

Faculty of Education

Part A Introduction

Program: Certificate	Class B.A. I /II SEM	Year:2022	Session:2022-2023
Subject: Economics			
Course Code	A1-ECON-2T		
Course Type (Core Course/ Elective Course)	CORE COURSE		
Course Title	Indian Economy(Paper 2)		
Credit Value	06		
Total marks	Max. Marks :60+40	Min. Passing in Marks:35	
Pre -requisite	12 th pass in Any Discipline		
Course Objectives:	<p>CO-1. The main objective of this paper is to introduce the student to basic understanding of the Indian economy and measurement of various macro- economic variables.</p> <p>CO-2. Students will be able to evaluate the consequences of economic activities on institution, individual and social welfare.</p> <p>CO-3. To make awareness among the students about various economic issues in India.</p> <p>CO-4...Organizing social and economic activities such as business club, exhibitions, effective salesmanship, and business fair for development of commercial attitude among the students.</p>		
Course learning outcomes:- CLO	<p>After completing this, students will be able to under the basic concepts of the Indian economy .they will be familiar with the issues related to Agriculture, Industry, Foreign Trade, economic Planning and various economic problems of India .They Will also be able to able to understand the various issues of Madhya Pradesh Economy .</p>		
Part B- Course Contents:			

**Total No of Lectures-Tutorials – Practical (in hours per week):
3 hours**

UNIT	Topics	No of Lectures
I Introduction	<ol style="list-style-type: none">1. Characteristics of Indian economy2. Trends and Sectorial Composition of National Income3. Sectorial Distribution of work force4. Nature Resources Endowments :- land ,water Livestock forest and mineral Resources5. Demographic Features: Population. Composition size and Growth Rates6. Problems and causes of over Population and Population policy	18 Lectures
II Agriculture	<ol style="list-style-type: none">1. Nature and Importance Characteristics of Indian Agriculture2. Land Use Pattern and land Reforms3. Trends in Agriculture Production and Productivity4. Green Revolution-Objectives achievements and failures5. Agriculture: Finance and Insurance6. Agriculture Marketing7. New Technology in Agriculture	18 Lectures

<p>III Industry and Infrastructure</p>	<ol style="list-style-type: none"> 1. Industrial Development of India after Independence 2. New Industrial Policy of 1991 3. Role of Public sector in Industrialization 4. MSME- Definition, Characteristics and its Role 5. Problems and Remedies of small – scale and cottage industries 6. Start up India and Make in India Aatm Nirbhar Bharat 7. Infrastructure Composition- Power , Transport and Communication 	
<p>IV India's foreign trade and Development</p>	<ol style="list-style-type: none"> 1. India's foreign trade Importance Composition and Direction 2. Role of Foreign Direct Investment and Multinational Corporation. 3. Disinvestment in India 4. Planning in India:- Objectives, Strategy, achievements and failures 5. NITI Aayog 6. Problems of Indian Economy-Poverty, Unemployment and 7. Regional Inequality 	<p>18 Lectures</p>
<p>V Economy of Madhya Pradesh</p>	<ol style="list-style-type: none"> 1. Salient features of Madhya Pradesh Economy 2. Nature Resources of Madhya Pradesh:- land ,water forest and mineral 3. Trends and Regional Disparities in Agriculture Sector of Madhya Pradesh 4. Organic Farming and playhouse in Madhya Pradesh 5. Industrial Development in Madhya Pradesh 6. Infrastructure Developments in 	<p>18 Lectures</p>

	<p style="text-align: center;">Madhya Pradesh- Power, Transport And Communication 7.Development of Tourism in Madhya Pradesh</p>	
<p>Key words: Sectorial Composition, Human Resources of India, Indian Agriculture , Industrialization, Infrastructure, Five year Plan in India , Regional Disparities , Industrial Development</p>		
<p>Part c- Learning resources</p>		
<p>Reference Books ,Other resources</p>		
<p>1. Suggested readings:</p> <ol style="list-style-type: none"> 1.Pannagariya, Arvind (2020) –India Unlimited :Reclaiming the lost Glory , harper collins publishers India 2. Mishra and Puri (2020) – Indian Economy Himalaya publishing House New Delhi. 3. Rudra Dutt and Sundaram - – Indian Economy ,S.Chand and Company House New Delhi . 4. Hariharan, N.P (2008) –Lights and Shades of Indian Economy Vishal publishing, Jalandhar 5. Uma Kapila (20thEdition) (2009) Indian Economy since Independence, Academic Foundation, New Delhi. 6. Reserve Bank of India- Annual Reports 		
<p>Suggested Equivalent online course:</p> <p>https://online.course.nptel.ac.in/noc21hs/preview</p>		
<p>Suggested Digital platform:</p>		
<ol style="list-style-type: none"> 1.https://www.indiabudget.gov.in/economicsurvey/ebookes2021/index.html 2.https://des.mp.gov.in/Ports/o/Economic surely/ebookes2021%2020-21.pdf 3.www.indiabudget.gov.in/economic survey/ 4.https://www.rbi.org.in/scripts/AnnualReportMainDisplay.aspx. 		
<p>Part D-Assessment and Evaluation</p>		
<p>Suggested continuous Evaluation Methods:</p>		

7. Max. Marks :100

8. Continuous Comprehensive Evaluation (CCE):25 Marks

9. University Exam 75 Marks

Internal Assessment:	Class Test	15
Continuous Comprehensive Evaluation(CCE):25 Marks	Assessment/Presentation	10

External Assessment:
University Exam Section: 75
Time:2.00 hours

BA I Year: English Literature

Part A Introduction			
Program: Certificate Course	Class: BA	Ist. Sem / II Sem	Session: 2022-23
Subject: English Literature (Theory)			
1	Course Code	A1-ELIT2T	
2	Course Title	Study of Poetry (Paper 2, Theory)	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Core Course	
4	Pre-requisite (if any)	To study this course, a student must have had the subject English Language/English Literature in class 12 th .	
5	Course Learning outcomes (CLO)	<p>The Study of Poetry will not only instruct and delight the students, but also inspire them to have positivity, creativity, and a new way of thinking. After the study of this paper, the students will be able:</p> <ul style="list-style-type: none"> • to identify, interpret, analyze and appreciate the various elements of poetry, • to develop literary intellect, and • to appreciate the lyrical and sonorous quality of language. 	
6	Credit Value	4 (Theory) + 2 (Practical)	
	Total Marks	Max. Marks:	Min. Passing Marks: 35
Part B- Content of the Course			
Total No. of (Theory) Lectures (in hours per week): 02			
Total (Theory) Lectures: 60			
Unit	Topics	No. of Lectures	
I	<ul style="list-style-type: none"> • Introduction to Literature and its classification -- Poetry from Chaucer to Milton 1.1 Figures of Speech: Definition of Poetry according to the Poets discussed in this paper; Different ages with different socio-economic and political backgrounds; Literary Terminology 1.2 Geoffrey Chaucer: The Wife of Bath, The Pardoner (from <i>The Prologue to The Canterbury Tales</i>) 1.3 John Donne: Death Be Not Proud 1.4 John Milton: On His Blindness <p>Keywords/ Tags: <i>Figurative language, Extended metaphor, Hyperbole, Imagery, Iambic pentameter, Foot line, Narrative poetry, Metaphysical poetry, Puritan era</i></p>	15	

II	<p>2. Poetry in Neoclassical and Romantic Age</p> <p>2.1 Alexander Pope: The Rape of the Lock - Canto III 2.2 William Wordsworth: Solitary Reaper, Daffodils 2.3 John Keats: Ode to Autumn</p> <p>Keywords/ Tags: <i>Nature poet, Wordsworth's theory of poetry, Spontaneity, Lyrical Ballads, Fancy and Imagination, Supernatural poetry, Revolutionary poet, Sensuousness, Hellenism, Negative capability, Aesthetic beauty</i></p>	15
III	<p>3. Poetry in Victorian Age</p> <p>3.1 Alfred Lord Tennyson: Break Break Break 3.2 Robert Browning: The Last Ride Together 3.3 Matthew Arnold: Dover Beach</p> <p>Keywords/ Tags: <i>Victorian age, Industrial revolution, Victorian society, Autobiographical note, Tennyson and Clough, Dramatic monologue, Pastoral elegy, Oxford movement, Campus poetry</i></p>	15
IV	<p>• Indian Poetry</p> <p>4.1 Toru Dutt: Our Casuarina Tree, Sita 4.2 Sarojini Naidu: Indian Weavers 4.3 Rabindranath Tagore: Gitanjali Song No. 1 & 2</p> <p>Keywords/ Tags: <i>Indo-Anglican poetry, Simile and Metaphor, Spirituality, Poetry of Indian Independence, Indian theme, Mysticism, Spiritualism, Indian Mythological Characters</i></p>	15

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

- “A History of Modern Poetry: Modernism and After.” Perkins, David. Paperback, 1989.
- “Glossary of Literary Terms” Abrams, M.H., Prism Books Pvt Limited, 1993.
- “John Donne- The Major Works OWC”. Carey, John and Donne, John. UK: Oxford University Press, 2009. Print.
- “John Keats: His Life and Poetry, His Friends, Critics and After-Fame.” Colvin, Sidney. London: Macmillan, 1917.

“‘Letter to George and Thomas Keats, 21 December 1817’, and ‘Letter to Richard Woodhouse, 27 October, 1818’, in *Romantic Prose and Poetry*”. Keats, John, ed. Harold Bloom and Lionel Trilling (New York: OUP, 1973) pp. 766–68, 777–8.

“*Lyrical Ballads with Pastoral and Other Poems.*” Wordsworth, William (1805). (4 ed.). London: Printed for Longman, Hurst, Rees, and Orme, by R. Taylor.

“*The Canterbury Tales.*” Chaucer, Geoffrey. Trans. Nevill Coghill. New Delhi: Penguin Classics, 2002. Print. Brown, Peter. Geoffrey Chaucer, OWC. New Delhi: Oxford University Press, 2011. Print.

“*Toru Dutt (1856–1877), Indian Poet, Translator, and Novelist*”. Lokugé, Chandani (12 September 2019). Oxford: Oxford University Press.

Suggestive digital platforms web links:

Athar. “Indian Poetry In English.” *English Summary*, 17 Nov. 2017, englishsummary.com/indian-poetry-inenglish.

Literaturemini.Com. “The Brief History of English Poetry.” 2018, 2018, www.literaturemini.com/2018/08/the-brief-history-of-english-poetry.html

Polly. “A Brief History of English Poetry.” *The Culture Project*, 17 Apr. 2017, thecultureprojectblog.wordpress.com/2017/03/19/a-brief-history-of-english-poetry.

