



RAJASTHAN TECHNICAL UNIVERSITY

No.: RTU/Acad./F(17)04/2024/1276-81

Date: 25.04.2024

NOTIFICATION

As per resolution of 33rd meeting of Faculty of Engineering & Architecture (FOEA) vide agenda no. 33.2 and notification no. RTU/Acad./F(17)04/23/583-88, dtd. 31.08.2023, the foundation courses were introduced for the students of B.Tech. courses admitted in academic session 2023-24 and onwards.

Subsequently, as per resolution of 35th meeting of Faculty of Engineering & Architecture vide agenda no. 35.1, the additional foundation courses with guidelines and syllabus were approved. The students have to opt one foundation course in each semester.

The guidelines and syllabuses for the same are attached herewith.

Encl.:A/a

S.H.
(Prof. D.K. Palwalia)
Dean, Academic Affairs

C.C.to:

1. PS to HVC
2. Dean, Faculty of Engg. & Architecture
3. Dean, Faculty Affairs
4. Controller of Examinations
5. Principal/Director, All Affiliated Colleges
6. Webmaster
7. Guard File

S.K. Laddha
(S.K. Laddha)
Asstt.. Registrar, A/A



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Syllabus for Foundation Courses

Teaching and Examination Scheme

Teaching and Examination Scheme		Credit	Hours/Week			Exam Duration (Hrs)		Marks
Subject Code	Course Title		L	T	P	Theory	Practical	
FECxx	----	0.5					100	

S. No.	Subject Code	Name of Foundation Course	Remarks
1	FEC01	Sports-I	1 st year specific
2	FEC02	Sports II	
3	FEC03	National Service Scheme (NSS)	
4	FEC04	National Cadet Corps (NCC)	
5	FEC05	Physical Education, Health and Sports	Self-paced self-learning based programs
6	FEC06	Corporate Social Responsibilities	
7	FEC07	Financial Literacy	
8	FEC08	Financial Statements Analysis	
9	FEC09	Psychology for Everyday Living	
10	FEC10	French	Student opt for foundation course under this category should also obtain completion certificate from MOOCs/ University
11	FEC11	Mandarin Chinese	
12	FEC12	Japanese	
13	FEC13	German	
14	FEC14	Spanish	
15	FEC15	Logical Reasoning	
16	FEC16	Business Communication and Presentation Skills	To be conducted through PTP Cell
17	FEC17	Public Speaking	To be conducted through EDP Cell, startup Cell, Robotic lab club.
18	FEC18	Entrepreneurship Development	
19	FEC19	Tinkering & Elements of Design	
20	FEC20	Fostering Social Responsibility and Community Engagement	To be conducted through social responsibility cell
21	FEC21	Sketching & Rendering	To be conducted through student activity center (SAC)
22	FEC22	Theatre	
23	FEC23	Dance	
24	FEC24	Yoga	
25	FEC25	Digital Film Making	
26	FEC26	Music	
27	FEC27	Art of Happiness	
28	FEC28	SATKAAM: Preparing From Campus to Corporate Life	The respective faculty coordinator would run the program as per schedule given by SATKAAM foundation.

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Guidelines for Foundation courses

Introduction of foundation courses in sports, music, dance, art of happiness, financial literacy, foreign languages in the undergraduate engineering curriculum aims to foster holistic development among students. These courses are designed to enhance physical well-being and promote a healthy lifestyle through sports activities. These courses would cultivate creativity and self-expression through music, dance, and art, fostering a balanced and enriched educational experience. To promote mental well-being and resilience by imparting principles of happiness and mindfulness. Develop essential financial literacy skills to empower students in managing personal finances, making informed decisions, and planning for their future. These foundation courses will provide a well-rounded education that complements technical knowledge with interdisciplinary skills, contributing to the holistic growth and success of engineering graduates in both personal and professional realms.

Guidelines may be simplified as below: (Maximum marks 100)

Component A: Discipline (25 marks)

Minimum 25 marks shall be awarded unless is involved in indiscipline.

The marks shall be deducted from this component for those who involve themselves in indiscipline/ undesirable activities/ Detained from departments or in case of penalty of marks imposed by Chief Proctor/ Standing Disciplinary Committee (SOC), such deduction should be preferably approved by Head of the Institution/Principal/Director and subject to a maximum of 25 marks.

Component B: Foundation courses (75 Marks)

Guidelines:

1. Every student must select one foundation course per semester.
2. Each foundation course can only be taken once throughout the duration of the program.
3. Foundation courses do not involve classroom or laboratory sessions.
4. Foundation courses are self-learning based, with evaluation conducted by coordinating faculty members.
5. Foundation courses like Sports I, Sports II, NCC, NSS are designated for first-year semesters. Sports II can only be chosen if Sports I was completed in a previous semester.
6. Foundation courses from Sr. No. 5 to 9 are self-paced and self-learning programs. The coordinating faculty members shall ensure the active participation by students and marks shall be awarded on merit.
7. Foundation courses from Sr. No. 10 to 15 consist of foreign language learning and logical reasoning. Students opting for these courses must obtain a completion certificate from MOOCs/University, and marks will be awarded based on completion merit.
8. Foundation courses from Sr. No. 16 to 17 will be conducted by the PTP Cell, aimed at preparing students for placement through semester-long activities.
9. Foundation courses from Sr. No. 18 to 19 will be conducted by the EDP Cell and Startup Cell.
10. Foundation course Sr. No. 20 will be conducted by the Social Responsibility Cell. Students opting for this course are required to engage in social service within a nearby adopted village.
11. Foundation courses from Sr. No. 21 to 27 will be conducted through the Student Activity Centre (SAC), where students are encouraged to participate in cultural events, yoga camps, and inter-institute programs.



