40	100

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	<p>Subsidies- cash transfer and other related issues. Trends in revenue and expenditure.</p> <ul style="list-style-type: none"> <li>• Role of Government in economic activities. Private, Public and Merit Goods.</li> <li>• Social Sector- poverty, unemployment and inequality. Healthcare and Education Policy. Problem of regulatory effectiveness. Redefining the role of state in economic development and an employment oriented growth strategy.</li> </ul>			
3.	<p><b>General Science &amp; Technology</b></p> <ul style="list-style-type: none"> <li>• Chemistry in everyday life; States of Matter; Atomic Structure; Metal, Non- Metal and Metalloids, Metallurgical Principles and methods, Important ores and alloys; Acid, Base and Salts, concept of pH and Buffers; Important Drugs (Synthetic and Natural), Antioxidants, Preservatives, Insecticides, Pesticides, Fungicides, Herbicides, Fertilizers, Binders and Sweeteners; Carbon, its compounds and their domestic and industrial applications; Radioactivity- concepts and applications.</li> <li>• Physics in everyday life; Gravitation; Human eye and Defects; Heat; Static and Current Electricity; Magnetism, Electro-Magnetism, Sound and Electro-Magnetic Waves, Magnetic resonance imaging and Nuclear magnetic resonance; Nuclear fission and Fusion.</li> <li>• The Cell; Control and Coordination, Reproductive, Excretory, Respiratory, Circulatory and Digestive systems in Human being; Blood groups, Composition and Functions of blood; Hormones; Genetics and Lifestyle Diseases; Human diseases- Communicable and Non-communicable, Endemic, Epidemic, Pandemic their Diagnosis and Control, Immunization and Vaccination; Drugs and Alcohol abuse. Plant parts and their functions, Plant nutrition, Plant growth regulators, Sexual and asexual reproduction in plants, Important medicinal plants with special reference to Rajasthan; Organic farming; Biotechnology and its applications.</li> <li>• Basic computer science; Networking and types; Analogue and digital telecommunication; Frequency spectrum; Mobile telephony, Recent developments in information and communication technology- Artificial intelligence; Big data, Cloud computing, Internet of things, Crypto currency, OTT platforms and Social media and their impacts; IT industry in India, Digital India initiatives.</li> <li>• Contribution of Indian Scientists in Science and Technology, Scientific and technological advancements- Robotics, Machine learning, Augmented reality, Nanotechnology, RFID, Quantum computing etc, Development of science and technology in Rajasthan, Government policies related to Science and Technology.</li> <li>• Space technology- Indian space programme, Satellites and their orbits, various launch vehicles; Remote sensing. Defence technology- Missiles, Indian missile programme, Chemical and Biological weapons.</li> </ul>	1	40	100

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<p>4.</p> <p><i>DA N-15</i> <i>DM</i></p>	<p><b>General Knowledge and General Studies</b></p> <ul style="list-style-type: none"> <li>• Constitution of India: Framing, Features, Amendments, Basic Structure.</li> <li>• Ideological Contents: Preamble, Fundamental Rights, Directive Principles of State Policy, Fundamental Duties.</li> <li>• Institutional Framework- I: Parliamentary System, President, Prime Minister and Council of Ministers, Parliament.</li> <li>• Institutional Framework- II: Federalism, Centre-State relations, Supreme Court, High Courts, Judicial Review, Judicial Activism.</li> <li>• Institutional Framework- III: Election Commission of India, Comptroller and Auditor General, Union Public Service Commission, NITI Aayog, Central Vigilance Commission, Central Information Commission, National Human Rights Commission.</li> <li>• Political Dynamics: Role of Caste, Religion, Class, Ethnicity, Language and Gender in Indian Politics, Political Parties and Electoral Behaviour, Civil Society and Political Movement, Issues related to National Integrity and Security, Potential areas of Socio-Political conflicts.</li> <li>• State Politics of Rajasthan: Party System, Political Demography, Different phases of Political competition in Rajasthan, Panchayati Raj and Urban self Government Institutions.</li> <li>• Emerging World Order in the post Cold War era, USA's hegemony and its resistance, UN and Regional Organizations, Dynamics of International Economy, International Terrorism and Environmental issues.</li> <li>• Foreign Policy of India: Evolution, Determinants, India's relations with USA, China, Russia, European Union and Neighbouring Countries, India's role in UN, NAM, BRICS, G- 20, G- 77 and SAARC.</li> <li>• Geo-political and Strategic issues in South Asia, South East Asia, West Asia and Far- East and their impact on India. Current Affairs: Current events, persons and places of Rajasthan, National and international importance, recent activities related to games and sports.</li> </ul>	1	40	100
5.	<p><b>Law &amp; Behavior</b></p> <p><u>Law</u></p> <ul style="list-style-type: none"> <li>• <b>Concepts of Law:</b> Ownership and Possession, Personality, Liability, Rights and Duties.</li> <li>• <b>Contemporary Legal Issues:</b> Right to Information, Information Technology Law including cyber crimes (concepts, purpose, prospects), Intellectual Property Rights (concepts, types, purpose).</li> <li>• <b>Crimes against Women and Children:</b> Domestic Violence, Sexual Harassment at work place, The Protection of Children from Sexual Offences Act, 2012, Laws related to child labour.</li> <li>• The Maintenance and Welfare of Parents and Senior Citizens Act, 2007.</li> </ul>	1	20	50

	<b>Behavior</b>			
	<ul style="list-style-type: none"> <li>• <b>Intelligence:</b> Cognitive intelligence, Social and Emotional intelligence, Cultural intelligence, Spiritual intelligence.</li> <li>• <b>Personality:</b> Traits and Types, Determinants of personality and Assessment of personality.</li> <li>• <b>Learning and Motivation:</b> Styles of learning, Models of memory, Causes of forgetting. Assessment of motivation.</li> <li>• <b>Stress and Management:</b> Nature, Types, Sources, Symptoms, Effects, Stress Management, Promotion of Mental Health.</li> </ul>			
6.	<b>Reasoning</b> Puzzles & Seating Arrangements, Direction Sense, Blood Relation, Syllogism, Order and Ranking, Coding-Decoding.	1	20	50
	<b>Total</b>	<b>6</b>	<b>200</b>	<b>500</b>
7.	<b>Interpersonal</b>			
	Class Room Training		<b>12 Weeks</b>	
	<b>Utilization</b>		12	
	Total training weeks		12	
	Total in Class Room Training		12	
	Approx working days (12 weeks x 5 days)		60 days	
	Gazetted Holiday's (Approx)		03 days	
	Joining/Relieving		03 days	
	Examination		04 days	
	Available Days for Session		50 days	
	<b>Available Sessions (50 x 4) (1 session 65 Minutes)</b>		<b>200 Sessions</b>	
8.	<b>Eligibly</b>	Graduate or Equivalent Higher Degree		
9.	<b>Pedagogy</b>	Class Room Sessions, Presentations, Group Discussions, Quiz, Games & Class Tests		
10.	<b>Assessment and Evaluation :</b>	Term End Examination	100%	
		<b>Total</b>	<b>100 %</b>	
		6 Subjects will have	500 Marks	
11.	<b>Categorization</b>	<b>For Participant of the Resettlement Course categorization is as per the DGR Guideline.</b>		
		80% and Above	O	
		70% but below 80%	A	
		60% but below 70%	B	
		50% but below 60%	C	
		40% but below 50%	D	
		Below Average	E	