Wikipedia contributors. “English Poetry.” *Wikipedia*, 21 May 2021, en.wikipedia.org/wiki/English_poetry.

Suggested equivalent online courses:

- <https://www.edx.org/course/ap-english-literature-composition-part-2-poems-2> AP English Literature and Composition, Part 2: Poems on EDX by Maggie Sokolik, University of California, Berkeley.

Part A Introduction			
Program: Certificate Course		Class: BA	Ist. Sem/ II Sem.
Session: 2022-23			
Subject: English Literature (Practical)			
1	Course Code	A1-ELITQP	
2	Course Title	Applied Poetry (Paper 2, Practical)	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Core Course	
4	Pre-requisite (if any)	To study this course, a student must have had the subject English Language/English Literature in class 12 th .	
5	Course Learning outcomes (CLO)	<p>The Study of Poetry will not only instruct and delight the students but also inspire them to have positivity, creativity, and a new way of thinking. After the study of this paper, the students will be able:</p> <ul style="list-style-type: none"> • to identify, interpret, analyze, and appreciate the various elements of poetry, • to develop literary intellect, and • to be able to appreciate the lyrical and sonorous quality of language and create poetry. <p>The course is beneficial for learners in understanding the mechanism of literature in a creative manner. This course will:</p> <ul style="list-style-type: none"> • accelerate the confidence of students for extempore English and surge their knowledge, and • promote the analytical and arguing capacity of students. 	
6	Credit Value	2	
7	Total Marks	Max. Marks: 60+40	Min. Passing Marks: 35
Part B- Content of the Course			
Total No. of (Practical) Lectures- (in hours per week): 01			
Total (Practical) Lectures: 30			
Unit	Topics	No. of Practicals /Lectures	
1	1. American Poetry 1.1 Walt Whitman: O Captain! My Captain! 1.2 Robert Frost: The Road Not Taken Keywords/ Tags: <i>Modern poetry, WWI, Imagination and Reality, War poetry, Symbolist movement, Patriotic poetry, WWII, The Holocaust, Confessional poetry</i>	10	

II	2. British and Indian Poetry 2.1 William Shakespeare: Sonnet 116 <i>Let Me Not to the Marriage of True Minds</i> 2.2 PB Shelley: Ode to the West Wind 2.3 Guru Nanak Dev: The Sky is Your Platter Keywords/ Tags: <i>Romanticism. Revolutionary spirit. Impact of the French revolution. Lord Byron. Disillusionment. Irish literary revival</i>	10
III	3. Applied Poetry : Problems and Prospects 3.1 Creating Poetry : Problems in Writing Poetry, Parameters of Poetry, Imagination and other Contemporary Issues 3.2 Subjectivity, Objectivity, Negativity, Resilience 3.3 Language, Vocabulary and Other Essential Elements Keywords/ Tags: <i>Meter. Ryhme scheme.Regular rhythm. Word sounds, Allegory. Shape. Mood. Stanza</i>	10

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

- Dove, Rita. *The Penguin Anthology of Twentieth-Century American Poetry*. 1st ed., Penguin Books, 2013.
- Eliot, T. T. S. *Eliot: Collected Poems. 1909–1962 (The Centenary Edition)*. 1st ed., Harcourt Brace Jovanovich, 1991.
- Frost, Robert. *The Poems of Robert Frost: Poetry for the Ages*. Independently published, 2019.
- Lehman, David, and John Brehm. *The Oxford Book of American Poetry*. 1st ed., Oxford University Press, 2006.
- Plath, Sylvia. *The Collected Poems*. Reprint, Harper Perennial Modern Classics, 2018.
- Shakespeare, William. *Love Poems & Sonnets of William Shakespeare*. Independently published, 2020.

Whitman, Walt, et al. *Walt Whitman Poetry Collection: Leaves of Grass, Various Works and Poems, and A Complete Biography of Walt Whitman*. Independently published, 2020.

Suggestive digital platforms web links

"375 Poems by William Shakespeare." *WilliamShakespeare.Net*, 2018,

www.williamshakespeare.net/poems.jsp.

"Eliot's Poetry: 'The Love Song of J. Alfred Prufrock.'" *SparkNotes*, 2019.

www.sparknotes.com/poetry/eliot/section1.

"Ode to the West Wind Poem Summary and Analysis." *LitCharts*, 2020,

www.litcharts.com/poetry/percy-bysshe-shelley/ode-to-the-west-wind.

Poetry Foundation. "Song of Myself (1892 Version) by Walt Whitman." *Poetry Foundation*, 1892,

www.poetryfoundation.org/poems/45477/song-of-myself-1892-version

---. "Walt Whitman." *Poetry Foundation*, 2020, www.poetryfoundation.org/poets/walt-whitman.

Poets.org - Academy of American Poets. "Robert Frost." *Academy of American Poets*, 2019.
poets.org/poet/robert-frost.

The Editors of Encyclopaedia Britannica. "Sylvia Plath | Biography, Poems, Books, Death, & Facts." *Encyclopedia Britannica*, 2018. www.britannica.com/biography/Sylvia-Plath

Suggested equivalent online courses:

- <https://www.edx.org/course/ap-english-literature-composition-part-2-poems-2> AP English Literature and Composition, Part 2: Poems on EDX by Maggie Sokolik, University of California, Berkeley.
- <https://www.coursera.org/learn/modpo> Modern and Contemporary American Poetry by Al Filreis, University of Pennsylvania.

सैद्धान्तिक प्रश्न पत्र के पाठ्यक्रम हेतु प्रारूप

(भाग-अ) परिचय			
कार्यक्रम : प्रमाण-पत्र	कक्षा : बी.ए.	प्रथम/ द्वतीय सेमेस्टर	सत्र 2022-23
विषय : हिन्दी साहित्य			
1	पाठ्यक्रम का कोड	A1-HLIT-2T	
2	पाठ्यक्रम का शीर्षक	कार्यालयीन हिंदी एवं भाषा कम्प्यूटिंग (प्रश्न पत्र 2)	
3	पाठ्यक्रम का प्रकार	कोर कोर्स	
4	पूर्वपेक्षा (Prerequisite)	इस कोर्स का अध्ययन करने के लिए, विद्यार्थी ने किसी भी विषय से कक्षा 12वीं प्रमाण पत्र / डिप्लोमा किया हो, पात्र है।	
5	पाठ्यक्रम अध्ययन की परिलब्धियां (कोर्स लर्निंग आउटकम) (CLO)	<ol style="list-style-type: none"> 1. इस कोर्स के माध्यम से विद्यार्थी कार्यालय के कार्यों की मूलभूत जानकारी एवं कार्यशैली से परिचित हो सकेंगे। जिससे वे कार्यालयीन कार्य करने में सक्षम होंगे। 2. नई तकनीकी के माध्यम से ज्ञान विज्ञान के क्षेत्र में विशेषज्ञता प्राप्त कर सकेंगे। 3. भाषा कम्प्यूटिंग में दक्षता होगी तथा रोजगार प्राप्ति के अवसर मिलेंगे। 4. रचनात्मक कौशल में दक्षता होगी जिससे उन्हें रोजगार की अनेक संभावनाएँ मिलेगी। 	
6	क्रेडिट मान	06	
7	कुल अंक	अधिकतम अंक 6040	न्यूनतम उत्तीर्ण अंक 35

भाग ब - पाठ्यक्रम की विषयवस्तु		
व्याख्यान की कुल संख्या - 90 (प्रति सप्ताह घंटे में 02)		
इकाई	विषय	व्याख्यान की संख्या

इकाई-1	<p>कार्यालयीन हिन्दी का स्वरूप, उद्देश्य एवं क्षेत्र :</p> <p>1.1 कार्यालयीन हिन्दी का स्वरूप एवं उद्देश्य</p> <p>1.2 कार्यालयीन हिन्दी तथा सामान्य हिन्दी का संबंध एवं अंतर</p> <p>1.3 कार्यालयीन कार्यकलाप की सामान्य जानकारी</p> <p>1.4 हिन्दी के प्रयोजनमूलक संदर्भ :</p> <p>कार्यालयीन, साहित्यिक, वाणिज्यिक, वैज्ञानिक, तकनीकी, विधिक एवं कानूनी, जनसंचार माध्यम आदि। राजभाषा हिन्दी की संवैधानिक स्थिति एवं प्रमुख प्रावधान।</p>	16
इकाई-2	<p>हिन्दी के शब्द संसाधन (कम्प्यूटर टंकण)</p> <p>1.1 हिन्दी में उपलब्ध साफ्टवेयर एवं विभिन्न की-बोर्ड, देवनागरी लिपि के विविध फोण्ट्स, यूनीकोड, हिन्दी स्लाइड, पी.पी.टी. पोस्टर निर्माण, स्पीच टू टेक्स्ट एवं टेक्स्ट टू स्पीच, हिंदी शार्ट हैण्डका परिचय।</p> <p>1.2 हिन्दी से संबंधित वेबसाइट, ई मेल, इंटरनेट पर उपलब्ध पत्र-पत्रिकाएँ, दृश्य श्रव्य सामग्री, ई पुस्तकालय सरकारी तथा गैर सरकारी चैनल, आभासी कक्षाएँ</p>	18
इकाई-3	<p>कार्यालयीन हिन्दी में प्रयुक्त पारिभाषिक शब्दावली</p> <p>1.1 शब्दावली निर्माण के सिद्धान्त</p> <p>1.2 कार्यालयीन हिंदी की पारिभाषिक शब्दावली प्रशासनिक, विधि संबंधी एवं वाणिज्यिक पारिभाषिक शब्दावली</p> <p>1.3 पदनाम एवं अनुभाग</p>	16
इकाई-4	<p>1. कार्यालयीन हिन्दी पत्राचार</p> <p>1.1 आवेदन पत्र</p> <p>1.2 शासकीय एवं अर्द्धशासकीय पत्र</p> <p>1.3 कार्यालयीन आदेश</p> <p>1.4 परिपत्र</p> <p>1.5 अधिसूचना</p> <p>1.6 कार्यालयीन ज्ञापन</p> <p>1.7 विज्ञापन</p>	20