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Foundation Course: 1 Course Code FEC01 Course Name- Sports-I

S. No.	(Any Two out of 4 Components)
1.	INTRODUCTION TO PHYSICAL EDUCATION IN THE CONTEMPORARY CONTEXT (Any Two) Learn and demonstrate the technique of Suryanamaskar Develop Physical Fitness through Calisthenics / Aerobics / Circuit-Training / Weight-Training and demonstrate the chosen activity Select any one game available in the college and learn different techniques involved in its play
2.	CORE PHYSICAL EDUCATION-: FITNESS, WELLNESS AND NUTRITION (Any Two) Measurement of Fitness Components - Leg-raise for Minimal Strength (Muscular Strength); Sit-ups Muscular Endurance); Harvard Step Test, Run and Walk Test (Cardiovascular Endurance); Sit and Reach Test (Flexibility) Measuring height, weight, waist circumference and hip circumference Calculation of BMI (Body Mass Index) and Waist-Hip Ratio Engage in at least one wellness programme and write a report on it.
3.	CORE PHYSICAL EDUCATION-: POSTURE, ATHLETIC CARE AND FIRST AID (Any Two) Demonstrate Stretching and Strengthening Exercises for Kyphosis, Scoliosis, Lordosis, Knock Knees, Bow Legs, Flat Foot, Back Pain and Neck Pain Illustration and Demonstration of Active and Passive Exercises Asanas with Therapeutic (Any five asanas): Karnapeedasana, Padmasana, Dhanurasana, Sarvangasana, Paschimottanasana, Chakrasana, Halasana, Matsyasana, Ardhmatsyendrasana, Usthrasana, Mayurasana, Shirshasana, Vajrasana. Practice P.R.I.C.E.(Protection, Rest, Ice, Compression and Elevation) in First Aid.
4.	SPORTS ADMINISTRATION & MANAGEMENT (Any Two) Demonstration of Supervision activities in Sports Management. Demonstration of skills of Management. Demonstration of fixtures of various kinds in sports competitions. Demonstration of technical and non-technical purchase procedure.
Suggested Books:	
S. No.	Name of Books/Authors/Publisher
1.	Teaching Children Physical Education: Becoming a Master Teacher. Graham, G., Human Kinetics, Champaign, Illinois, USA.
2.	Concepts of Physical Fitness: Active Lifestyle for Wellness, Corbin, C. B., G. J. Welk, W. R Corbin, K. A. Welk, McGraw Hill, New York, USA.
3.	Teaching Today Health, Anspaugh, D.J., G. Ezell and K.N. Goodman, Mosby Publishers.
4.	Drug Education Handbook on Drug Abuse in Sports, Beotra, Alka, Applied Nutrition Sciences, Mumbai
5.	Sports Facility Management, Ammon,R., Southall , R.M. and Blair, D.A., West Virginia, USA: Fitness Information Technology Publishers

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Foundation Course: 2 Course Code FEC02 Course Name- Sports-II

S. No.	(Any Two out of 4 Components)
1.	Sports for all (Any Two) To participate in any intramural Tournaments (one team game and one Individual Game) of choice. To participate/ attend at least 15 hours in Fitness training at Field or at Gymnasium. Participate in at least one track and one field event on Annual Sports day. To participate in Inter College Tournament
2.	MEDIA AND CAREERS IN PHYSICAL EDUCATION (Any Two) Organize an event / intramural / tournament in your college. Prepare a News Report of an observed Sports competition. Create a presentation on any topic from Physical Education using an audio-visual aid. Demonstrate Warming-up / Conditioning / Cooling-down exercises.
3.	MANAGEMENT OF AEROBICS & GROUP TRAINING (Any Two) Measurement of Fitness Components - Leg-raise for Minimal Strength (Muscular Strength); Sit-ups (Muscular Endurance); Harvard Step Test or Run and Walk Test (Cardiovascular Endurance); Sit and Reach Test (Flexibility) Measurement of Pulse Rate / Heart Rate at Radial Artery and Carotid Artery, Calculation of Target Heart Rate Developing a 5-10 minute routine of aerobics with appropriate music for each component of health related physical fitness.
4.	SPORTS INDUSTRY & MARKETING (Any Two) Identify an issue or a trend in the sports industry: o Players in professional or college sports o Ownership Marketing Plan: Environmental Factors and Product Plan Draft, Paper bibliography/works cited. Sponsorship proposal Developing a budget plan for an event Athlete branding
Suggested Books:	
S. No.	Name of Books/Authors/Publisher
1.	7 Habits of Highly Effective People, Covey, S. , Covey Publications, USA
2.	Motor Learning and Control: Concepts and Applications, Magill, R.A., McGraw Hill Publication.
3.	Principles and Practices of Sport Management, Masteralexis, L.P., C. Barr and M. Humms, Jones and Bartlett Publisher
4.	Fitnes through Aerobics, Bishop, J.G., Benjamin Cummings USA.
5.	Physical Activity and Health: An Interactive Approach, Brown K.M., Jones and Bartlett Publisher
6.	Sponsorship in marketing: Effective communications through sports, arts and events, Cornwell. T.B, Routledge Publishers
7.	7 Sports Marketing: A Practical Approach, DeGarris, L., Routledge Publishers, USA

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Foundation Course: 3 Course Code FEC03 Course Name- National Service Scheme (NSS)

