Part C: Learning Resources
Text Books, Reference Books, Other Resources

Suggested Reading:
1. Patterson, R, "Beekeeping-A practical guide", Little, Brown book group publisher, 2012.
2. "Practical Beekeeping Book – Start Beekeeping"
   https://passiveincomeblueprints.com/2021/04/16/practical-beekeeping
3. "Beekeeping: A practical manual of Beekeeping", Free download
   https://archieve.org/details/A_Practical_Manual_of_Beekeeping
4. Virtual Labs (https://www.vlab.co.in)

Part D- Assessment and Evaluation

Suggested continuous Evaluation Methods:

Internal Assessment	Marks	External Assessment	Marks
Class Interaction/Quiz	10 ⎤ 20	Viva Voce on Practical	~~15~~ 20
Attendance	05 ⎦	Practical Record File	~~10~~ 20
Assignments (Charts/Model Seminar/Rural Service/Technology Dissemination/ Report of Excursion/lab Visits/Survey/Industrial visit)	20	Table work/Experiments a. Life history of Honey Bee b. Spotting (Any four) c. Artificial hive / Bee keeping equipment's d. Analysis of purity of honey e. Bee pasturage study f. Making of herbarium	
TOTAL	40		60

Any Remarks/Suggestion:

Dr. U.S. Parmar
Chairman
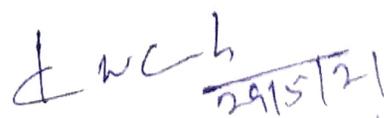Central Board of Studies
Subject – Zoology

Format for Syllabus of Theory Paper

Part A Introduction

Program: Certificate	Class`:Ist year SEM	Year:. · 2022	Session: 2022-23

Subject: Botany

1	Course Code	S1-BOTA2G
2	Course Title	Herbal Cosmetics (paper ?)
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	elective
4	Pre-requisite (if any)	This course can be opted as an elective by the students of all faculty / Open for all
5	Course Learning outcomes (CLO)	• Students will learn about raw materials used in herbal cosmetics including the skin and hair care, herbal products preparation and their evaluation. • Students can seek the opportunity of setting up their own business of herbal cosmetics after this course.
6	Credit Value	40+66 04 Credits
7	Total Marks	Max. Marks: ·· — Min. Passing Marks:) 35

Part B- Content of the Course

Total No. of Lectures- 60 hours Tutorials-00- Practical-00 (02 hours per week):
L-T-P:

Unit	Topics	No. of Lectures
I	1.1 Cosmetics- Classification and categories 1.2 Brief history of herbal cosmetics 1.3 Difference between herbal and synthetic cosmetic products, benefits of herbal cosmetic products, 1.4 Challenges in formulating herbal cosmetics.	15
II	1.1 Raw materials, Machinery and Equipments used in preparation of herbal cosmetics 1.2 Processes used in the manufacture of herbal cosmetics 1.3 Plants used in skin care products like scrub, 'ubtan', packs, moisturizer etc 1.4 Plants used in hair care products like oil, shampoo, conditioner hair tonic etc	15
III	1.1- Preparation of - Scrub, face packs, vanishing cream, face wash, soap, moisturizer, talcum powder, sunscreen 1.2 Preparation of- shampoo, hair oil hair conditioners, hair dye 1.3 Preparation of- toothpaste, tooth powder, 'Kajal', nail polish, lipstick, lip balm, deodorant, shaving cream, after shave solution.	15
IV	1.1 Introduction to Aromatherapy, Plants used in	15

	aromatherapy
	1.2- Methods of extraction of essential oils
	1.3 Sanitary practices in cosmetic manufacturing
	1.4 Basic idea of storage of raw material, pre production preparations, production management, packaging and labeling, marketing and pricing of herbal cosmetics
	1.5 Quality assurance, ISO certification

Keywords/Tags: Cosmetics, formulation of herbal cosmetics, Herbal cosmetics, skin care products, hair care products, Scrub, sunscreen, conditioner, Aromatherapy, essential oils, packaging, Marketing

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

1. Classification of cosmetic raw materials and adjuncts IS3958 of Indian Standard
2. Smith R.V., Stewart J.T. Text book of Bio pharmaceutical analysis, Lia and Febiger, Philadelphia (1982).
3. Behl P.N,Srivastava G. Herbs useful in dermatological therapy, CBS (2002).
4. Karnik C.R. Pharmacopoeia standards of herbs, Sri Satguru Publications Delhi (1994).
5. Bore P. Cosmetics analysis: Selective methods with techniques, Marcel Dekker (1985).
6. Sharma P.P. Cosmetics -Formulation, Manufacturing and Quality control, Vandana Publications (2014).
7. Panda H. Herbal cosmetics handbook, Asia Pacific Business press (2015).
8. Chattopadhyay P.k. Herbal cosmetics and ayurvedic medicines, National Institute of Industrial research (2008).
9. Panda H. The complete technology book on herbal perfumes and cosmetics, NIIR project consultancy services (2012).
10. Kirtikar K.R. and Basu B.D. 8 volumes Indian medicinal plants, Bio-Green Books (2012).
11. Drugs and cosmetics acts and rules Govt of India Publications.
12. Guenther Ernest Vol I The Essential Oils, Ingram short title (2007).
13. Indian Standard Institution Booklets.
14. Nadkarni K.M. Indian Materia Medica, Popular Prakashan (1994).
15. Wealth of India C.S.I.R.
16. Srivastava S.B. ,Perfume Flavour and Essential Oil Industries, Small Industry Research Institute.
17. Das Kuntal , Herbal Plants and their Application in Cosmaceuticals,, CBS Publication (2014)
18. Krishnamurthy K.H., Ayurvedic Technical Studies and Herbal Cosmetics of Ancient India, B.R. Publishing Corporation (2001)
19. Chopra R.N.,Nayar S.L., Chopra L.C., Glossary of Indian Medicinal Plants, , National Institute of Science Communication and Information Resources (1956)
20. Saxena Rajan, Marketing Management, McGraw hill Education (2009)
21. Saraf Swarnlata, Saraf Shailendra, Cosmetics a Practical Manual,(2015), Bsp Books Pvt Ltd
22. EIRI Board, .Herbal Cosmetics and Beauty Products with formulations, Engineers India Research Institute, (2015)
23. NIIR Board, Handbook on herbal products National Institute of industrial Research (2002)