	<p>1.8 निविदा</p> <p>1.9 संकल्प</p> <p>1.10 प्रेस विज्ञप्ति एवं अन्य कार्यालयीन पत्र</p> <p>2. प्रारूपण, टिप्पण, संक्षेपण, पल्लवन, प्रतिवेदन एवं हिंदी का मानकीकरण</p> <p>2.1 प्रारूपण का अर्थ, सामान्य परिचय, प्रारूपण लेखन की पद्धति</p> <p>2.2 टिप्पण का अर्थ, सामान्य परिचय, टिप्पण लेखन की पद्धति, टिप्पण और टिप्पणी में अंतर</p> <p>2.3 संक्षेपण का अर्थ एवं संक्षेपण पद्धति, पल्लवन का अर्थ, पल्लवन के सिद्धान्त, पल्लवन और निबंध लेखन में अंतर</p> <p>2.4 प्रतिवेदन का अर्थ, सामान्य परिचय एवं प्रयोग</p>	
इकाई-5	<p>1. कम्प्यूटर एवं इंटरनेट में हिंदी भाषा एवं देवनागरी लिपि के अनुप्रयोग</p> <p>1.1 कम्प्यूटर में हिंदी भाषा के विकास का इतिहास</p> <p>1.2 हिंदी का मानकीकृत रूप</p> <p>1.3 ब्लॉगिंग एवं सोशल मीडिया पर हिन्दी लेखन कौशल फेसबुक, यूट्यूब एवं अन्य प्लेटफार्म</p> <p>1.4 ई-गवर्नेंस</p> <p>1.5 विराम चिह्न, अशुद्धि-संशोधन एवं प्रूफ-शोधन</p> <p>1.6 व्यावहारिक अभ्यास - विभिन्न प्रकार के कार्यालयीन पत्र, ब्लॉगिंग, पोस्टर, ईमेल एवं अन्य</p>	
<p>सार बिन्दु (की वर्ड) / टैग, कार्यालयीन हिन्दी, शब्द संसाधन, कार्यालयीन पत्राचार, संक्षेपण, पल्लवन, देवनागरी लिपि के अनुप्रयोग, स्पीच टू टेक्स एवं टेक्स टू स्पीच, हन्दी शाटहेन्ड, प्रुफ-शोधन</p>		
<p>भाग स - अनुशंसित अध्ययन संसाधन</p>		
<p>पाठ्य पुस्तकें, संदर्भ पुस्तकें, अन्य संसाधन</p>		
<p>अनुशंसित सहायक पुस्तकें / ग्रंथ / अन्य पाठ्य संसाधन / पाठ्य सामग्री :</p> <p>संदर्भ ग्रंथ -</p>		

1. सागर, रामचन्द्र सिंह, “कार्यालय कार्य-विधि”, आत्माराम एंड संस, नई दिल्ली 1963
2. शर्मा, चन्द्रपाल, “कार्यालयीन हिन्दी की प्रकृति”, समता प्रकाशन, दिल्ली 1991
3. “प्रज्ञा पाठमाला”, राजभाषा विभाग, गृह मंत्रालय, भारत सरकार, नई दिल्ली
4. गेदरे, डॉ. विनोद, “प्रयोजनमूलक हिन्दी, सिद्धान्त और प्रयोग”, वाणी प्रकाशन, नई दिल्ली
5. झाल्टे दंगल, “प्रयोजनमूलक हिन्दी : सिद्धान्त और प्रयोग”, वाणी प्रकाशन नई दिल्ली, 2016 पंचम संस्करण
6. सोनटक्के, डोंमाधव, “प्रयोजनमूलक हिन्दी : प्रयुक्ति और अनुवाद”, वाणी प्रकाशन नई दिल्ली
7. भाटिया, कैलाशचन्द्र “प्रयोजनमूलक हिन्दी : प्रक्रिया और स्वरूप” तक्षशिला प्रकाशन, नई दिल्ली 2005
8. जैन, डॉ. संजीव कुमार सं., “प्रयोजनमूलक कामकाजी हिन्दी एवं कम्प्यूटिंग”, कैलाश पुस्तक सदन, भोपाल
9. मल्हौत्रा, विजयकुमार, “कम्प्यूटर के भाषिक अनुप्रयोग”, वाणी प्रकाशन, नई दिल्ली
10. गोयल, संतोष, “हिन्दी भाषा और कम्प्यूटर”, श्री नटराज प्रकाशन, दिल्ली
11. हरिमोहन, “आधुनिक जनसंचार और हिन्दी”, तक्षशिला प्रकाशन, नई दिल्ली
12. हरिमोहन, “कम्प्यूटर और हिन्दी”, तक्षशिला प्रकाशन, नई दिल्ली
13. द्विवेदी, संजय “नए समय का संवाद : सोशल नेटवर्किंग”, नेहा पब्लिशर्स एंड डिस्ट्रीब्यूटर्स, नई दिल्ली
14. शुक्ल, सौरभ, “नए जमाने की पत्रकारिता, विजडम विलेज” पब्लिकेशन्स, दिल्ली
15. कुमार, सुरेश, “इन्टरनेट पत्रकारिता”, तक्षशिला प्रकाशन, नई दिल्ली
16. श्रीवास्तव, गोपीनाथ, “कम्प्यूटर का इतिहास और कार्यविधि”, सामाजिक प्रकाशन नई दिल्ली
17. सिंह, अजय कुमार, इलेक्ट्रॉनिक पत्रकारिता, लोकभारती प्रकाशन इलाहाबाद 2014

2. अनुशंसित डिजिटल प्लेटफॉर्म बेव लिंक

1. www.wikiipediya.org
2. www.egyankosh.ac.in
3. www.youtube.com
4. <https://epgp.inflibnet.ac.in>
5. Hi.m.wikiipediya.org
6. www.india.gov.in>topics

Format for Syllabus of Theory Paper

Part. A Interoduction			
Program: Certificate	Class: BA I/ II SEM	Year :2022	Session: 2022.23
Subject : History			
1	Course Code	A1 HIST-2T	
2	Course Title	History of Ancient India (From Early to 2015 AD)	
3	Course Type (Core Course/Elective/Generic/ Elective/Vocational.....)	Core Course	
4	Pre-requisite (if any)	This course can be opted by any student who has passed 12th class.	
5	Course Learning Outcomes (CLO)	The students will learn to analyze the various stages of evolution and development of man in the Prehistoric. Protohistoric and Historic Age, To have an in depth knowledge about the ancient civilizations of India like Indus-Saraswati Civilization, Vedic civilization, Later Vedic Civilization etc. and compare them with the other contemporary civilizations of the world. To explain in detail about golden past of India during the Mauryan and Gupta period, their conquests, art, architecture and literature, etc. They will able to write meaningful essays on the brave and courageous, Rajput clans and the South Indian dynasties of India.	
6	Credit Value	06	
7	Total Marks	Max. Marks: 60+40	Min. Passing Marks: 35
Part B . Content of the Course			
Total No. of Lectures.Tutorials.Practical (in hours per week) :L.T.P :3 H/W			
Unit	Topics		No. of Lectures
I	Prehistoric and Protahistoric Period History-Meaning, Nature, Scope & Significance. Sources of Ancient Indian History. Geographical Condition of Ancient India, Prehistoric India : Stone Age – Palaeolithic, Mesolithic, Neolithic and Chalçolithic Cultures. Protohistoric India Indus/ Saraswati Civilization-Origin, expansion & Decline. Economic, Social and Religious Life. Town Planning and different arts. The New centres of Harappan Civilization. Vedic Culture - Rig Vedic and Post Vedic Period Political, Social, Economic and Religious Life.		18
II	Mauryan and Post Mauryan Period Mahajanapadas and Republics in 6th cen. BC. Religious Revolution in North India Jainism and Buddhism. Rise of Magadha. Alexanders Invasion and Its Impact. Establishment of Mauryan Dynasty. Chandragupta Maurya and his		18

	Administration. Asoka-and his Dhamma. Mauryan Culture and Architecture. Decline of Mauryan empire. Shunga i Dynasty-Pushyamitra Shunga and his Achievements. Satvahana Dynasty Gautamiputra Shatkarni Achievements. Period Shaka&Kshatrapas. Kushana Dynasty - Kanishka. And his achievements, Gandhara and Mathura Art.	
III	Gupta Period and Harshvardhan Establishment of Gupta Dynasty - Chandragupta I, Samudragupta, Chandragupta II (Vikramaditya). Kumargupta and Skandgupta and their Achievements. Gupta Culture. Gupta Period: Golden age Gupta-Vakataka Relations. Shakari Vikramaditya and his cultural achievements. Decline Gupta of empire. Huna Invasion and its impact. Pushyabhuti Dynasty Harshvardhan-Military Campaigns, Administration and Religious Achievements.	18
IV	Early Medieval Dynasties Northern India Origin of The Rajputs: Different Theories. Major Rajput Dynasties Gurjer Pratihara Dynasty, Chandela Dynasty, Parmara Dynasty and Kalchuri Dynasty – History, Culture and Architecture. Bhoj and his cultural achievements	18
V	South Indian Dynasties and Foreign Invasions on India Major Dynasties of South Indian: Pallava Dynasty, Chaluka Dynasty, Rashtrakuta Dynasty and Chola Dynasty – History, Culture and Architecture. Greater India: Expansion of Indian Culture in South East Asia, Arab Invasion on India and its Impact: Mohammad Bin Qasim, Turk Invasion on India and their Impact: Mehmud Ghaznavi and Mohammad Ghori.	18

Keywords/ Tags: History, Culture, Architecture, Maurya, Gupta and Rajput.

Part C. Learning Resources

Text Books, Reference Books, Other resources

Suggested Reading :

1. Majumdar, R.C. : The History and Culture of Indian People Vol. I, vedic Age, Bhartiya Vidya Bhavan, Bombay, 1954
2. Majumdar, R.C.: The History and Culture of Indian People, Vol. II The Classical Age, Imperial Unity, Bhartiya Vidya Bhavan, Bombay, 1954
3. Majumdar R.C.: The History of Indian People, Vol. III The Classical Age, Bhartiya Vidya Bhavan, Bombay, 1954
4. Majumdar R.C. The History of Indian People, Vol. IV. The Age Imperial Kanauj, Bhartiya Vidya Bhavan, Bombay, 1954
5. Majumdar R.C. The History of Indian People, Vol. V. The Age Imperial Kanauj, Struggle for Empire. Bhartiya Vidya Bhavan, Bombay, 1954
6. Jayaswal, Vidula: Bhartiya Itihas Ke Adi Chama ki Rooprekha, Delhi, 1987
7. Pandey, Rajbali: Prachin Bharat, Vishwavidyalaya Prakashan, Varanasi, 2010.
8. Raychaudhary, H.C: Political History of Ancient India 1/2 1996. Also, in Hindi.
9. Sankalia, HD: Prehistory and Prohistory of India and Pakistan, Poona 1974
10. Sastri, K. A Nilakanta: A History of South India, from Prehistoric Times to the fall of

Vijyanagar, Oxford University Press, 1955; Also, in Hindi.