S. No.	
1.	INTRODUCTION TO NSS Orientation and structure of NSS, History of Social Reforms in Modern India: BrahmoSamaj, AryaSamaj, Satyahodhak Samaj : Principles and Functions
2.	REGULAR ACTIVITIES Distribution of working hours- association between issues and programs- community project- urban rural activities, association- modes of activity evaluation
3.	CONCEPT OF SOCIETY Development of Indian society: Features- Division of labors and cast system in India; Features of Indian constitution; Provisions related to social integrity and development
4.	N.S.S REGULAR ACTIVITIES College campus activities, N.S.S. activities in Urban and Rural areas, Role of Non-Government Organisation (NGO) in social Reforms, Red Cross, Rotary
Suggested Books:	
S. No.	Name of Books/Authors/Publisher
1.	National Service Scheme Manual, Govt. of India.
2.	Training Programme on National Programme scheme, TISS.
3.	Orientation Courses for N.S.S. programme officers, TISS.
4.	"Social Problems in /ndia," ,Ram Ahuja, Rawat Publication.
5.	History of Social Reforms in Maharashtra, Ed. J. Y. Bhosale, S. U. Kolhapur.

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Foundation Course: 4 Course Code FEC04 Course Name- National Cadet Corps (NCC)

S. No.	
1.	INTRODUCTION TO NCC National Integration & Awareness: Religions, Culture, Traditions and Customs of India, National Integration: Importance and Necessity, Freedom Struggle.
2.	ADVENTURE TRAINING Obstacle course, Slithering, Trekking, Cycling, Rock Climbing, Para Sailing, gliding, Scuba Diving-methods and use.
3.	ENVIRONMENT AWARENESS & CONSERVATION: NATURAL RESOURCES Conservation and Management. Water Conservation and Rainwater Harvesting.
4.	PERSONALITY DEVELOPMENT & LEADERSHIP Introduction to Personality Development, Factors Influencing /Shaping Personality: Physical, Social, Physiological, Philosophical and Psychological, Self-Awareness Know yourself/ Insight, Change Your Mind Set, Communication Skills: Group Discussion / Lecturettes (Public Speaking), Leadership Traits, Types of Leadership
Suggested Books:	
S. No.	Name of Books/Authors/Publisher
1.	"The Winning way, Learning from sports for managers," - Bhogle Anita & Bhogle Harsha, Westland Publications
2.	" The leader had no title, ", Sharma Robin, Simon and Schuster Ltd."



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Foundation Course: 5 Course Code FEC05 Course Name- Physical Education, Health and Sports

S. No.	Contents (Any Two out of 4 Components)
1.	PHYSICAL EDUCATION Concept of physical education, its relation with technical education, health and recreation Scope and importance of physical education
2.	HEALTH Concept and factors affecting health Physical fitness-Concepts and factors affecting physical fitness, sources of fitness Types of physical fitness Elements of fitness-speed strength, power, endurance, flexibility, agility Warming up and cooling down
3.	POSTURE Concept and values of good posture Causes of poor posture Postural deformities, their causes and remedies
4.	SPORTS (Practical) Every student shall opt minimum of three athletics events. Each student shall opt minimum one game major/minor i.e. athletics, badminton, basketball, cricket, football, table tennis, volleyball, kabaddi, Lawn Tennis, Chess Participation in DTU mini marathon, annual athletics meet, physical fitness and cardio respiratory efficiency test
Suggested Books:	
S. No.	Name of Books/Authors/Publisher
1.	'Fitness through Aerobics, Bishop, J.G., Benjamin Cummings USA.
2.	Physical Activity and Health: An Interactive Approach, Brown K.M., Jones and Bartlett Publisher
3.	Sponsorship in marketing: Effective communications through sports, arts and events, Cornwell. T.B, Routledge Publishers
4.	Sports Marketing: A Practical Approach, DeGarris, L., Routledge Publishers, USA

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Foundation Course: 6 Course Code FEC06 Course Name- Corporate Social Responsibilities

S. No.	
1.	CORPORATE SOCIAL RESPONSIBILITIES IN INDIAN CONTEXT & INTERNATIONAL CSR - Definition, concepts, Approaches of CSR, overview of corporate social responsibility and corporate social accountability, SR Tools, National and International CSR activities, corporate philanthropy, drivers of CSR, difference between corporate governance, corporate philanthropy and CSR
2.	BUSINESS ETHICS AND CORPORATE SOCIAL RESPONSIBILITY Concept of business ethics - meaning, Importance and factors influencing business ethics. Corporate Governance - meaning, significance, principles and dimensions. Ethical decision - making in different culture, consumer protection, environment protection, gender issues in multiculturalism, ethics and corruption, ethics and safety. Business benefits of CSR
3.	LEGISLATIVE MEASURES OF CSR Corporate, labor, stake holders, Environmental and pollution. Social Accounting, Social Auditing, SA: 8000 and Corporate Social Reporting.
Suggested Books:	
S. No.	Name of Books/Authors/Publisher
1.	The business of social responsibility, Harsh Srivastava, books for change
2.	Corporate social responsibility - concepts and cases, CV. Baxi and Ajit Prasad, Excel Books
3.	Global strategic management, Dr. M. Mahmoudi, Deep & Deep Publications Pvt. Ltd.
4.	International Human resource management - Global perspective, S K. Bhatia, Deep & Deep Publications Pvt. Ltd.
5.	Governance, Ethics and Social responsibility of business, J.P. Sharma, Ane books Ltd.
6.	Corporate social responsibility; doing the most good for your company, Kotler Philip and Lee Nancy, John Wiley
7.	Corporate Governance Ethics and CSR, Simpson, Justine and Taylor, John R, Kogan Page Publishers