2. Suggestive digital platforms web links-----

(Dr. K. W. SHAH)
29/5/2

Suggested equivalent online courses:---------

Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks : 100

Continuous Comprehensive Evaluation (CCE) : ~~40~~ marks University Exam (UE). ~~60~~ marks

Internal Assessment : Continuous Comprehensive Evaluation (CCE) : 40	Class Test Assignment/Presentation	20 20 Total=. 40
External Assessment : University Exam Section: 60 Time : 02.00 Hours	Section(A) : Three Very Short Questions (50 Words Each) Section (B) : Four Short Questions (200 Words Each) Section (C) : Two Long Questions (500 Words Each)	$3 \times 2 = 6$ $4 \times 7 = 28$ $2 \times 13 = 26$ Total = . 60

Any remarks/ suggestions:

$\int w c b$

(Dr. K. $\overline{29|5|2|}$ SHAH)

Program : Certificate		Class: B.A. I Year	Year: ... 2022	Session: 2022-23
Subject: Business Economics				

1.	**Course Code**	A-1-BECO1G
2.	**Course Title**	Organizational Behavior
3.	**Course Type (Core Course/Elective/ Generic Elective/Vocational**	Elective
4.	**Pre-requisite (if any)**	----------------
5.	**Course Learning outcomes (CLO)**	The Course will enable to the students to develop an understanding of the principles of human behavior in organisations with relevance to the Indian business context.
6.	**Credit Value**	Theory-6
7.	**Total Marks**	Max. Marks:) Min. Passing Marks: · 35
		40+60=100

Content of the Course- GE Subject-I (Organizational Behavior)

Total No. of Lecture -Tutorials-Practical (if hours per week): L-T-P:	No. of Lectures
Topics Total No. of Lectures=90	No. of Lectures

Unit	Topic	No. of Lectures
I	**INTRODUCTION :** Concept of Organizational Behaviour (OB); Management roles, skills and activities; Disciplines that contribute to OB; Opportunities for OB (Globalization, Indian workforce diversity, customer service, innovation and change. networked organizations, work-life balance, people skills, positive work environment, ethics) *Key words/Tags* : Organisational Behavior (OB); *Globalization;* Innovation; Change; *Networked Organizations;* Work-Life Balance; *People Skills; Environment; Ethics.*	15
II	**INDIVIDUAL BEHAVIOUR :** **1. Learning, attitude and Job satisfaction** : Concept of learning, conditioning, shaping and reinforcement. Concept of attitude, components, behavior and attitude. Job satisfaction: causation; impact of satisfied employees on workplace. **2. Motivation :** Concept; Theories (Hierarchy of needs, X and Y, Two factor, McClelland, Goal setting, Self-efficacy, Equity theory); Job characteristics model; Redesigning job and work arrangements; Employee involvement; Flexible benefits, Intrinsic rewards **3. Personality and Values :** Concept of personality; Myers-Briggs Type Indicator (MBTI); Big Five model. Relevance of values; Indian values; Linking personality and values to the workplace (person-job fit, person- organization fit) **4. Perception, Decision Making and Emotions :** Perception and Judgements; Factors; Linking perception to individual decision making; Decision making in organizations, Ethics in decision making. Emotional labour; Emotional Intelligence. *Key words/Tags* : *Learning; Attitude; Job Satisfaction; Motivation; Personality; Values; Perceptio; Decision Making Emotions.*	30

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III	**GROUP BEHAVIOUR :** **1. Groups and Work Teams :** Concept; Five stage model of group development; Group think and shift; Indian perspective on group norms. Groups and teams; Types of teams; Creating team players from individuals; Team building and team based work (TBW). **2. Leadership :** Concept; Trait theories; Behavioral theories (Ohio and Michigan studies); Contingency theories (Fiedler, Hersey and Blanchard, Path-Goal); Authentic leadership; Mentoring, self-leadership, online leadership; Inspirational Approaches (transformational, charismatic); Comparison of Indian leadership styles with other countries. Exercises, games and role plays may be conducted to develop team and leadership skills. *Key words/Tags : Groups; Work Teams; Leadership*	20
IV	**ORGANISATIONAL CULTURE AND STRUCTURE :** Concept of culture; Impact (functions and liability); Creating and sustaining culture; Employees and culture; Creating positive and ethical cultures. Concept of structure. Prevalent organizational designs; New design options. *Key words/Tags : Culture; Structure.*	10
V	**ORGANISATIONAL CHANGE, CONFLICT AND POWER :** Forces of change; Planned change; Resistance; Approaches (Lewin's model, Organisational development); Learning organization; Organisational change in Indian businesses. Concept of conflict; Traditional view and interactionists view of conflict; Conflict process; Functional/ Dysfunctional. Introduction to power and politics. *Key words/Tags : Change; Resistance; Conflicts; Power; Politics.*	15