11. Singh] Kripa Shankar% Rigveda] Harrappa Sabhyata and Sanskrit Nirantarta] Kitab Ghar publication] New Delhi] 2007
12. Singh] Upinder% A history of Ancient and Early Medieval India] 2008] Pearson India] New Delhi- Also] in Hindi-
13. Thapar] Romilla% Early India from the Beginnings to 1300, London, 2002.
14. Tripathi R. S.: History of Ancient India. Motilal Banarasidas, Delhi. Also in Hindi
15. श्रीवास्तव के.सी. प्राचीन भारत का इतिहास तथा संस्कृति, यूनाइटेड डिपो, इलाहाबाद
16. नाहर रविमानूमिह प्राचीन भारत का राजनीतिक एवं सांस्कृतिक इतिहास, किततंधर,
17. श्रीवास्तव भी.के. प्राचीन भारत का इतिहास, साहित्य भवन (गंजय), आगरा
18. गुप्त शिवकुमार : प्राचीन भारत का इतिहास, पंचशील प्रकाशन, आगरा
19. पान्डेय पीने प्राचीन भारत का राज एवं सां, इतिहास, लोकभारती प्रकाशन, इलाहाबाद
20. पान्डेय मिचन्द्र प्राचीन भारत का राज एवं सा, इतिहास, सेन्ट्रल पब्लिकेशन, नई दिल्ली
21. राज पुरोहित भगवती लाल: राजा भोज और शकारी विक्रमादित्य, स्वराज संस्थान, भोपाल

Suggested digital platforms web links:

1. https://en-wikipedia.org/wiki/History_of_India
2. <https://knowindia.org.in/culture-and-heritage/ancient-history.php>
3. <https://www.history.com/tag/india>
4. <https://byjus.com/free-ias-prep/ncert-ancient-history-notes/>
5. <https://www.clearias.com/indian-history-chronology/>
6. <https://www.jagranjosh.com/general-knowledge/history-of-ancient-india-a-complete-study-material-1464928278-1>
7. <https://sourcebooks.fordham.edu/india/indiasbook.asp>
8. <https://www.worldhistory.org/india/>
9. <https://asiasociet.org/india-historical-overview>

Suggested equivalent online courses:

Part D . Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks : 100

Continuous Comprehensive Evaluation (CCE) : 25marks University Exam (UE) 75 marks

Internal Assessment : Continuous Comprehensive Evaluation (CCE) : 25	Class Test	15
	Assignment/Presentation	10
External Assessment : University Exam Section : 75 Time : 02.00 Hour	Section (A) : Three Very Short Questions (50 Words Each)	03 X 03 = 09
	Section (B) : Four Short Questions (200 Words Each)	04 X 09 = 36
	Section (C) : Two Long Questions (500 Words Each)	02 X 15 = 30
		Total 75

Any remarks/ suggestions :

Part A Introduction			
Program: Certificate/Diploma/ Degree	Class:B.A.II SEM	Year: 2022	Session :2022-2023
Subject :political science			
1	Course Code	A1-POSC-2T	
2	Course Title	Indian Constitution-II	
3	Course Title (Core Course/Elective /Generic Elective /Vocational/.....	Core Course	
4	Pre- requisite (if any)	To study this course, a student must have passed 12 th Student of any subject can study this course.	
5	Course Learning outcomes (CLO)	<ol style="list-style-type: none"> 1. Students will be able to understand the constitution development in India. 2. They will be able to answer how constitution assembly was formed. 3. They will be able to describe the significance of the preamble, fundamental rights and directive principles of state policy in the constitution design of India . 4. They will be able to answer question pertaining to the function and role of the president, prime Minister, Governor, Chief Minister, Parliament and State legislature, and the courts in the constitutional design of India 5. They will be able to identify the Power division in constitutional setup. 	
6	Credit Value	Theory-6	
7	Total Marks	Max. Marks; 60+40	Min. Passing Marks: 35
Part B- Content of the Course			
Total no of Lectures –Tutorials –Practical (in hours per week): 6 hours per week			
Unit	Topics	No. of Lectures	
I	Gensis of the Indian constitution and Salient Features <ol style="list-style-type: none"> 1. Constitutional Development in India. 2. Making of the Constituent Assembly : History and Objectives 3. Salient Features of the Constitution <ol style="list-style-type: none"> 3.1 preamble 3.2 fundamental rights and duties 3.3 Directive principles of state policy 3.4 Procedure for constitutional assembly 	18	

II	<p style="text-align: center;">Legislature</p> <p>1. Central legislature 1.1 Indian Parliament—composition and Function of the Lok Sabah and Rajya Sabah 1.2 Speaker of the Lok Sabah- Role, Power and Functions. Independence and Impartiality of the Speaker. 1.3 Legislative procedure of the parliament.</p> <p>2. State Legislature 2.1 Vidhan sabha- Composition and Functions 2.2 Vdhan parishad - Composition and Functions</p>	20
III	<p style="text-align: center;">Executive</p> <p>Union Executive 1.1 president- Power and Functions 1.2 Prime Minister- Role and functions 1.3 Council of Ministers- Composition, Role and Functions</p> <p>State Executive 2.1 Governor- Power and Functions. 2.2 Chief Minister- Power and Functions 2.3 State Council of ministers.</p>	20
IV	<p>Judiciary and other Constitutional Bodies 1. Supreme court- Composition and Jurisdiction. 2. High court -- Composition and Jurisdiction 3. Constitutional Bodies 3.1 Election commission. 3.2 Union public Service commission 3.3 National Commission for SC’S 3.4 National Commission for ST’S 3.5 State public Service Commission.</p>	18
V	<p style="text-align: center;">Division of Powers</p> <p>1. Center state Relations 1.1 Legislative Relations. 1.2 Administrative Relations. 1.3 Financial Relations. 3. Local self Government - 73rd and 74 Amendment.</p>	14

Part C-Learning Resources

Text Books, Reference Book, Other resources

Suggested Readings:

- 1- Basu Durgadas, "Introduction to the Constitution of India", Lexis Nexis, 21 edition, 2013.
- 2- Bakshi, P.M, "The constitution of India", Universal Law Publishing, Delhi, 2017 ..
- 3- G, Austin, "The Indian Constitution: Corner Stone of a nation", Oxford University press, oxford, 1996.
- 4- Kapur A.C and Mishra, "Select Constitutions", S. Chand Publications, 16 Edition 2008.
- 5- M. Laxmikant, "India polity", McGraw Hill Education, New Delhi.
- 6- Pylee, M.V "India's constitution", Asia Publishing House, Bombay, 1962. 2004
- 7- Rochana, B "Constituent Assembly Debets and Minority Rights", Economics and Political Weekly, 35(21/22), pp. 1845, 2000.
8. S.K ashyp, "Our Constitution", NBT Delhi 2007.
- 9- S.K ashyp, "Our Parliament", NBT Delhi 2004.
- 10- Sharma B.K: "Introduction to the constitution of India", PHE Publications, New Delhi, 8th Edition 2017.
- 11- Shankar, B.L & Rodriguez, V "The Indian parliament: A democracy at work", Oxford University Press New Delhi, 2014.
- 12- Singh, M.P., & Saxena, R., V "Federalizing India in the age of Globalization", Primus books New Delhi, 2014.

Suggestive digital platforms web links

1. <https://WWW.Jstor.org/stable/2125628?seq=1>
2. <https://politicalscience.stanford.edu/research/> political- theory
3. <https://link.springer.com/referenceworkentry/10.1007%2f978-1-4020-8265-8-1431>
4. [https:// www. Youtube.watch? v= fd TNIx52weg](https://www.youtube.com/watch?v=fdTNIx52weg)

Suggestive equivalent online courses:

NPTL- Introduction to political Theory by Prof. Mithlesh kumar jha. IIT gwahati

Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks: 100

Continuous Comprehensive Evaluation (CCE): 25 marks University Exam (UE) 75 marks

Internal Assessment:

Class Test

15

Continuous Comprehensive Evaluation(CCE):25	Assignment/Presentation	10
External Assessment: University Exam Section: 75 Time:02.00 Hours	Section (A): Three Very Short Questions(50Words Each) Section(B): Fore Short Questions(200Words each) Section(C): Two Long Questions(500Words Each)	03x03=09 04x09=36 02x15=30Total 75
Any remarks suggestions:		

Part A Introduction			
Program :certificate Course	Class:B.A.II SEM	Year: 2022	Session :2022-2023
Subject :Sociology			
1	Course Code	A1-SOCI-2T	
2	Course Title	Basic Concepts of Sociology(Paper II)	
3	Course Title (Core Course /Elective /Generic Elective /Vocational/.....	Core Course	
4	Pre- requisite (if any)	This is an elective paper open for all B.A. 1 st Year Students.	
5	Course Learning outcomes (CLO)	<p>1. The course is designed to incorporate all the key concepts of Sociology which would enable the learner to develop keen insight to distinguish between the commonsense knowledge and Sociological Knowledge.</p> <p>2. The conceptual learning of Society, Social groups, Social structure, Social institution etc, will help students in their day to day living.</p> <p>3. By studying this paper students will get information about various employment opportunities in government, corporate, N.G.O. and self-employment sector.</p> <p>4. This paper gives students an awareness of cultural differences and provides them with opportunity to enhance their cultural sensitivity.</p> <p>5. The concepts of Indian social institutions, such as, family , Marriage ,Kinship will enable students to consider their roles in solving many social problems.</p> <p>6. The theory of cultural lag will male student bettet understand the conflict of generational gap and minimize it in due course.</p> <p>7.Teaching of culture, socialization ad civilization will emphasis not only the new agencies of socialization but also their significance in personality development.</p>	
6	Credit Value	Theory-6	
7	Total Marks	Max. Marks; 60+40	Min. Passing Marks: 35
Part B- Content of the Course			
Total no of Lectures –Tutorials –Practical (in hours per week): 6 hours per week			
Unit	Topics	No. of Lectures	
I	Emergence of Sociology 1.Tradition of Indian Thinking 2.Sociology 2.1 Meaning 2.2 Scope 2.3 Subject Matter 2.4 Importance 3. Origin and Development of Sociology	18	

	(Including Special Reference to Madhya Pradesh) 4. Sociology as a Science 5. Humanistic Orientation in Sociology 6. Relationship with other Social Sciences 7.Sociology and Professions	
Keywords /Tags : Tradition of Indian Thinking Emergence of Sociology ,Development of Sociology ,Humanistic orientation in Sociology, Profession in Sociology		
II	Basic Concepts : 1. Society 2. Relation between Individual and Society 3. Community 4. Association 5. Institution 6. Social Group 7. Social Structure and Function 8. Status and Role	18
Keywords /Tags : Relation between Individual and Society , Social Structure,Social Group, Social Status, Association in Sociology		
III	Social Organization and Institutions: (Concept ,Emergence ,Development, Forms and Challenges) 1. Social Organization 2. Social System 3. Family 4. Kinship 5. Marriage 6. Caste, Class and Power 7. Education	
Keywords /Tags : Social Organization, Social System, Social Institution, Class, Kinship		
VI	Social Cultural Processes : 1.Culture 1.1 Meaning 1.2 Characteristics 1.3 Types 1.4 Components of Culture 1.5 Cultural lag 1.6 Culture and Civilization 2. Socialization 2.1 Meaning 2.2 Characteristics 2.3Stages 2.4 Agencies 2.5 Types 2.6 Importance 3.Social processes 3.1 Cooperation	18