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Foundation Course: 7 Course Code FEC07 Course Name- Financial Literacy

S. No.	
1.	BANKING Definition, Role of Bank in growth of saving and Investment, Types of banks , Services offered by banks, Deposits and Loans, Types of A/c, Opening a bank A/c, How to Transact with banks, KYC norms, (A/c opening form, Address Proof), How to read bank statement, Banking products and services, Calculating Interests - Saving, FD, Simple and Compound Interest, Power of compounding Loans, Types of loans, taking a home loan, Definition of EMI, Calculation of EMI, Post office-Account and transactions, Basic of foreign Exchange, Importance and Use of Foreign Exchange, Regulator Role of RBI, mutual funds.
2.	INVESTMENT Principles of Investment - Safety, Liquidity and Return, Investment plans, Hybrid plans-Ulip, SIP and VIP of mutual funds, index funds
3.	FINANCIAL PLANNING Meaning, Household financial health checkup, Important life stages, Medical and other Emergencies, ; Insurance, Meaning, Need and Wants, Loss protection, Life, non-life and health, Benefits of Insurance, Term plans, Social obligations Budgeting, Buying a house, Plan a vacation, Retirement planning, Price of procrastination, Market and financial instruments, Primary market, Secondary market, Financial Statement analysis
4.	SCAMS, FRAUD SCHEMES Insider trading, Money laundering; Consumer protection and redressal mechanism, Rights of Consumers, Applicable to financial services, Filing a complaint, Complain to entity concerned, Regulators, Arbitration, Consumer courts, Govt. Websites-(PG Portals), Investor Associations, Taxes, Meaning, Need of Taxes, Types of taxes, How taxes impact income, Income, wealth and gift tax, Service tax, STT, Stamp Duty, Tax planning v/s tax evasion, Tax rates, Tax free bonds, Tax saving investment

Suggested Books:

S. No.	Name of Books/Authors/Publisher
1.	An overview of practice, research, and policy, Fed. Res. Bull. - Braunstein, Sandra, and Carolyn Welch, Financial literacy:
2.	Smart money: The effect of education, cognitive ability, and financial literacy on financial market participation, Cole, Shawn A., and GauriKartiniShastri, Harvard Business School, 2009.
3.	Study material of NSE.
4.	Personal financial planning, Cengage Learning, Gitman, joehnk and Billingsley,
5.	Personal finance student edition, Madura Jeff, Prentice Hall PTR.

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Foundation Course: 8 Course Code FEC08 Course Name- Financial Statements Analysis

S. No.	
1.	INTRODUCTION TO FINANCIAL STATEMENTS Understanding Financial Statements - P&L, Balance Sheet, Cash Flow, Analyzing Financial Statements, Interpreting Financial Statements, Ratio Analysis
2.	BUSINESS ANALYSIS Understanding Businesses, Overview of Key Industries, Revenue Drivers, Profitability Drivers/Cost Drivers
3.	FINANCIAL FORECASTING Methods of Forecasting, Balance Sheet & P&L Relationship, Understanding the Future Projections, Preparation of Forecasted Balance Sheet & Income Statement
Suggested Books:	
S. No.	Name of Books/Authors/Publisher
1.	How to Read A Balance Sheet: An ILO Programmed Book, Publisher: Oxford & IBH Publishing Co Pvt Ltd.
2.	Techniques of Financial Analysis, Erich A. Helfert, Jaico Publishing House.

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Foundation Course: 9 Course Code FEC09

Course Name- Psychology for Everyday Living

S. No.	
1.	Science of Psychology: Definition, Goals, Basic and Applied areas of Psychology. Self: Nature of self, Self-Regulation and Personal Growth.
2.	Intelligence: Definition; Theories: Theory of multiple intelligences, Triarchic theory, Emotional Intelligence. Administration Any one test of Intelligence/Emotional Intelligence.
3.	Personality :Definition, Theories, Trait and Type, Eysenck; Psychoanalytical, Freud Humanistic: Maslow. Administration: Any one objective test of Personality.
4.	Stress and Coping: Nature of Stress; Sources; Stress reactions; Factors that influence reactions to stress. Coping with stress: Modifying environment; Altering lifestyle.
	Suggested Books:
S. No.	Name of Books/Authors/Publisher
1.	General Psychology. Khatoon, N. (2012). Pearson: Delhi.
2.	Psychology. Baron, R.A. and Misra, G. (2016). Pearson: Delhi.
3.	Psychology. Ciccarelli, S.K. and Meyer, G.E. (2006). Pearson: Noida



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Foundation Course: 10 Course Code FEC10 Course Name- French

S. No.	
1.	GRAMMAR AND VOCABULARY Familiar expressions and basic phrases eg. Number, time, Directions etc; Tense forms, Sentence formation.
2.	ORAL COMMUNICATION Pronunciation, Interaction in formal situations, Presentation and Negotiation Skills.
3.	READING SKILLS Reading French language texts with basic level proficiency, finding information from paragraph and relevant answers to questions.
4.	WRITTEN COMMUNICATION Describing events, experiences, providing reasons and explanations for opinions or decisions, Writing formal letter and drafting proposals.



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Foundation Course: 11 Course Code FEC11 Course Name- Mandarin Chinese

S. No.	
1.	INTRODUCTION TO MANDARIN Introduction to Chinese languages, history and culture; Professional communication in the 21st C China
2.	SPOKEN FLUENCY Vocabulary, Phrases, Tones and Pronunciation; Telephone Skills; Common Phrases and Etiquettes.
3.	WRITTEN COMMUNICATION Reading and Writing Emails, Business and Formal Letters
4.	CROSS-CULTURAL COMMUNICATION Formal Greetings and standard Expressions; sector specific terminology; Essential Presentation and negotiation Skills.