Part-C Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings :

1. Luthans Fred., "Organizational Behaviour", McGraw Hill.
2. Hellriegel, Slocum and Woodman, Organisational Behavior, South-Western,Thomson Learning, 9th edition, 2001.
3. Behavior In Organizations, Jerald Greenberg, 8ih ed, Pearson Education.
4. Arnold, John. Robertson, Ivan t. and Cooper, Cary, 1., "Work psychology: unders tanding human behavior in the workplace", Macmillan India Ltd., Delhi.
5. Dwivedi, R. S., "Human relations and organizational behaviour: a global perspective", Macmillan India Ltd., Delhi.

Suggested Equivalent On line Courses :

1. https://www.coursera.org/courses?query=economics
2. https://www.mooc-list.com/tags/economics
3. https://www.coursera.org/learn
4. https://ocw.mit.edu/courses
5. https://nptel.ac.in/courses/macro economics
6. https://nptel.ac.in/courses/economics
7. https:// nptel.ac.in/courses/Managerial Economics

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Part-D : Assessment and Evaluation (Theory)

Maximum Marks : **100**
Continuous Comprehensive Evaluation (CCE) : **40**
University Exam (UE) : **60**
Time : **02.00 Hours**

Internal Assessment :.	Class Test	20
Continuous Comprehensive	Assignment/Presentation	20
Evaluation (CCE)	**Total**	40
External Assessment : University Exam	Section (A) : Three Very Short Questions (50 Words Each)	3×2=6
	Section (B) : Four Very Short Questions (200 Words Each)	4×7=28
	Section (C) : Two Long Questions (500 Words Each)	2×15=36
	Total	60

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Syllabus of Paper

BA I Year: Generic English (Theory + Tutorial)

Part A Introduction				
Program: Certificate Course	Class': BA	Year: I SEM	Session: 2022-23	
Subject: Generic English				
1	Course Code	A1-ELIT1G		
2	Course Title	Communicative English (Paper , Theory + Tutorial)		
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.)	Elective		
4	Pre-requisite (if any)	This course can be opted as an elective by the students of following subjects: Class 12th passed in any discipline /Open for all		
5	Course Learning Outcomes (CLO)	The study of this course will enable the students to acquire the knowledge of • Phonology and Morphology. • Syntax and Structure, and • Vocabulary and Discourse. The students will be able to converse in real-life situations with effective language skills. The course will also help them. • Acquire literary sense. • Use idiomatic and lexical language, and • Communicate effectively across the globe.		
6	Credit Value (T+P)	4(3+1)+0 =4		
7	Total Marks	Max. Marks 40≠60	Min. Passing Marks . 35	

Part B- Content of the Course

Total No. of Lectures-Tutorials-Practical (in hours per week): 1.5+0.5+00=02

L-T-P: 45+15+00=60

Unit	Topics	No. of Lectures	No of Tutorials
I	• Communication 1 1 What is communication? Its meaning, types & its purpose in the age of Globalization	10	03

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		10	04
	1.2 Communicative needs and problems 1.3 Expansion of an idea 1.4 Rules of use of language, use of appropriate words • **Keywords/Tags:** *Linguistic and communicative competence. Communication, affective and cognitive strategies. ESL, EFL. Acquisition of L1, L2 and Collocational language*		
II	• **Practicing Listening skill, Reading and Understanding Skills** 2.1 Listening to Radio and TV news, discussion and comprehension of rules of grammar, Parts of Speech, Pronunciation and intonation – melodic parts of an Utterance variation of pitch 2.2 Reading newspapers, analysis and interpretation 2.3 IPA and phonetic symbols 2.4 Precis writing and paraphrasing 2.5 Vocabulary enrichment **Keywords/Tags:** *LRWS, Receptive skills, Attentive listening, Word stress, Intonation, Syllable, Received pronunciation (RP), Summarizing, Pragmatic competence*		

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	15	04
Speaking Skills		
3.1 Formal and informal writing of letter and invitation, meeting minutes, official orders and appointments, creative writing, listening to talks and presentation, note-making tips		
3.2 Communicative approach, lexical approach, task based learning		
3.3 Report writing, Story writing, Daily routine in English		
3.4 Situational conversation between two friends on different topics		
Keywords/Tags: *Productive skills, Code mixing, Situational conversation, Structural English, Frequent use of proverbs, phrases and idioms*		
• **Application of Communicative English**	10	04
4.1 Translation (from Hindi to English and vice-versa)		
4.2 Group and Peer Discussions, Role play		
4.3 Contrastive analysis between L1 and L2 At structural, phonological and lexical levels with examples		
Keywords/Tags: *Literary translation, Translation theories, L interference,*		

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Bilingualism. Types of Role-play. Conversational English		

Part C-Learning Resources

Text Books, Reference Books, Other resources

"*A Communicative Grammar of English*" Leech. Geoffrey. and Jan Svartvik. Routledge. 2003. Third edition.

"*CLT for ESL Teachers & Learners*" Gautam. GS. Classical Publishing Co., New Delhi. India 2012 1st ed.

"*Communicative English for Globalization*" Gautam. GS., Classical Publishing Co., New Delhi. India 2013. 1st ed.