	3.2 Accommodation 3.3 Competition 3.4 Conflict	
Keywords /Tags : Culture, Social Process, Cultural lag, Civilization, Socialization		
V	Social Control and Change: 1.Social Control 1.1 Meaning 1.2 Characteristics 1.3 Types 1.4 Means of Social Control 2. Social Stratification 2.1 Meaning 2.2 Characteristics 2.3 Bases 2.4 Forms 3. Social Mobility 3.1 Meaning 3.2 Characteristics 3.3 Types 4.Social Change 4.1 Meaning 4.2 Characteristics 4.3 Factors of social Change 4.4 Patterns of social change	18
Keywords /Tags : Social Control, Social Change, Social Stratification, Social Mobility, Patters of Social Change		
Part C-Learning Resources		
Suggested Readings:		
1-Maclver, Robert M& Charles Hunt Page (1949) Society: An Introductory Analysis, New York. 2- Beteille Andre (1965) Caste Class &Power, California University, Berkclely. 3-Ghury GS (1961) Caste Class & Occupation, Popular Book Depot.,Bombay. 4-Ogburn &Nimkof (1947) Hand Book of Sociology, K.Paul, Trench, Prebner and Comp. LTD. London. 5- Giddens,A.(2006).Sociology (5 th ed.).Oxford University Press.London 6-Horton and Hunt .(1964)Sociology – TheDispline and its Dimensions: New Central Book Agency , Calcutta. 7- Johson Harry M.(1988)Sociology- A Systematic Introduction. Allied Publisher Pvt Ltd, New Delhi. 8.Inkeles Alex, (1977) What is Sociology-Prentice-Hall of India, Pvt Ltd., New Delhi 9- Shankar Rao C.N. (2019) Sociology-S Chand company Ltd., New Delhi 10- Shankar Rao C.N. (2018) Sociologyof Indian society- S Chand company Ltd., New Delhi 11-Pandey Vinita (2016)Indian society and culture, Rawat Publication, Jaipur. 12-Bhushan Vidya and Sachdeva D.R(2000) Kitab Mahal, Allahabad . 13–दुवे श्यामाचरण(1993) मानव और संस्कृति, राजकमल प्रकाशन, नई दिल्ली,		

<p>14–आहुजा राम (2008) समाजशास्त्र विवेचना और परिप्रेक्ष्य, रावल पब्लिकेशन, जयपुर</p> <p>15– अग्रवाल जी के (2018) समाजशास्त्र की मूल अवधारणाएँ, साहित्य भवन पब्लिकेशन,आगरा</p> <p>16–सिंह जे पी (2019) समाजशास्त्र अवधारणायें एवं सिद्धान्त , रावल पब्लिकेशन, जयपुर</p> <p>17– बधेल डी एस (2020) समाजशास्त्र, कैलाश पुस्तक सदन, भोपाल</p> <p>18– पाटिल अशोक डी एवं भदौरिया एस एस (2015) समाजशास्त्र परिचय, मध्यप्रदेश हिन्दी ग्रन्थ अकादमी, भोपाल</p> <p>19–सचदेवा डी आर 2005 समाजशास्त्र के सिद्धान्त,किताब महल , इलाहाबाद</p>		
Suggestive digital platforms web links		
https://nios.ac.in/online-course-material/sr-secondary-courses/Sociology-(331).aspx		
Suggestive equivalent online courses:		
IGNOU & Other centrally/stste operated Universities /MOOC platforms as “SWAYAM” in india and Abroad.		
Part D-Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks:100		
Continuous Comprehensive Evaluation (CCE): 25marks University Exam (UE) 75 marks		
Internal Assessment: Continuous Comprehensive Evaluation(CCE):25	Class Test Assignment/Presentation	15 10
External Assessment: University Exam Section: 75 Time:02.00 Hours	Section (A): Three Very Short Questions(50Words Each) Section(B): Fore Short Questions(200Words each) Section(C): Two Long Questions(500Words Each)	03 x 03=09 04 x 09=36 02 x 15=30Total 75
Any remarks suggestions:		

Sri SatyaSai University of Technology & Medical Sciences, Sehore (M.P.)

Part A Introduction

Programme: Certificate Class: B.Com 1 st ^{sem} Session 2022-23		
Subject	Commerce	
Course Code	C1-COMA1G	
Course Title	Basics Of Business Studies	
Course Type	Elective	
Pre-Requste	Not Required Open For All	
Course Objectives	To impart basic knowledge of the business relevant to business activities.	
Course Learning Outcomes	<p>The Successful completion of this course shall enable the students :</p> <ul style="list-style-type: none"> • The course will be helpful to provide basic knowledge of business. • Student will be capable to understand business ethics to guide corporate sector and feel and perform its responsibility towards society. • Student will be capable to understand ethical aspect of business, banking system, banking procedure. • Student will be capable to understand practical banking insurance system, insurance procedure, stock exchange system, • To help them for employment in related field. 	
Credit Value	4	
Total Marks	Max Marks:	Minimum Passing

Sri SatyaSai University of Technology & Medical Sciences, Sehore (M.P.)

	60 + 40	Marks: 35
--	---------	-----------

Part B Content Of The Course

Total No. of Lectures-60 (In Hour Per Week)3

Unit	Topic	Lectures
I	<p>Concept Of Business : historical background of business in india. meaning and objectives of business industry, trade and commerce. business sectors: goods and service sectors.</p> <p>Concept and salient features of sole trade,partnership,LLP, and co-operative society, meaning, features, types of joint stock company. online business: need importance, limitations, process, dangers and precautions.</p>	12
II	<p>Business Ethics: historical background of business ethics in india, concept and significance of business ethics, balancing between objectives of business and ethics of business, evaluation of business ethics in india.</p> <p>Corporate Social Responsibility(CSR) historicql cackground of CSR, concept, objectives, and inportance of CSR, contribution of indian corporate sector under csr, evaluation of CSR in india.</p>	12
III	<p>Banking: historical background, classification of bank, meaning, definition and functions of commercial banks, role of economics frowth , features of indian banking system.</p> <p>Bank Deposits: meaning and types, features of bank account, procedures to open and close bank accounts(including online procedures.</p> <p>Loans And Advances: principles to sanction loans and advances. classification of loans and advances, procedures to apply for house loan, personal loan, evaluation and commercial loan..</p>	12

Part A Introduction

Programme: Certificate Class: B.Com 1 st Sem Session 2022-23		
Subject	Commerce	
Course Code	C1-COMB2G	
Course Title	Fundamental Accounting	
Course Type	Elective	
Pre-Requisite	Not Required Open For All (Except The Student Of Commerce)	
Course Objectives	<p>To understand the meaning of accounting, accountancy,</p> <p>To understand the terms used in accounting system</p> <p>To know how the accounting system for non profit organization..</p>	
Course Learning Outcomes	<p>After the completion of the course, student will be able to</p> <ol style="list-style-type: none"> 1. To record the basic journal entries 2. Memorize how to calculate depreciation by applying various methods 3. Maintain the financial statement of a business entity 4. rectify errors in account. 	
Credit Value	4	
Total Marks	Max Marks: 60+40	Minimum Passing Marks: 35

Sri SatyaSai University of Technology & Medical Sciences, Sehore (M.P.)

Part B Content Of The Course

Total No. of Lectures-90 (In Hour Per Week)3

Unit	Topic	Lectures
I	Accounts: history, definition, development, objective, basic concept, principles assumptions and conversion of accounting.	10
II	Principles of double entry system, preparation journal, subsidiary books, preparation of ledger.	15
III	Preparation Of Trial Balance, Rectification Of Errors	10

Sri SatyaSai University of Technology & Medical Sciences, Sehore (M.P.)

Programme: Certificate Class:B.Com 1 st Sem Session 2022-23		
Subject	Rural Banking	
Course Code	A1-RBAN2G	
Course Title	Banking Institutions in India	
Course Type	Elective	
Pre-Requisite	No pre-requisite	
Course Objectives	<p>To understand the meaning of Rural Banking,</p> <p>To Understand The Terms Of Banking Institutions in india</p>	
Course Learning Outcomes	<p>After the completion of the course, wstudent will be get to</p> <ol style="list-style-type: none"> 1. student will be gain a strong understanding about the banking structure in india. 2. student will be get acquainted with regulatory structure of banking sector in india 3. students will be understand about various banking institutions including rural banking institutions alon with their basic functions and their role in economic development. 4. student will be gain a deeper insight about emerging trends in banking in india. 	
Credit Value	4	
Total Marks	Max Marks: 60 + 40	Minimum Passing Marks: 35

Part B Content Of The Course

Total No. of Lectures-60 (In Hour Per Week)2		
Unit	Topic	Lectures
I	Introduction: structure of indian banking system, origin and evaluation of banks, concept ,definition, and importance of bank, primary and secondary functions of bank, role of banks in economic development, propectus and chalanges of indian banking system..	12
II	Regulatory Institutions: objectives of central bank and its role in economy, reserve bank of india, (RBI)-organisation, objectives, role, functions, credit creation and control, banking sector reforms, banking regulation act,1949, new licensing policy(RBI).	12
III	Banking Institutions: types of banks- objectives, structire, functions of commercial banks, (public, private and foreign banks,), development bank, payments bank, small finance banks, indigenious banks, role of banking institutions in economic developments, prospectus and chalanges of banking institutions in india.	12

Part A Introduction

Programme: Certificate Class: B.Com 1 st Sem Session 2022-23	
Subject	Rural Banking
Course Code	A1-RBAN1G
Course Title	Money & Banking
Course Type	Elective
Pre-Requisite	No pre-requisite
Course Objectives	<p>To understand the meaning of Rural Banking,</p> <p>To understand the terms of Money and Banking</p>
Course Learning Outcomes	<p>After the completion of the course, wstudent will be able to</p> <ol style="list-style-type: none"> 1. Understand about the origin of money and banking 2. Learn about concept of money, its functions, value, money market and monetary policy operations. 3. Understand about various banking institutions along with their basic functions and their credit creation role. 4. Understand about the central bank of our country and assess the objectives and functions of reserve bank of India (RBI) 5. Also analyze the banking sector reforms and gauge at the recent trends in banking system In India.