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Foundation Course: 12 Course Code FEC12 Course Name- Japanese

S. No.	
1.	Japanese Greetings; Basic sentence patterns to be applied in self-introduction, identifying things; time of the day; calendar; counting using Japanese numerical classifiers; describing things; making comparisons; talking of daily activities; kinship terms used for address and reference; seasons; giving and receiving; shopping; making requests; talking of one's likes and dislikes Objective , To introduce Japanese language at the basic level, to enable students to read and write the phonetic scripts, Hiragana and Katakana, and approx.100 Kanji, to teach some aspects of Japanese society and culture.
2.	Simple conversation in situations such as describing things, making comparisons, talking of daily activities, giving and receiving of gifts, talking of illnesses and visit to a doctor, shopping, making requests, talking of one's likes and dislikes, talking on telephone etc. Objective: To enable students to comprehend and make simple conversation in different situations using basic sentence patterns.



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Foundation Course: 13 Course Code FEC13 Course Name- German

S. No.	
1.	Grammar and Vocabulary Familiar expressions and basic phrases eg. Number, time, Directions etc; Tense forms, Sentence formation.
2.	Oral Communication Pronunciation, Interaction in formal situations, Presentation and Negotiation Skills.
3.	Reading Skills Reading German language texts with basic level proficiency, finding information from paragraph and relevant answers to questions.
4.	Written Communication Describing events, experiences, providing reasons and explanations for opinions or decisions, Writing formal letter and drafting proposals.

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Foundation Course: 14 Course Code FEC14 Course Name-Spanish

S. No.	
1.	GRAMMAR AND VOCABULARY Familiar expressions and basic phrases eg. Number, time, Directions etc; Tense forms, Sentence formation.
2.	ORAL COMMUNICATION Pronunciation, Interaction in formal situations, Presentation and Negotiation Skills.
3.	READING SKILLS Reading Spanish language texts with basic level proficiency, finding information from paragraph and relevant answers to questions.
4.	WRITTEN COMMUNICATION Describing events, experiences, providing reasons and explanations for opinions or decisions, Writing formal letter and drafting proposals.

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Foundation Course: 15 Course Code FEC15 Course Name- Logical Reasoning

S. No.	
1.	BASIC CONCEPT Premises, Conclusion and Agruments, Deduction and Induction, Validity, Truth and Soundness
2.	CATEGORICAL PROPOSITIONS The Components of Categorical Propositions, Quality, Quantity and Distribution, The Traditional Square of Opposition, Conversion, Obversion and Contraposition
3.	CATEGORICAL SYLLOGISMS Standard Form, Mood and Figure, Rules and Fallacies (Formal and Informal Fallacy)
4.	PROPOSITIONAL LOGIC Symbols and Translation, Truth Functions (Logical Connectives), Truth Tables for Statements and Statement-Forms, Truth Tables for Arguments and Arguments-Forms
Suggested Books:	
S. No.	Name of Books/Authors/Publisher
1	Introduction to Logic, Copi.I.M (2014), Pearson, India

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Foundation Course: 16 Course Code FEC16

Course Name- Business Communication and Presentation Skills

S. No.	
1.	IDENTITY MANAGEMENT COMMUNICATION Face to Face Impression Management & Mediated Communication (Self Introduction & Self-Promoting- Over Stating and Under Stating - Strategies to Overcome Communicative Inhibitions - Creating Positive Self-image through words - Appearance- Verbal and Non-Verbal Manners) - Giving Polite Yet Assertive Responses - Responsive strategies to handle criticism - Accepting Failure and Declaring Success.
2.	BUSINESS PRESENTATION Oral and Power Point Presentations; Preparing Successful Presentations; Assessing Audience, Making Effective Use of Visual Aids, Delivering Presentation, Using Prompts, Handling with Questions and Interruptions, Mock Presentations.
3.	ORATORY SKILLS Group Discussion, Extempore, Mock Parliament and Mock Press.
4.	INTERVIEW MANAGEMENT Resume Preparation, Types of Interviews, Preparing for Interviews, Facing Interviews, Handling Tough & Tricky Questions, Reviewing Performance, Participating in Mock Interviews.
Suggested Books:	
S. No.	Name of Books/Authors/Publisher
1.	Business Communication, LoriHarvill Moore, Bookboon
2.	Excellence in Business Communication, JohnThill, Courtland L. Bovee , Pearson Prentice Hal



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Foundation Course: 17 Course Code FEC17 Course Name- Public Speaking

S. No.	
1.	INTRODUCTORY SPEECH This is a speech of Self-Introduction based on a national newspaper or magazine article from your actual date of birth (or birth week, if using a magazine). Select an item to speak about which relates to your life in some way. Warning: This assignment is about YOU - it is not about summarizing an article on the date of your birth. The other option is to bring an object and discuss how it relates to your life.
2.	INFORMATIVE SPEECH The purpose of this extemporaneous speech is to inform the audience about some person, object, process, concept or event. A full-sentence outline and bibliography are required. The use of an audience analysis survey and visual aid is optional, but recommended, except for PowerPoint.
3.	PERSUASIVE SPEECH This extemporaneous speech assignment is to persuade the audience for or against a question of policy. In addition to a full-sentence outline, audience analysis and bibliography, the use of a visual aid is highly recommended. Note: PowerPoint is mandatory for either the persuasive or final speech.
4.	SPECIAL OCCASION SPEECH A speech designed to fulfill the objectives of a designated special occasion. Speakers may choose from the following options: (1) an "after-dinner" speech, using an imaginary professional career as the basis for the speech; (2) a commemorative speech honoring a famous historical person or event; or (3) a "grand narrative" speech - using a narrative to tell a family story that has been passed down to you which contains a particular moral or cultural insight. The front side of one 4"x 6" index card is allowed.
5.	FINAL SPEECH The student may choose either a speech to inform or to persuade. An outline (speaker's choice), audience analysis, bibliography and visual aid are required. Note: PowerPoint is mandatory for at least one speech - either the persuasive or final speech.