"*Communicative English Language Skills.*" Sumague, Julieta Arjona. Society Publishing. 2020.

"*Communicative Methodology in Language Teaching*". Brumfit. C. Cambridge University Press. 1984.

"*Language Teaching : A Scientific Approach*" Lado Robert. McGraw-Hill. New York. 1964

"*Motivation - The Teacher's Responsibility*" Allwright. Dick. ELT Journal 31/4. 1977

"*Problems and Principles in Language Teaching*". Brumfit. C. Pergamon Institute of English. 1980.

"*The Learner-Centred Curriculum*". Nunan. D. Cambridge University Press. 1988.

Suggested Digital Platform weblinks:

(c) Copyright skillsyouneed.com 2011-2021. "What Is Communication? Verbal. Non-Verbal & SkillsYouNeed." *Skills You Need.* 2019. Written www.skillsyouneed.com/ips/what-is-communication.html.

Ekeeda. "Written Communication - Introduction to Communication Skills - Communication Skills." *YouTube.* uploaded by Ekeeda, 6 Nov 2018. www.youtube.com/watch?v=BHgO03UuOvE

Msengeti, David. "Communication Notes." *SlideShare.* 2016. www.slideshare.net/mwakidimi/communication-notes-69103614.

Internal Assessment : Continuous Comprehensive Evaluation (CCE)40	Class Test Assignment/Presentation	20 20 Total Marks - 40
External Assessment : University Exam Section. Time : 02.00 Hours 60	Section(A) Three Very Short Questions (50 Words Each) Section (B) : Four Short	3×2=60 4×7=28 2×13=26 60

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Questions (200 Words Each) **Section (C) : Two** Long Questions (500 Words Each)	04 x 09 = 36 02 x 15 = 30 Total marks. 75
Each)	

Suggested equivalent online courses:

- https://www.coursera.org/specializations/improve-english   Improve   your   English Communication Skills Specialization by Gerry Landers. Amalia B. Stephens. Karen Peterson, Georgia Tech Language Institute.

Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:
Maximum Marks : 100

Internal Assessment : Continuous Comprehensive Evaluation (CCE) : 40	Class Test Assignment/Presentation	- 20 - 20 Total Marks. - 40
External Assessment : University Exam Section : Time : 02.00 Hours 60	Section(A) Three Very Short Questions (50 Words Each) **Section (B) : Four Short** Questions (200 Words Each) **Section (C) : Two** Long Questions (500 Words Each)	3 X 2 = 06 4 X 7 = 28 2 X 15 = 26 60
	Each)	

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

Any remarks/ suggestions: Tutorial activities (based on syllabus) in the class by students and teacher are desirable. These will strengthen the students' knowledge of communicative English.

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Syllabus of Paper

BA I Year: Generic English (Theory+Tutorial)

Internal Assessment : Continuous Comprehensive Evaluation (CCE) 40	Class Test Assignment/Presentation	20 20 Total Marks : 40
External Assessment : University Exam Section 3 Time : 02.00 Hours 60	Section(A) Three Very Short Questions (50 Words Each) Section (B) : Four Short Questions (200 Words Each) Section (C) : Two Long Questions (500 Words Each)	$3 \times 2 = 6$ $4 \times 7 = 28$ d mark $2 \times 13 = 26$ 60

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Part A Introduction

Program : Certificate Course	Class : B.A. 1st year SEM	Year : 2022	Session: 2022-23
	Subject : Sociology		

1	Course Code	AL- SOC I IG
2	Course Title	Introduction to Sociology
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Elective
4	Pre-requisite (if any)	This is an elective paper open for all students of 1st year, except those who have opted Sociology as core paper.
5	Course Learning outcomes (CLO)	1. This course will enhance the conceptual learning and understanding of the basic concepts used in Sociology. 2. The paper will contribute in enriching the vocabulary and scientific temperament of the students about human society. 3. In this course students will get information about employment opportunities related to the discipline of Sociology. 4. The course will provide knowledge about socio-cultural processes.
6	Credit Value	Theory - 4
7	Total Marks	Max. Marks: 40+60 Min. Passing Marks: 35

Part B- Content of the Course

Total No. of Lectures-Tutorials-Practical (in hours per week): 6 hours per week

L-T-P: 4-0-0

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 Nature 2.5 Importance 3. Development of Sociology 4. Job opportunities in Sociology	10
	Keywords/Tags: Emergence of Sociology, Tradition of Indian Thinking, Development of Sociology , Importance of Sociology, Job opportunities in Sociology	
II	**Basic Concepts :** 1. Society 2. Relation between Individual and Society 3. Community 4. Institution 5. Association 6. Social Group 7. Status and Role	12
	Keywords/Tags: Relation between Individual and Society , Social Group , Social Status, Association in Sociology	
III	**Social Organization and Institutions:** (Concept, Emergence, Development, Forms and Challenges) 1. Family 2. Kinship 3. Marriage 4. Caste, Class and Power 5. Race	12
	Keywords/Tags: Social Organization, Social Institution, Kinship, Caste and Class, Race in Sociology	
IV	**Socio-Cultural Processes :**	14

	1. Culture
	    1.1 Meaning
	    1.2 Characteristics
	    1.3 Types
	    1.4 Culture and Civilization
	2. Socialization
	    2.1 Meaning
	    2.2 Characteristics
	    2.3 Stages
	    2.4 Agencies
	3. Social Processes
	    3.1 Cooperation
	    3.2 Accommodation
	    3.3 Competition.
	    3.4 Conflict	

Keywords/Tags: Culture, Social Process, Civilization, Socialization, Cooperation		

V	**Social Control and Change :**
	1. Social Control
	    1.1 Concept
	    1.2 Means of Social Control
	2. Social Stratification
	    2.1 Concept
	    2.2 Bases
	3. Social change
	    3.1 Meaning
	    3.2 Characteristics
	    3.3 Factors of social change
	    3.4 Patterns of social change
		12

Keywords/Tags: Social Control, Social Stratification, Social Change, Factors of social change, Patterns of social change		

Part C-Learning Resources
Text Books, Reference Books, Other 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. Berkeley.