Sri SatyaSai University of Technology & Medical Sciences, Sehore (M.P.)

Credit Value	4	
Total Marks	Max Marks: 60+40	Minimum Passing Marks: 35

Part B Content Of The Course

Total No. of Lectures-60 (In Hour Per Week)2		
Unit	Topic	Lectures
I	Money: Meaning, functions, and classification: concept, definition, functions and importance of money classification of money, role of money in capitalist, socialist and mixed economies. essential quality of good money, money aggregates, paper money- meaning, forms, principles & methods of note issue in india. gresham's law. demonetization.	12
II	Value Of Money And Economic Functions: theories of value money- quantity theory of money, fisher's and canbridge equations and income theory, economic fluctuations- inflation and deflation of money stagflation.	12
III	Money Market And Monetary Policy: functions and importance of money market, indian money market, monetary policy, and its objectives, indicators and instruments of monetary policy, monetary policy in an open economy, current monetary policy in india.	12

Part A Introduction

Programme: Certificate Class: B.Com 1 st Sem Session 2022-23			
Subject	Business Organization And Management		
Course Code	C1-COHB1G		
Course Title	Business Organization And Management		
Course Type	Elective		
Pre-Requisite	No pre-requisite		
Course Objectives			
Course Learning Outcomes	<p>After the completion of the course, wstudent will be able to</p> <p>CO1: Develop a basic understanding about business organization and its forms.</p> <p>CO2: develop rudimentary concept of plant location, layout and size of business units and their respective importance in the practical world.</p> <p>CO3: acquire an understanding of business combinations rationalization and nationalization.</p> <p>CO4: gain insight into the management process and its functions of planning, organization, staffing, directing, and control.</p>		
Credit Value	4		
Total Marks	<table border="0" style="width: 100%;"> <tr> <td style="text-align: left;">Max Marks: 60+40</td> <td style="text-align: right;">Minimum Passing Marks 35</td> </tr> </table>	Max Marks: 60+40	Minimum Passing Marks 35
Max Marks: 60+40	Minimum Passing Marks 35		

Sri SatyaSai University of Technology & Medical Sciences, Sehore (M.P.)

--	--

Part B Content Of The Course

Total No. of Lectures- (In Hour Per Week)L/T/P:4/0/0		
Unit	Topic	Lectures
I	<p>Business Organization & Its Forms</p> <p>Business concept, meaning, features, stages of development of business, importance of business, classification of business activities.</p> <p>Business Organization: meaning, characteristics, objectives, evolution of business organization, difference between industry and commerce and business and profession, modern business and its characteristics.</p> <p>Forms Of Business: sole trader, partnership, HUF, limited liability partnership, joint stock company, one person company, micro, small and medium enterprises..</p>	18
II	<p>plant location and layout and size</p> <p>Plant Location: concept, importance, factors affecting plant location, plant layout, : concept objectives, types and principles of layout, factors affecting layout, size of business unit: criteria for measuring the size of unit, factors affecting optimum size.</p>	18
III	<p>Business Combination</p> <p>Meaning, characteristics, objectives, causes, forms and kinds of business combination, rationalization, & nationalization,</p>	18

Part A : Introduction			
Program:- Certificate/Diploma/Degree/ Course		Class: BA I/II SEM	Year:2022
Session:2022-23			
Subject: National Service Scheme (NSS)			
1	Course Code	NBA(Y-104 I)	
2	Course Title	Concept of National Service Scheme	
3	Course Type	Elective	
4	Pre-requisite (if any)	To study this course ,a student must have passed 12 th with any subject. This course can be opted as an elective and it is open for all	
5	Course Learning outcomes(CLO)	<p>Course Objective:-</p> <ol style="list-style-type: none"> 1. Main objective of syllabus is developing the personality and character of the students youth through voluntary community service.It will also help them understand the rich cultural service. It will also help them understand the rich cultural diversity of india and have pride through a better Knowledge of the Country. 2. Understand the community in which they work and their relation. 3. Identity the needs and problems of the community and involve them in problem-solving. 4. Develop capacity to meet emergencies and natural disasters. 5. Practice national integration and social harmony and. 6. Utilize their knowledge in finding practical solutions to individual and community problems. <p>Learning Outcome:- To impart hands- on skills in Preparation.</p> <p>Theend of the paper,a student should be able to:</p> <ol style="list-style-type: none"> 1. Understand the importance of having community problems and their solution. It might help in job opportunity in some Government approved NGOs, and Ministry of youth affairs and Sports. 2. The students can carry out basic information about Community, which in turn and be of great help in disaster management fields. 3. Students can also go for Social Community Courses, Opening opportunities in different social activity related department. 	
6	Credit Value	Theory -02	
7	Total Marks	Max.Marks: 60+40	Min.Passing Marks:35

Part B- Content of the Course		
Total numbers of Lectures(in hours per week) :2hours per week		
Total lectures: 60 Hours		
Unit	Topics	No of Lectures
I	Introduction and Basic Concepts of NSS: <ul style="list-style-type: none"> • History and Philosophy. • Aims and Objectives. • Emblem sign, NSS badge,NSS flag. • NSS song: Lakshya Geet, Sadbhawna Geet, Rastriye yuva Geet. Key Words:- Concept of NSS.	20 Hours
II	Organization of NSS, Regular Activities and Programmes: <ul style="list-style-type: none"> • Organization structure of NSS. • Concept of regular activities. • Basis of adoption of village/ slums. • Methodology of conducting survey. • Calendar of NSS activities. • Maintenance of nss work diary. Key Words:- Regular Activities.	20 Hours
SECOND SEM		
III	Day camp,Special camp and Personality development: <ul style="list-style-type: none"> • Various Demension of day camp. • Special camp at college/Unit level. • Other Camps: District level camp, University level camp,State level Leadership Training camp. • NIC camp, Sahshik activity camp, pre –RDC,RDCcamp. Key Words:- Youth Camping.	20 Hours
Iv	Youth and volunteerism: <ul style="list-style-type: none"> • Definition, Issues, challenges and oppourtunities for Youth. • Youth as an agent of social change. • Indian Tradition of volunteerism. • Needs and importance of volunteerism. • Motivation and constraints of volunteerism. Key Words:- Youth volunteerism.	20 Hours

Part C- Learning Resources							
Text Books, Reference Books, Other resources							
Suggested Reading Materials: <ol style="list-style-type: none"> 1. National Service Scheme Manual, Government of india. 2. Training Programme on national Programme scheme, TISS. 3. Orientation Courses for NSS programme officers, TISS. 4. Case material as Training Aid for field workers, Gurmeet Hans. 5. Social service opportunities in Hospitals, Kapil K. Krishan, TISS. 6. Social Problems in india, Ram Ahuja. 							
Suggested equivalent online Courses: http://www.thebetterindia.com/140/national-service-scheme-nss http://en.wikipedia.org/wiki/national-service-scheme http://nss.nic.in							
Part D- Assessment and Evaluation (Theory)							
Maximum Marks: Continuous comprehensive Evaluation (CCE): University Exam(UE): Time: 02.00Hours	100 40 60						
Internal Assessment: Continuous Comprehensive Evaluation (CCE):	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Class Test</td> <td style="text-align: right;">20</td> </tr> <tr> <td>Assignment/Presentation</td> <td style="text-align: right;">20</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">40</td> </tr> </table>	Class Test	20	Assignment/Presentation	20	Total	40
Class Test	20						
Assignment/Presentation	20						
Total	40						

Part A : Introduction			
Program:-	Class: B.Sc.1	Year:2021	Session:2021-22
Subject: National Service Scheme (NSS)			
1	Course Code	NBA(Y-104 I-P)	
2	Course Title	Project Tool of NSS	

List of Practical/ Project Activity:- Communication Skill:- Personality development, communications Skill development, Problem-Solving. Key Words- Communication skill project activity.	05
Youth and Community :- Adoption of slum, Survey of slum, Service of Slum, Identification of problems of slum areas. Key Words- Youth community project activity.	07 Hours
Youth and Health:- AIDS, Drugs and substance abuse, Home nursing, First Aid, Yoga as a tool for healthy lifestyle etc. Key words- Regular activity, project activity.	05 Hours
Environmental Issues:- Natural disaster management, natural resource management, Rain water harvesting, Afforestation, Waste management etc. Key words- Natural resources/ disaster management project activity.	06 Hours
Awareness Programe :- Peer mentoring in preventing crimes, cyber crime and prevention ,juvenile justice,save girls child protection, Blood donation awareness,swacch Bharat abhiyan, Corona virus awareness etc. Key Words- Volunteerism awreness project activity.	07 Hours
Part C : learning Resources	
Text Books, Reference Books, Other resources	
Suggested Reading Materials: <ul style="list-style-type: none"> • National Service Scheme Manual, Government of india. • Training Programme on national Programme scheme, TISS. • Orientation Courses for NSS programme officers, TISS. • Case material as Training Aid for field workers, Gurmeet Hans. • Social service opportunities in Hospitals, Kapil K. Krishan, TISS. • Social Problems in india, Ram Ahuja. 	
Suggested equivalent online Courses: http://www.thebetterindia.com/140/national-service-scheme-nss http://en.wikipedia.org/wiki/national-service-scheme http://nss.nic.in	

Text Books, Reference Books, Other resources

Suggested Readings:

S. No.	Name of Writers	Name of Book	Name of Publishers	Year of publication
1	Sabharwal,D.P	Personality Development	Finger print publishing,India	2015
2	Sabharwal,D.P	Personality Development(Hindi)	publishing,India	2021
3	Gurav, Aarti	50 Mantras of Personality Development	Buzzing stock Publishing	2013
4	Vasudeva, Sangeetha	Personality Development	Clever Fox publishing	2021
5	Kapoor ,Shikha	Personality Development and Soft skills	Dream Tech Press	2020
6	Sinha, Surya	Complete Personality Development course (Hindi)		2012
7	Agrawal,(Dr.) Vijay	Student and Personality Development (Hindi)	Benteen Books	2012
8	Shekhar,(Dr0. Priyanshu	Personality Development guide (Hindi)	Prabhat Prakashan	2016
9	Anand, Arun sagar	Personality Development Course (Hindi)	V & S Publication	2013
10	Sharma, Robin	Leadership Wisdom	Jaico publishing House	2003
11	Maxwell, John C	5-Levels of leadership	Cross liance	2014
12	Dravid,Rahul and Iyer,Prakash	The Secret of Leadership	Penguin ,India	2020
13	Dr. Bomi	The Leadership Handbook		2020
14	Bindra, Vivek	Everything about Leadership	Diamond Pocket Books	2018
15	Carnegie,Dala	The Leader in you	Amazing reeds	2018
16	Subramanian,Ramesh and Ramiah,Ramkrishan	Leadership by Values	Notion Press	2020
17	Manivannan,C.and Manivannan,T.Latha	Text Book of FirstAid and Emergency Nursing	EMMESS Medical Publishers	2020
18	Popli,Harvinder and Sharma, Nirmal	Emergency First aid Safety Oriented	CBS Publishers	
19	Jain,N>C>and Saakshi	First Aid and Emergency Case	AITBS Publishers	2019
20	Pippa,Dr.Keech	Practical Guide to First Aid	Anees Publishing House	
21	Gupta,RK	NCC National Cadet Corps(Hindi & English)	Ramesh Publication	2021
22		Hand Book of NCC	Kanti Publication, Itawa	2017
23		Hand Book of NCC an unique book for NCC Cadets	Naveen Publication	2019
24	Ranjan, Shashi and kumar,Aashish	Hand Book of NCC	Goodwin Publication	2021
25	Chauhan,Lt(Dr) Rajeev kumar	NCC National Cadet Corps	Aakriti publication	2021
26		Cadets Hand book	NCC Directorate M.p. & C.G	
27	Goyal,Hariom	Personality Development	Kalpaz Publication,India	
28	Mitra,Barun K	Personality Development and Soft Skills	Oxford University Press India	
29	Mishra, Rajeev k	Personality Development-Transform Yourself	Rupa and Company India	

2.Suggestive digital platforms web links: 1. <https://www.en.m.wikipedia.org>

2. <https://www.firstaidforfree.com>

Suggested equivalent online courses:

Syllabus of Theory Paper

Part A Introduction			
Program:Certificate/Diploma/Degree	Class: BA I/II SEM	Year:2022	Session:2022-23
Subject: NCC			
1	Course Code	NBA(Y-104H)	
2	Course Title	NCC Awareness	
3	Course Type(Core course/Elective/Generic Elective/Vocational/...)	Elective	
4	Pre-requisite (if any)	To study this course ,a student must have passed 12 th with any subject and must be medically fit. This course can be opted as an elective and it is open for all	
5	Course Learning outcomes(CLO)	The students will develop a sense of responsibility and there by display sense of patriotism, secular values, discipline, improve bearing and develop the quality of immediate and implicit obedience of good things.This paper will enable the students to build and develop leadership through communication. The significant relationship between personality traits and leadership will be achieved and executed.	
6	Credit value	02	
7	TotalMarks	Max.Marks: 60+40	Min.PassingMarks:35
Part B- Content of the Course			
Total numbers of Lectures(in hours per week) :2hours per week			
Total lectures:60Hours L-T-P (02-00-00)			
Unit	Topics	No of Lectures	
I	History of National Cadet Corps: <ul style="list-style-type: none"> • National Cadet corps of Independent india • National Cadet corps Act,1948 • Motto of National Cadet corps • Aims and Objectives. • Emblem,NCC flag.NCC song. • Organization of NCC-Army.Navy and Air Wing. • Training centres of NCC 	20	
ii	Introduction to Defence Services <ul style="list-style-type: none"> • Army, Navy and Air Force. • Organizational Structure in Charts • Regimental Structure: command and control • Badges and Ranks:Army, Navy,Air Force • Honors and Awards. 	20	
SECOND SEM			
lii	Personality development: <ul style="list-style-type: none"> • Introduction to personality development • Factors influencing and shaping the personality • Team work and team building, social skills, Etiquettes and manners, Decision making and problem solving, Change your mind set 	20	
lv	Leadership: <ul style="list-style-type: none"> • Introduction and typeof Leadership 	20	

<ul style="list-style-type: none"> • Leadership traits • How to develop leadership. • Leadership case study(Field Marshal General Sam H.F.J.Manekshaw and General K.M Cariappa) <p>First Aid:</p> <ul style="list-style-type: none"> • Scope and objectives • First aid in common emergencies,Dressing of Wounds. 	
--	--

Part C- Learning Resources				
Text Books, Reference Books, Other resources				
Suggested Readings:				
S No	Name of Writers	Name of Book	Name of Publishers	Year of publication
1	Sabharwal,D.P	Personality Development	Finger print publishing,India	2015
2	Sabharwal,D.P	Personality Development(Hindi)	publishing,India	2021
3	Gurav, Aarti	50 Mantras of Personality Development	Buzzing stock Publishing	2013
4	Vasudeva, Sangeetha	Personality Development	Clever Fox publishing	2021
5	Kapoor ,Shikha	Personality Development and Soft skills	Dream Tech Press	2020
6	Sinha, Surya	Complete Personality Development course (Hindi)		2012
7	Agrawal,(Dr.) Vijay	Student and Personality Development (Hindi)	Benteen Books	2012
8	Shekhar,(Dr0. Priyanshu	Personality Development guide (Hindi)	Prabhat Prakashan	2016
9	Anand, Arun sagar	Personality Development Course (Hindi)	V & S Publication	2013
10	Sharma, Robin	Leadership Wisdom	Jaico publishing House	2003
11	Maxwell, John C	5-Levels of leadership	Cross liance	2014
12	Dravid,Rahul and Iyer,Prakash	The Secret of Leadership	Penguin ,India	2020
13	Dr. Bomi	The Leadership Handbook		2020
14	Bindra, Vivek	Everything about Leadership	Diamond Pocket Books	2018
15	Carnegie,Dala	The Leader in you	Amazing reeds	2018
16	Subramanian,Ramesh and Ramiah,Ramkrishan	Leadership by Values	Notion Press	2020
17	Manivannan,C.and Manivannan,T.Latha	Text Book of FirstAid and Emergency Nursing	EMMESS Medical Publishers	2020
18	Popli,Harvinder and Sharma, Nirmal	Emergency First aid Safety Oriented	CBS Publishers	
19	Jain,N>C>and Saakshi	First Aid and Emergency Case	AITBS Publishers	2019
20	Pippa,Dr.Keech	Practical Guide to First Aid	Anees Publishing House	
21	Gupta,RK	NCC National Cadet Corps(Hindi & English)	Ramesh Publication	2021
22		Hand Book of NCC	Kanti Publication, Itawa	2017
23		Hand Book of NCC an unique	Naveen Publication	2019

		book for NCC Cadets		
24	Ranjan, Shashi and kumar,Aashish	Hand Book of NCC	Goodwin Publication	2021
25	Chauhan,Lt(Dr) Rajeev kumar	NCC National Cadet Corps	Aakriti publication	2021
26		Cadets Hand book	NCC Directorate M.p.& C.G	
27	Goyal,Hariom	Personality Development	Kalpaz Publication,India	
28	Mitra,Barun K	Personality Development and Soft Skills	Oxford University Press India	
29	Mishra, Rajeev k	Personality Development- Transform Yourself	Rupa and Company India	
2.Suggestive digital platforms web links: 1. https://www.en.m.wikipedia.org 2. https://www.firstaidforfree.com				
Suggested equivalent online courses:				

Syllabus of Practical Paper

Part A Introduction			
Program: Certificate/Diploma/Degree	Class: 1 Year	Year:2022	Session:2022-23
Subject: NCC			
1	Course Code	NBA(Y-104H-P)	
2	Course Title	NCC Training	
3	Course Type(Core course/Elective/Generic Elective/Vocational/...)	Elective	
4	Pre-requisite (if any)	To study this course ,a student must have passed 12 th with any subject and must be medically fit. This course can be opted as an elective and it is open for all	
5	Course Learning outcomes(CLO)	Aim of the Course is to inculcate a sense of discipline, create self confidence and to create a human resource of organized,trained youth and to develop the quality of immediate and implicit the obedience of orders. Trained the youth to meet any medical emergency by giving aid.	
6	Credit value	02	
7	TotalMarks	Max.Marks: 60+40	Min.PassingMarks:35
Part B- Content of the Course			
Total numbers of Lectures-Tutorials-Practical (in hours per week) :2hours per week L-T-P:00-00-01			
S.No	Topics	No of Lectures	No of Tutorial
Unit-i	Drill: General and Words of command:Attention,Stand at ease, Stand easy. Turning; Right turn,Left Turn and About turn.Sizing, Forming up in three ranks. Numbering and dressing of Troupe. Salute in Army,Navy and Air Force, Its description and training. Falling out and Dismissing.	15	
Unit-ii	Group Discussion on current topics and issues(National & internationals) <ul style="list-style-type: none"> • Public Speaking/Extempour • First Aid: Bandages and CPR 	15	
	TOTAL	30	
Keywords/ Tags: Drill, Troupe,Salute,First aid, CPR			
Part C-Learning Resources			
Text Books,Reference Book, Other Resources			

Suggested Readings:

S No	Writers	Name of Book	Name of Publishers	Year of publication
1	Ranjan,Shashi and kumar,Aashish	Hand book of NCC	Goodwin Publication	2021
2	Chauhan,Lt(Dr)Rajeev kumar	NCC National Cadet Corps	Aakriti Publication	2021
3		Cadets Hand book	NCC Directorate M.p.& C.G	
4	Goyal, Hariom	Personality Development	Kalpaz Publication,India	
5	Mitra,Barun K	Personality Development and Soft Skills	Oxford University Press India	
6	Manivannan,C.and Manivannan,T.Latha	Text Book of FirstAid and Emergency Nursing	EMMESS Medical Publishers	2020
7	Popli,Harvinder and Sharma, Nirmal	Emergency First aid Safety Oriented	CBS Publishers	
8	Jain,N>C>and Saakshi	First Aid and Emergency Case	AITBS Publishers	2019
9	Pippa,Dr.Keech	Practical Guide to First Aid	Anees Publishing House	
10	Gupta,RK	NCC National Cadet Corps(Hindi & English)	Ramesh Publication	2021
11		Hand Book of NCC	Kanti Publication, Itawa	2017
12		Hand Book of NCC an unique book for NCC Cadets	Naveen Publication	2019

2.Suggestive digital platforms web links: 1. <https://www.en.m.wikipedia.org>

2. DG NCC TRAINING APP.

:

Part D- Assessment and Evaluation**Suggested Continuous Evaluation Methods:**

Internal Assessment	Marks	External Assessment	Marks
Class Interaction/Quiz	10	Viva Voce on Practical	15
Attendance	05	Practical Record File	10
Assignments	10	Table Work /Experiments	50
TOTAL	25		75