Suggested Books:

S. No.	Name of Books/Authors/Publisher
1.	The Art of Public Speaking (Communication) Standalone Book by Stephen E. Lucas



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Foundation Course: 18 Course Code FEC18

Course Name- Entrepreneurship Development and exploration.

Details of Course:	
S. No.	
1.	ENTREPRENEURSHIP Concept, knowledge and skills requirement; characteristics of successful entrepreneurs; role of entrepreneurship in economic development; entrepreneurship process; factors impacting emergence of entrepreneurship
2.	STARTING THE VENTURE Generating business idea - sources of new ideas, methods of generating ideas, opportunity recognition; environmental scanning, competitor and industry analysis; feasibility study - market feasibility, technical/operational feasibility, financial feasibility: drawing business plan.
3.	FUNCTIONAL PLANS Marketing plan - marketing research for the new venture, steps in preparing marketing plan, contingency planning; organizational plan - form of ownership, designing organization structure; financial plan - cash budget, working capital.
4.	SOURCES OF FINANCE Debt or equity financing, commercial banks, venture capital; financial institutions supporting entrepreneurs; legal issues - intellectual property rights patents, trademarks, copyrights, trade secrets, licensing.
5.	A group of students who registers for this course can be given an initial seed money up to Rs 10,000/- to start a small business by the institute. The student will submit a Business Plan in the first week of the commencement of academic session. The registered student/team should conceptualize a business idea and submit a proposal in the prescribed format to the coordinator within 1st week of commencement of semester. A Mentor Committee will approve/reject proposals based on the merits and expected outcome of the proposal. The same committee may also assign the maximum possible grades for the course. The student shall submit a detailed project report at the end semester for evaluation. The University/institute will not be responsible for loss beyond the seed money. However, the profit will be divided proportionally.
Suggested Books:	
S. No.	Name of Books/Authors/Publisher
1.	Entrepreneurship, Hisrich, Robert D., Michael Peters and Dean Shepherd, Tata McGraw Hill, New Delhi.
2.	Entrepreneurship, Barringer, Brace R., and R. Duane Ireland, Pearson Prentice Hall, New Jersey (USA)
3.	Entrepreneurship, Lall, Madhurima, and ShikhaSahai, Excel Books, New Delhi.
4.	Entrepreneurship Development and Small Business - Charantimath, Poornima, Pearson Education, New Delhi.
5.	Entrepreneurship, Kuratko, Donand and Richard Hodgetts, Cengage Learning India Pvt. Ltd., New Delhi
6.	Small Business Management an Entrepreneur's Guidebook by Byrd Megginson, McGraw-Hill, Irwin. ISBN 978-0-07-802909-7.



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Foundation Course: 19 Course Code FEC19 Course Name- Tinkering & Elements of Design

S. No.	
1.	What is tinkering? Product tear down, act of disassembling, Exercises in lateral thinking; Exercises in creative problem solving;
2.	Exercises in craftsmanship; Problem identification in the real world. Understand Links, Mechanism, structure and its applications
3.	How to find creative solutions by doing; How to inculcate the habit of making; introduction to the maker and DIY communities;
4.	Building simple models using off-the-shelve mechanical, electrical and electronics DIY kits; Building working solutions to perceived problems in the world

Books Recommended

S. No.	Name of Authors / Books / Publishers
1.	Garratt J. Design and Technology, Cambridge University Press 1996
2.	Edward de Bono, How to Have Creative Ideas: 62 exercises to develop the mind, RHUK, 2014
3.	Don Norman, The Design of Everyday Things, Basic Books, 2014
4.	Edward de Bono, Lateral Thinking, Penguin UK, 2010

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Foundation Course: 20 Course Code FEC20

Course Name- Fostering Social Responsibility and Community Engagement

S. No.	
1.	Appreciation of Rural Society Rural lifestyle, rural society, caste and gender relations, rural values with respect to community, nature and resources, elaboration of "soul of India lies in villages" (Gandhi) rural infrastructure
2.	Understanding rural economy & livelihood Agriculture, Farming, landownership, water management, animal husbandry, non-farm livelihoods and artisans, rural entrepreneurs, rural markets
3.	Rural Institutions Traditional rural organizations, self-help groups, Panchayati Raj Institutions (Gram Sabha, Gram panchayat, Standing Committees), local civil society, local administration
4.	Rural Development Programs History of rural development in India, current national programs, Sarva Shiksha Abhiyaan, Beti Bachao, Beti Padhao, Ayushman Bharat, Swachh Bharat, PM Awas Yojna, Skill India, Gram Panchayat Decentralized Planning, NRLM, MNREGA etc.