3- Ghurye GS (1961) *Caste, Class & occupation*. Popular Book Depot.. Bombay.

4- Ogburn & Nimkoff (1947) Hand Book of *Sociology*, K.PAUL, Trench, Prebner and Comp.Ltd. London

5- Giddens. A. (2006). *Sociology* (5th ed.). Oxford University Press. London

6- Horton and Hunt. (1964) *Sociology - The Discipline and its Dimensions*: New Central Book Agency. Calcutta.

7- Johnson, Harry M.. (1988) *Sociology - A Systematic Introduction*. Allied Publishers Pvt. Ltd.New Delhi.

8- दुबे श्यामाचरण (1993) मानव और संस्कृति, राजकमल प्रकाशन, नईदिल्ली.

9- आहूजा राम (2008) समाजशास्त्र-विवेचना और परिप्रेक्ष्य, रावत पब्लिकेशन, जयपुर.

10-अग्रवाल जी.के. (2018) समाजशास्त्र की मूल अवधारणाऐं, साहित्य भवन पब्लिकेशन, आगरा.

11-सिंह जे.पी. (2019) समाजशास्त्र अवधारणायें एवं सिद्धान्त, रावत पब्लिकेशन, जयपुर.

12-बघेल डी.एस. (2020) समाजशास्त्र, कैलाश पुस्तक सदन, भोपाल.

13-पाटिल अशोक डी. एवं भदौरिया एस.एस. (2015) समाजशास्त्र परिचय, मध्यप्रदेश हिन्दी ग्रंथ अकादमी, भोपाल.

Suggestive digital platforms web links
https://nios.ac.in/online-course-material/sr-secondary-courses/Sociology-(331).aspx

Suggested equivalent online courses:
IGNOU & Other centrally/state operated Universities/ MOOC platforms such as "SWAYAM" in India and Abroad.

Syllabus of Theory Paper

Part A Introduction

Program: Certificate/ Diploma/Degree/	Class: I Year SEM	Year: 2022	Session: 2022-23

Subject : NCC

1	Course Code	
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 12th 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 thereby 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	Total Marks	Max. Marks: 40+60 Min. Passing Marks: 35

Part B - Content of the Course

Total numbers of Lectures (in hours per week) : 2 hours per week

Total Lectures : hours L-T-P (02-00-00)

30

Unit	Topics	No. of Lectures
I	**History of National Cadet Corps:** • National Cadet Corps of Independent India. • The 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	15
II	**Introduction to Defence Services:** • Army, Navy and Air Force. • Organizational Structure in Charts. • Regimental Structure: command and control. • Badges and Ranks: Army, Navy, Air Force. • Honors and Awards.	15
III	**Personality development:** • 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	15
IV	**Leadership:** • Introduction and types of Leadership. • Leadership traits. • How to develop leadership. • Leadership case study (Field Marshal General Sam H.F.J. Manekshaw and General K.M. Cariappa) **First Aid :** • Scope and objectives • First aid in common medical emergencies, Dressing of wounds.	15

Reference Books, Other resources

	Name of Writers	Name of Book	Name of Publishers	Year of Publication
	Sabharwal, D.P.	Personality Development	Finger print publishing, India	2015
	Gurav , Aarti	Personality Development (Hindi)	Finger print publishing, India	2021
	Vasudeva , Sangeetha	50 Mantras of Personality Development	Buzzing Stock Publishing	2013
	Kapoor , Shikha	Personality Development	Clever fox publishing	2021
	Sinha , Surya	Personality Development and Soft skills	Dream Tech Press	2020
	Agrawal , (Dr.) Vijay	Complete Personality Development Course (Hindi)		2012
8	Shekhar , (Dr.)Priyanshu	Student and Personality Development (Hindi)	Benteen Books	2012
9	Anand , Arun Sagar	Personality Development guide (Hindi)	PrabhatPrakashan	2016
10	Sharma , Robin	Personality Development Course (Hindi)	V & S Publication	2013
11	Maxwell , John C.	Leadership Wisdom	Jaico Publishing House	2003
12	Dravid , Rahul and Iyer , Prakash	5- Levels of leadership	Cross Liance	2014
13	Dr. Bomi	The Secret of Leadership	Penguin, India	2020
14	Bindra ,Vivek	The Leadership Handbook		2020
15	Carnegie , Dala	Everything about Leadership	Diamond Pocket Books	2018
16	Subramanian , Ramesh and Ramiah , Ramkrishnan	The Leader in You	Amazing Reeds	2018
		Leadership by Values	Notion Press	2020
17	Manivannan , C. and Manivannan , T. Latha	Text Book of First Aid 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 , R.K.	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		Handbook of NCC	Goodwin Publication	2021
25	Ranjan , Shashi and Kumar, Aashish	NCC National Cadet Corps	Aakriti Publication	2021
26	Chauhan , Lt.(Dr.) Rajeev Kumar	Cadets Hand book	NCC Directorate M.P. & C.G.	
27		Personality Development	Kalpaz Publication, India	
28	Goyal , Hariom	Personality Development and Soft Skills	Oxford University Press, India	
29	Mitra , Barun K.	Personality Development – Transform Yourself	Rupa and Company, India	
	Mishra , Rajeev K.			