Any remarks/Suggestions

Part A Introduction			
Program :Certificate/Diploma/Degree/ certificate	Class: B.A.	II ND SEM	Session :2022- 2023
Subject :psychology			
1	Course Code	A1-PSYC2T	
2	Course Title	Introduction to psychology (paper 1/2)	
3	Course Title (Core Course/Elective /Generic Elective /Vocational/.....	Core Course	
4	Pre- requisite (if any)	To study this course, a student must have had the subject open for all in class/12 th /certificate/diploma. This course can be opted as an elective by the students of following subjects: open for all/open for all	
5	Course Learning outcomes (CLO)	1. To develop knowledge and skill in life through learning principles 2. Learn to apply techniques of memory improvement in everyday life 3. Learn to gain self regulation for quality of life. 4. Acquisition of life skills through motivation.	
6	Credit Value	Four	
7	Total Marks	Max. Marks: 60+40	Min. Passing Marks: 35
Part B- Content of the Course			
Total no of Lectures –Tutorials –Practical (in hours per week): 6 hours per week			
Unit	Topics	No. of Lectures	
Unit I	Concept, origin and current status of psychology Nature, goal and scope of psychology Psychology in Indian context	12	

Keywords /Tags : Psychology in Indian context		
Unit II	Physiological basis of behavior and sensation Receptors, effectors and neurons Nervous system- central, autonomic peripheral – conceptual framework. Sensation- concept, visual and auditory sensation	11
Keywords /Tags : visual and auditory sensation		
III	Attention and perception Nature, type and determinants of attention Nature, type and determinants of perception Laws of perceptual organization	13
Keywords /Tags : Laws of perceptual organization		
VI	Learning and memory Nature, Types and theories of learning Thorndike, Pavlov, Skinner and Kohler Nature stages and types of memory Memory improvement techniques	12
Keywords /Tags : Memory improvement techniques		
V	Emotion and motivation Nature, types and theories of motivation James, Lange, Cannon bard, two factor theory Nature, Criteria and types of motivation Maslow's need hierarchy theory	12
Keywords /Tags : Maslow's need hierarchy theory		

Part C-Learning Resources

Text Book, Reference books, other resources

1. Baron ,R.A & misra G. 2016 Psychology 6th edition, Pearson India Education services private Ltd.
2. Chadha. N.K(1991) Introduction to psychology Reliance publication
3. Feldman R.S (2011) Understanding psychology 10th edition , Tata mcgraw hill , New Delhi
4. Misra, G& mohanty A.K(2002) Perspective on indigenous psychology(edited) New Delhi, Concept publishing company

Suggestive digital platforms web links

Brain and behaviour

<https://nptel.ac.in/courses/109/104/109104171>

Indian philosophy

<https://nptel.ac.in/courses/109/106/109106559>

Human behavior

<https://nptel.ac.in/courses/109/103/1091043142>

Introduction psychology part 1 II Edition psychology notes

The psychology notes headquarter

<https://www.psychologynotesHQ.com>

Part A : Introduction		
Program: CERTIFICATE		Class : UG Year: I/II SEM
session :2022-2023		
Subject : Computer Application		
1.	Course Code	S1-COAP-2T
2.	Course Title	Data processing Software
3.	Course Type	Core course
4.	Pre-requisite	At least Intermediate in Any course / stream
5.	Course Learning Outcomes (CLO)	On the completion of this course student will be able - <ul style="list-style-type: none"> To understand the basic concept of various Applications software. To gain knowledge of MS Word , Excel , Access and Power point. To apply acquired knowledge in office automation tasks. To study various methods of formatting of documentation and use of spreadsheets. To develop and enhance presentation skills using power point.
6.	Credit Value	4
7.	Total Marks	Max. Marks: 60+40 Min. Passing Marks: 35
Part B: Contents of the Course		
Data processing Software		
Total No. of Lectures :60 (2 hours/ lecture per week) :2-0-0		
Unit	Topics	No. of Lectures
I	MS Windows: Introduction to MS Windows; Features of Windows; Various Versions of Windows & their use; Working with Windows; My Computer & Recycle bin ; Desktop, Icons and Windows Explorer ; Screen description & working styles of Windows; Dialog Boxes & Toolbars; Working with Files & Folders; Shortcuts & Autostarts; Accessories and Windows Settings using Control Panel; Start button & Program lists ; Installing new Hardwares & Softwares.	12

II	Basics Of MS Word: Creating Word documents; The Word Window , Entering Texts . Editing Document texts; Selecting Texts, Copying and Moving Texts. Applying Text Enhancements; Applying Fonts and Font Styles in Word, Highlighting Text For Distinctive Look . Aligning and Formatting; Alignment -Text using identification options, Setting Line Spacing Options using Tabs. Creating Lists, Numbers and Symbols ; Numbering and Bullets, Creating Special Characters. Replacing and checking Text ; Creating and Applying Frequently used Texts, Finding and Replacing Texts , More about Spelling and Grammar using the Thesaurus Command , Getting Print using Print Preview , Changing Page Orientation and Paper Size, Aligning Text Vertically, Setting Margins , Printing Options. Advanced Formatting Techniques in Word : Formatting Pages; Formatting Sections, Creating and Modifying Page Numbers, Creating Headers and Footers , Taking Care of Loose Ends, Working With Columns ; Working With Newspaper	12
	Columns, Revising Column Structure . Constructing High-Quality Tables ; Creating and Revising Tables , Modifying Table Structure , Formatting Table, Creating Outlines in Word using templates , Use of Mail Merge in Microsoft Word	
III	MSAccess Concepts & terms : database tables ,relational database , records , fields , controls & objects , queries, forms, reports ,properties , wizards , macros , MSAccess requirements , starting & quitting MSAccess , MSAccess workspace, tool & views . Creating database & tables with & without wizard , field name , data types & properties , adding & deleting fields, renaming fields & their properties , resizing fields , freezing columns , primary key field & indexing fields. MSAccess Form: Form wizard , Saving & Modifying forms , Entering & Editing data , Finding , sorting & displaying data , creating queries , using select queries and wild cards. MS Reports : Creating reports, Previewing reports, Printing reports, modifying & Saving reports. Relational databases: definition, purpose, creation, viewing, deleting. Expressions , Create PivotTable or PivotChart views in an Access desktop database.	12

IV	Creating Excel Worksheets: Entering and Editing Cell Entries : Excel Application Window , Workbooks and Worksheets, Moving the Cell Pointer, Entering Text and Numbers , Revising Text and Numbers. Working with Numbers , Creating Formulae, Formatting numbers. Changing Worksheet Layout ; Adjusting Column Width and Row Height, Inserting and Deleting Rows and Columns, Inserting and Deleting Cells , Moving and Copying Cell Contents , Naming Worksheets , Selecting Worksheets , Copying and Moving Worksheets, Inserting and Deleting Worksheets, Other Formatting Options ; Aligning Text , Border and Color. Printing in Excel , Print Preview, Changing Page Setup , Checking Worksheet Spelling. Advanced Techniques in Excel Using Functions and References : Use of Functions , Entering Functions, Relative and Absolute Cell References. Create Named Ranges, Creating Easy-to-Understand Charts ; Pie Charts , Series Charts , Creating Charts , Moving , Sizing and Printing Chart Objects . Editing and Formatting Charts ; Adding a Data Series , Deleting a Data Series , Modifying and Formatting Charts . Macros. Creation of PivotTable to analyze worksheet data.	12
-----------	---	-----------

V	Creating PowerPoint Presentations: Creating a Basic Presentation , Building Presentations, Modifying Visual Elements , Formatting and Checking Text, Adding Objects, Applying transitions, Animation Effects and Linking , Preparing handouts.	12
Part C: Learning Resources		
Suggested Digital Platforms, Web links <ol style="list-style-type: none"> 1. https://www.webucator.com/how-to/how-use-microsoft-word.cfm 2. https://support.microsoft.com/en-us/office/create-pivottable-or-pivotchart-views-in-an-access-desktop-database-83e524df-dfud-456d-9dd0-0a48c1aa6752 3. https://support.microsoft.com/en-us/office/create-a-pivottable-to-analyze-worksheet-data-a9a84538-bfe9-40a9-a8e9-f99134456576 4. https://www.youtube.com/watch?v=Zv3XMBb3V6A 5. http://www.digimat.in/nptel/courses/video/121106007/L12.html Suggested Readings: <ol style="list-style-type: none"> 1. Microsoft Office 97 Will Train , Gini Courter, Annette Marquis ,BPB Publication. 2. Microsoft Office 2000 : Gini Courter & Annette Marquis, BPB Publication. 3. MS Office 2000 for Everyone : Saxena Sanjay , schnd 4. Writer's Guide to Microsoft Word: Kari <u>Holloway</u> 5. Access 2016 Bible : Michael <u>Alexander</u>, Richard Kusleika 6. Excel 2019 : <u>Greg Harvey</u> 7. Microsoft Powerpoint Made Easy : <u>Chris Smith</u> 		
Part D: Assessment and Evaluation(Theory)		
Maximum Marks: 100 Continued Comprehensive Evaluation (CCE): 25 University Exam(UE): 75 Time:02:00 Hours		
Internal Assessment : Continued Comprehensive Evaluation (CCE):	Class Test	15
	Assignment/ Presentation	10
	Total	25
External Assessment : University Exam	Section(A): Three Very Short Questions(50 wordseach)	03 X 03 =09
	Section(B) : Four Short Questions(200 words each)	04 X 09=36
	Section(C): Two long Questions(500 words each)	02 X 15=30
Total		75

**Part- A
Introduction**

Program: certificate | **Class : UGI** | **Year: 2022** | **session:2022-2023**

Subject : Computer Application

1.	Course Code	
2.	Course Title	Data Processing Software (Practical)
3.	Course Type	core
4.	Pre-requisite(if any)	
5.	Course Learning Outcomes (CLO)	<p>On the completion of this course student will be able -</p> <ul style="list-style-type: none"> • To understand the basic concepts of various Applications of Softwares. • To gain knowledge of MS Word , Excel , Access and Power point. • To apply acquired knowledge in office automation tasks. • To study various methods of formatting of documentation and use of spreadsheets. • To develop and enhance presentation skills using power point
6.	Credit Value	2
7.	Total Marks	Max.Marks:60+40 Min. Passing Marks: 35

**Part- B
Content Of the Course
Data Processing Software (Practical)**

Practical Lab will be conducted based on the theory Syllabus

	<p>MS Office Practical</p> <ol style="list-style-type: none">1. To create a document and insert header and footer, page title, page numbers2. Insert a table, picture, clip art and chart into the document.3. To create a document for writing mathematical equations.4. To create a document, set the margins, orientation, size, column, watermark, page color and page borders.5. To create a document using mail merge by connecting data base.6. To Print an invitation letter using mail merge.	<p>:30 ¼'S</p>
--	--	----------------

...