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Foundation Course: 21 Course Code FEC21 Course Name- Sketching & Rendering

S. No.	
1.	Representing the observed, Representing concept- Sketching for ideation, Mimetic Imagery and Abstraction, Memory and imagination, object representation, representing nature, figure drawing.
2.	One point, two point, and three point perspective, Grid based Drawing, Migration of forms and Image manipulation, Metamorphosis through form, color and structure,
3.	Basics of Rendering - Shading, filling areas, shading a cube, cylinder, and sphere, basics of shadows on cube and cylinder Shading corners, cones, sphere, combined shapes, different materials and vignettes.
4.	Exposure and demonstration to Illustration and Image making software Vector illustrations, Digital sketching.
Suggested Books	
S. No.	Name of Authors / Books / Publishers
1.	Betty Edwards, New Drawing on the Right Side of the Brain2002
2.	T. C. Wang, Pencil Sketching, John Wiley & Sons1997
3.	Wily Pogany, The Art of Drawing, Madison Books1996
4.	R. Kasprin, Design Media - Techniques for water colour, pen and ink, pastel and coloured markers, John Wiley & Son1999
5.	D. K. Francis Ching, Design Drawing, John Wiley & Sons, 1998

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Foundation Course: 22 Course Code FEC22 Course Name- Theatre

S. No.	
1.	Concept of Acting in Indian Classical theatre. Western styles of theatre acting.
2.	Basics of the following: Acting in Grotowski's Poor Theatre, Modern concept of Actor training with reference to Meyerhold, Bertold Brecht and Constant in Stanislavesky; Artaudian acting, Theatre of Cruelty; Theatre of Absurd.
3.	Acting for Camera —Knowledge of camera frames and movement within the confines of a frame, blocking, difference between theatre and Camera acting, Concentration.
4.	Acting consistently for different takes, acting scenes out of order, Auditions, acting exercises. Art of Dubbing.

Suggested Books:

S. No.	Name of Books/Authors/Publisher
1.	Acting: the First Six Lessons, Boleslavsky, Richard, New York Theatre Arts.
2.	Respect for Acting, Hagen, Uta, Macmillan Press.
3.	Twentieth Century Actor Training, Hodge, Alison, London and New York.
4.	An Actor's Work: A Student's Diary, Routledge, Stanislavski, Konstantin, Trans. and ed. Jean
5.	The Art of Film Acting, Jeremiah Comey, Focal Press.
6.	Acting (Re) Considered, Philips B Zarrilli, Routeledge.
7.	Acting for Film, Cathy Hassey, Allworth Press

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Foundation Course: 23 Course Code FEC23 Course Name- Dance

S. No.	
1.	Basic workout Introduction to Hip Hop and B-Boying with a simple choreography Exercise like: Rolling, jumping, moving shoulders. Footwork, Floor steps, Beat knowledge. Freestyle combination along with House dance style. Expressions class: Body expressions, Face expressions. Introduction of Contemporary Dance. Basic exercise of Contemporary Dance. Exercise for flexibility, Floor steps, Spinning and Balancing. Introduction to Jazz. Basic exercise and proper routine practice.
Suggested Books:	
S. No.	Name of Books/Authors/Publisher
1.	A Choreographer's Handbook, Jonathan Burrows, Routledge
2.	Dance Composition: A Practical Guide to Creative Success in Dance Making, Jacqueline M. Smith-Autard, Routledge.

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Foundation Course: 24 Course Code FEC24 Course Name : Yoga

S. No.	
1.	Origin of Yoga & its brief development, Meaning of Yoga & its importance, Yoga as a Science of Art (Yoga Philosophy), Meaning of meditation and its types and principles.
2.	2 Classification of Yoga/Types of Yoga, Hatha Yoga , Raja Yoga, Laya Yoga, Bhakti Yoga, Gyan Yoga, Karma Yoga, Asthang Yoga.
3.	3 Principles of Yogic Practices, Meaning of Asana, its types and principles, Meaning of Pranayama, its types and principles, Meaning of Kriya its types and principles.
4.	4 Yogic therapies and modern concept of Yoga, Naturopathy, Hydrotherapy, Electrotherapy, Messothrapy, Acupressure, acupuncture, Meaning and importance of prayer, Psychology of mantras, Different mudras during prayers.
Suggested Books:	
S. No.	Name of Books/Authors/Publisher
1.	The Risks and the Rewards, William Broad, The Science of Yoga: Simon and Schuster.
2.	The Complete Illustrated Book of Yoga, Swami Vishnu Devananda, Harmony .



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Foundation Course: 25 Course Code FEC25 Course Name- Digital Film Making

S. No.	
1.	HISTORY OF CINEMA, RESEARCH & SCRIPT Early Cinema, Development of Classical Indian & Hollywood Cinema, History of Global Film including European Film (1930-present), Origin of Classical narrative cinema-Soundless film, Exploration of film and analysis of the three-part beginning, middle and end of story, Research (Finding and Collecting materials and facts related to your story. Where and How to find the materials related to your story. Things to consider before sketching down your story), Script (Scriptwriting Process and its various phases), Film Grammar for Scriptwriting.
2.	DIGITAL VIDEO CINEMATOGRAPHY : PRE-PRODUCT/ON Introduction to Digital Video Cinematography Cinematography, Interactivity and emotions through Cinematography, Building blocks, Compositions, Lenses and Cameras, Types of lenses: Zoom Lens, Prime Lens, Types of Cameras: HD Cameras, Basics of Film Camera, Difference between, Film Camera and Digital Camera, DSLR and HD SLR Cameras, Lighting, Psychology of light, Visual Environment, Directional Effect of Light, Lighting design process, Three-point lighting, High-Key lighting, Low Key lighting, Construction of a Shot, Color, Contrast, Deep Focus, Shallow Focus, Depth of Field, Exposure, Racking focus, Frame Rate, Telephoto shot, Zoom shot.
3.	DIGITAL VIDEO EDITING Effective Editing, Principles of Video Editing, Non-Linear Editing (NLE) Concept, The Three-Point Edit, Non-Linear Editing (NLE) Techniques, working in the Timeline, Transitions, Key framing, Applying Filters, Ingesting.
4.	ADVANCED EDITING TECHNIQUES NLE Compositing, Color Correction & Color Grading, Working on Audio, Titling.
Suggested Books Name of Books/Authors/Publisher	
1.	The Digital Filmmaking Handbook, Mark Brindle and Chris Jones, Quercus