Suggestive digital platforms web links:
1. https://www.en.mwikipedia.org
2. https://www.firstaidforfree.com

2. Suggestive digital platforms web links:

Suggested equivalent online courses:

RJ

Syllabus of Practical Paper

Part A Introduction

Program: Certificate/Diploma Degree/		Class: I Year	Year: 2022	Session: 2022-23
		Subject: NCC		

1	Course Code	NCC Training		
2	Course Title			
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Elective		
4	Pre-requisite (if any)	To study this course, a student must have passed 12th 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 first aid.		
6	Credit Value	02		
7	Total Marks	Max. Marks: 40+60	Min. Passing Marks: 35	

Part B- Content of the Course

Total No. of Lectures-Tutorials-Practical (in hours per week):
L-T-P: 00-00-01

S.No.	Topics	No. of Lectures 15	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.		
Unit-II	Group Discussion on current topics and issues (National & internationals)	15	
	Public Speaking/Extempore		
	First Aid: Bandages and CPR		
	TOTAL	--+15	

Keywords/Tags: Drill, Troupe, Salute, First aid, CPR

Part C-Learning Resources

Text Books, Reference Books, Other resources

R7

Part A : Introduction

Program :- Certificate/Diploma/Degree Course	Class: I Year SEM	Year : 2022	Session : 2022-23

Subject : National Service Scheme (NSS)

1	Course Code	NSS : 101
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 12th class with any subject . The course can be opted as an elective and it is open for all.
5	Course Learning outcomes (CLO)	**Course Objective :-** 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 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. Identify 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. **Learning Outcome :-** To impart hands - on skills in preparation. The end of the paper, a student should be able to : 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: 40+60 Min. Passing Marks : 35

Part B : Content of the Course

Total numbers of Lectures (in hours per week) : 2 hours per week

Total Lectures :- 30 hours

Unit	Topics	Number of Lectures
I	**Introduction and Basic Concepts of NSS :** • History and Philosophy. • Aims and Objectives . • Emblem sign, NSS badge, NSS flag. • NSS Songs: Lakshya Geet, Sadbhawna Geet, Rastriye yuva Geet. **Key Words:-** Concept of NSS.	15 Hours
II	**Organization of NSS, Regular Activities and Programmes :** • Organization structure of nss. • Concept of regular activities. • Basis of adoption of village/slums. • Methodology of conducting survey. • Calander of nss activities. • Maintenance of nss work diary. **Key Words:-** Regular Activities.	15 Hours
III	**Day camp, Special camp and Personality development:** • 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, RDC camp. **Key Words:-** Youth Camping.	15 Hours
IV	**Youth and Volunteerism:** • Definition , Issues, challenges and opportunities 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.	15 Hours

		Part A :Introduction			
Program:- Certificate/Diploma/Degree Course		Class: B.Sc. I ~~Year~~ SEM	Year : 2022	Session : 2022-23	
1	Course Code	Subject : National Service Scheme (NSS)			
2	Course Title	NSS : 102			
3	Course Type	Project Tools of NSS			
4	Pre-requisite (If any)	Practical/ Project Work			
5	Course Learning outcomes (CLO)	To study this course, a student must have passed 12th class with any subject . The course can be opted as an elective and it is open for all.			
		Course Objective :- Each student will have the option to select two skill-areas out of the list based on the local conditions and opportunities, and will prepare a report based on field situation. **Learning Outcome :-** To impart hands - on skills in preparation The end of the paper, a student should be able to : Project work of NSS will aim to enhance the employment potential of the NSS volunteers or, alternately to help them to Job Opportunities in government approved NGOs, Ministry of Youth Affairs and Sports.			
6	Credit Value	Practical – 02			
7	Total Marks	Max. Marks: 40+60	Min. Passing Marks : 35		

Part B : Content of the Practical Course

Total numbers of Lectures (in hours per week) : 2 hours per week
Credits – 02 (Total Lectures : 30 hours)

Scheme of Practical Examination: -   40+60
(A) Internal Assessment. :-   Max. Marks (: 100)
    Max. Marks- 40
1. Class Interaction.   ( )
2. Quiz.   ( )
3. Seminar.   ( )
4. Assigments.   ( )

(B) External Assessment:-   Max. Marks- 60
1. Report of Regular Activities in the Society.   (5)
2. Report on NSS Volunteerism.   ( )
3. Report on Communication Skills.   ( )
4. Report on Camping Activity.   ( )
5. Report of Excursion/Training/Survey/ Data collection.   ( )
6. Viva – Voce   ( )
7. Practical Record.   ( )

Part A Introduction

Programme : Certificate Class:B.COM. 1st Year session 2022-23		
Subject:		Commerce
1	CourseCode	C1-COMC1T
2	Course Title	Business Economics
3	Course Type	General Elective
4	Pre-requisite	Not requiredopen for all
5	Course Learning Outcomes	Upon successful completion of the course a student will be able to 1. Understand how households (demand) and businesses (supply) Interact in various market structures to determine price and quantity of a goodproduced. 2. Understand the links between household behavior and the economic models ofdemand. 3. Represent demand, in graphical form, including the downward slope of the demand curve and what shifts the demandcurve. 4. Understand the links between production costs and the economic models ofsupply. 5. Understand the concept of Pricing 6. Analyze operations of markets under varying competitiveconditions
6	Credit Value	4 60+40
7	Total Marks	Max marks :- Minimum Passing Marks. 35

Part B: content of the course

unit	Total No. of Lectures (in hours per week)- 3, Total lectures: 90	
	topic	No. of lectures
1	Historical background of economics in India with special reference to Kautilya, Definition of Economics, Concept of Micro and Macro Economics, Method of Economic study, Economics Law and their nature, Significance of Economics, Basic problems of Economics	15
2	Elasticity of Demand, Concept and measurement of Elasticity of Demand, Price, Income and cross elasticity, Average Revenue, Marginal Revenue and Elasticity of Demand, Determination of Elasticity of Demand, Importance of Elasticity of Demand,	15
3	Factors of Production- Land, Labour, Division of labour, Efficiency of Labour, Capital, Organisation and Enterprises, The scale of production, Theories of Population.	15
4	Production function and Law of returns, Return of scale, Equal product curve analysis, Market and their classification, Theory of cost and concept of revenue.	15
5	Price determination under perfect competition and Equilibrium of the firm, Monopoly-price and output determination and monopoly control, Price determination under monopoly, Imperfect and monopolistic competition-price determination.	15
6	Rent- concept, Recordian and modern theories of Rent, Quasi Rent, Wages-concept, nominal andreal wages, theories of wage determination; Profit-Nature, concept and Theories of profit.	15

Keywords/Tags:micro economics, macro economics,Production, perfect competition, Rent
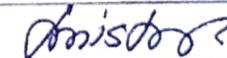
(PROF. PAVAN MISHRA)

Part C learning Resources

1   मध्यप्रदेश हिन्दी ग्रंथ अकादमी भोपाल की पुस्तक।

2   Kennedy John Fundamentals of Business Economics Himalaya Pub.Nagpur

3   Singh Dr.S.K.   Business Economics   Sahitya Bhawan Publication Agra

4   Bhatiya H.L.   Micro Economics   Modern Publisher New Delhi

5   Sinha Dr. V.C. & Dr. PushpaBusiness Economics   SBPD PublicationAgra

6   मिश्रडॉजेपी   व्यावसायिकअर्थशास्त्र   साहित्यभवनपब्लिकेशन

Suggestive digital platforms, web links:

1.https://www.icsi.edu/media/website/Business%20Economics%20(FndProg).pdf

2.http://www.ddegjust.ac.in/studymaterial/bba/bba-103.pdf

3.https://old.mu.ac.in/wp-content/uploads/2020/01/FYBCOM-BUSSINES-ECO-I-Eng.pdf

4.http://elibrary.vssdcollege.ac.in/web/data/books-com-sc/bcom1/BUSINESS%20ECONOMICS.pdf

भाग द -अनुशंसित मूल्यांकन विधियां:		
अनुशंसितसतत मूल्यांकन विधियां: अधिकतम अंक: 100 40 सतत व्यापक मूल्यांकन (CCE) अंक : विश्वविद्यालयीनपरीक्षा (UE) अंक: 60		
आंतरिक मूल्यांकन: सतत व्यापक मूल्यांकन (CCE):	क्लास टेस्ट (वस्तुनिष्ठ या लघु उत्तरीय या दीर्घ उत्तरीय) असाइनमेंट/प्रस्तुतीकरण (प्रेजेंटेशन)	· 20 · 20 कुल अंक :25 40
आकलन : विश्वविद्यालयीन परीक्षा: समय- 02.00 घंटे	अनुभाग (अ): तीन अति लघु प्रश्न (प्रत्येक 50 शब्द) अनुभाग (ब): चार लघु प्रश्न (प्रत्येक 200शब्द) अनुभाग (स): दो दीर्घ उत्तरीय प्रश्न (प्रत्येक 500 शब्द)	3X2=6 4X7=28 2X13=26 60

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		Part A : Introduction			

SEM

Program: CERTIFICATE		Class : UG	Year: I ~~year~~	session : 2022-23

Subject : Computer Application		

1.	Course Code	S1-COAP2T
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 - • To understand the basic concept of various Applications of 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	2
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; Aligning 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

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	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 caption , 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
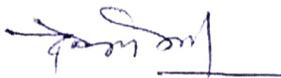
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V	Creating PowerPoint Presentations: Creating a Basic Presentation , Building Presentations, Modifying Visual Elements , Formatting and Checking Text, Adding Objects, Applying Transitions, Animation Effects and Linking , Preparing handouts.	12

Part C: Learning Resources

Suggested Digital Platforms, Web links

1. https://www.webucator.com/how-to/how-use-mail-merge-microsoft-word.cfm
2. https://support.microsoft.com/en-us/office/create-pivottable-or-pivotchart-views-in-an-access-desktop-database-83e524df-dfbd-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:

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 . s schnd
4. Writer's Guide to Microsoft Word : Kari Holloway
5. Access 2016 Bible : Michael Alexander, Richard Kusleika
6. Excel 2019 : Greg Harvey
7. Microsoft Powerpoint Made Easy : Chris Smith

Part D: Assessment and Evaluation(Theory)

Maximum Marks : 100
Continued Comprehensive Evaluation (CCE): 40
University Exam(UE): 60
Time:02:00 Hours