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Foundation Course: 26 Course Code FEC26 Course Name- Music

Details of Course:	
S. No.	
1.	Study of the following terms: - Mela (Thāt), ĀshrayRāga, Rāga, Lakshana, Shruti, Alankar, Gamak, Vadi-Samvādi, Anuvādi-Vivādi, Vakraswara, Varjit-Swara.
2.	Biographies & contributions of the following: - Jaidev, Mansingh Tomar, Abdul Karim Khan, Tyagaraja, Pt. Bhatkhande, Pt. Ravi Shankar
3.	Study of following Rāgas & Tāla Rāga- Yaman, Jaunpuri, Khamaj. Tāla- Ektāl, Jhaptāl
4.	General discussion and definition of the following: - a. Khyāl, Maseetkhani - Razakhani gat, Dhrupad, Tarana, Meend, Soot, Murki, Kan, Khatka, Krintan, Harmony, Melody. b. Writing of Bhatkhande Swarlipi Paddhati. c. Writing of Tāla sand Compositions in Notation. d. Detailed study of Rāgas (Rāga- Bihag, Malkauns, Vrindavani Sarang) and comparative study of Rāgas. e. Essay, Shastriya Sangeet (Classical Music) & Sugam Sangeet (Light Music)
5.	Vedic Music - Samvedic Sangeet, Swara, Vadya, Bhakti, Vikār . General study of Natyashastra, Sangeet Ratnakar.
Suggested Books:	
S. No.	Name of Books/Authors/Publisher
1.	Sangeet Visharad, Vasant and Laxmi Narayan Garg, Sangeet Karyalay
2.	Bhartiya Sangeet ka Itihas, Sarat Chandra Pranjpayee and Chowbhamda, Surbharti Prakashan
3.	Natya Shastra - Bharat Muni
4.	Sangeet Ratnakar, Sharangdeva
5.	Sangeet Bodh, Sharad Chandra Pranjpayee
6.	Indian Music, Thakur Jaidev Singh, Sangeet research academy
7.	Mallika Part II & III, V. N. Bhatkhande, Kramik Pustak.
8.	Raag Vigyan- V. N. Patwardhan,
9.	Ragvibodha Mishrabani, Ragini Trivedi, Vol. I & II



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Foundation Course: 27 Course Code FEC27 Course Name - Art of Happiness

S. No.	
1.	The purpose of life: The right to happiness, the sources of happiness, Training the mind for happiness, Reclaiming our innate state of happiness
2.	Human warmth and compassion: A new model for intimacy, Deepening our connection to others, The value and benefits of compassion
3.	Transforming suffering: Facing suffering, Self-created suffering, shifting perspective, finding meaning in pain and suffering
4.	Overcoming obstacles: Bringing about change, dealing with anger and hatred, dealing with anxiety and building self-esteem
5.	Closing reflections on living a spiritual life: Basic spiritual values

Suggested Books:

S. No.	Name of Books/Authors/Publisher
1.	The How of Happiness, by Sonja Lyubomirsky (Penguin Press, 2008)
2.	Born to Be Good, by Dacher Keltner (W.W. Norton, 2009)
3.	The Compassionate Instinct, Dacher Keltner, Jason Marsh, Jeremy Adam Smith (eds.) (W.W. Norton, 2010)



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Foundation Course: 28
Campus to Corporate Life

Course Code FEC28

Course Name: SATKAAM: Preparing From

The aim of the course is to prepare students from the campus life to the corporate world. It includes a series of online lectures delivered by a group of industry leaders. To know more about the initiative the students can visit www.satkaam.org or contact their local faculty coordinator in their respective institutes.

Sr. No.	Weekly Online Sessions on Some of the Below topics
1	COMPANIES & INDUSTRY: Evolution of Tech, Innovation Age, Company Organization, Company Domains, Company Culture, Professionalism, Understanding Company Financials
2	APPLICATION AND EXECUTION SKILLS: Product Solutioning, Product Management, Quality - Understanding Beyond The Theory, Solutioning & Designing, Cloud Computing & Site Reliability, Issues Management & Lifecycle, Software Delivery Models, UI / UX, Understanding Data Engineering & Data Science, Effective Product Specifications, Journey From a Customer Problem To a High Level Architecture, Technical Architecture & Design, Understanding Data, Doing Effective Research, Testing & Testing Automation, Effective Program Management, Designing For PSR, Security & Privacy, Releasing A Product To The Market, Effective RCA's, DEVOPS, Product Architecture, Governance, Alerts, & Monitoring
3	PROFESSIONAL SKILLS AND TECHNIQUES: Roles in an Org, Continuous Learning & Improvement, Ownership & Leadership, Analyzing Your Career Path, Time Management & Multi Tasking Model, Being an Effective Mentee & Mentor, Being Inquisitive, Articulation V/S Communication, Introducing Yourself, Making Effective Presentations, Effective Meetings & Forums Management, Problem Breakdown & Resolution Model, Effective Project Management, Mind Mapping, Being An Effective Team Member, Must Have Tips To Succeed In Any Career