Internal Assessment : Continued Comprehensive Evaluation (CCE):	Class Test	20
	Assignment/Presentation	20
	Total	40
External Assessment: University Exam	Section(A): Three Very Short Questions(50 words each)	3X2=6
	Section(B): Four Short Questions(200 words each)	4X7=28
	Section(C): Two long Questions(500 words each)	2X13=26
	Total	60
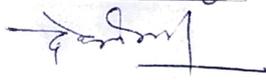
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Part- A
Introduction

Program: certificate		Class : UG I	Year: 2022	session: ~~2021-2022~~ 2022-23

Subject : Computer Application

1.	Course Code	S1-COAP2P
2.	Course Title	Data Processing Software (Practical)
3.	Course Type	core
4.	Pre-requisite(If any)	
5.	Course Learning Outcomes (CLO)	On the completion of this course student will be able - • 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: Min. Passing Marks: - 35

Part- B
Content Of the Course
Data Processing Software (Practical)
Practical Lab will be conducted based on the theory Syllabus

M S Office Practical

1. To create a document and insert header and footer, page title, page numbers

2. 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, water mark, 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.

30 Hrs

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7. To design a table, form and report in Access.

8. To design Queries and macro in Access.

9. To get external data from elsewhere and move to Access.

10. Access Data base, generate report and label.

11. To encrypt Data base with pass word in Access.

12. Creating, editing, saving, printing, securing & protecting operations of an excel spreadsheets.

13. To Prepare different types of charts in Excel

14. To create student's data for identity card along with photo, sign etc. and print it.

15. To create bar chart & pie chart in Excel for analysis of five year's results of your institute.

16. To prepare an attendance sheet of 10 students for any 6 subjects of your syllabi. To calculate their total attendance, total percentage of attendance of each student & average of attendance.

17. To create Pivot Table using multiple sources of data in Excel.

18. Applying themes and layouts to power point slides and inserting pictures, graphics, shapes and tables into presentations.

19. To create power point slide make using transitions and animation, working with master slides.

20. To create a professional slide for presentation in Power point.

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Part -C
Learning Resources

Suggested Digital Platforms, Web links

1. https://www.webucator.com/how-to/how-use-mail-merge-microsoft-word.cfm
2. https://support.microsoft.com/en-us/office/create-pivottable-or-pivotchart-views-in-an-access-desktop-database-83e524df-dfbd-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:
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 , s schnd
4. Writer's Guide to Microsoft Word : Kari Holloway
5. Access 2016 Bible : Michael Alexander, Richard Kusleika
6. Excel 2019 : Greg Harvey
7. Microsoft Powerpoint Made Easy : Chris Smith

Part D: Assessment and Evaluation(Practical)

Maximum Marks : 100
Continued Comprehensive Evaluation (CCE): 40
University Exam(UE): 60

Internal Assessment	Marks	External Assessment	Marks
Class Interaction	20	Viva vOce on Practical	12
Attendance		Practical Record File	8
Assignments(Charts/Seminar/ Technology Dissemination/ Report of Excursion/ Lab Visits/ Survey/ Industrial visit	20	Table Work/ Experiments	40
TOTAL	40		60

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Program: CERTIFICATE		Class : UG	Year: I year SEM	session :	2022-23
Subject:Computer Application					
1.	Course Code	S1-COAP1G			
2.	Course Title	Computer Fundamentals			
3.	Course Type	Elective			
4.	Pre-requisite (If any)	-			
5.	Course Learning Outcomes (CLO)	On the completion of this course student will be able– • To understand the fundamentals of computer • To use computer in his daily life as well as can do assigned official work with ease. • Troubleshoot, issues related to working with computer and internet • To communicate through internet as well as can use IT for day to day work			
6.	Credit Value	4			
7.	Total Marks	Max.Marks: 40+60		Min.Passing Marks: 35	

PartB:Content Of the Course
Computer Fundamentals
Total No. of Lectures =60(2 hours/lectures per week):2-0-0

Unit	Topics	No. of Lectures
I	Knowing computer: What is Computer, Basic Applications of Computer; Components of Computer System, Modern Central Processing Unit (CPU), Video Display Unit, Keyboard and Mouse, Optical Storage Devices, Basics of Hard Drive, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of Information Electronics and Communication Technology; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply. **Computer software & its types:** System software, Application software. Types of operating systems, Role of operating system, Utility programs, Packages, Communication software, commonly used application software	12
II	Operating Computer using GUI Based Operating System: What is an Operating System; Basics of Popular Operating Systems; The User Interface, Basics of O.S Setup; Common utilities. **MS Windows Operating System:** Definition and functions, basic components of Windows. Icons. Desktop, Taskbar, Notification Area. Files and folders, Start menu operations, my computer, network neighbourhood, recycle-bin, windows explorer, creating copying, moving and deleting files, setting wall paper, changing the mouse pointer, paint, notepad, Setting date and time, screen saver, and appearance. Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of	12

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	files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Using Windows accessories.	
III	MS Word: Introduction, Windows 2007 Interface, Customizing the Word Application, Document Views, Creating & Editing Document. Selecting, Deleting, Replacing Text, Copying text to another file. Insert, Formatting text and paragraph, Using the Font, Dialog Box, Paragraph Formatting using Bullets and Numbering in paragraphs, Checking Spelling, Line spacing, Margins, Space before and after paragraph. Basic Formatting in MS Word 2007, Advanced Formatting, Navigating through a Word Document, Performing a Mail Merge, A Quick Look at Macros, Printing Documents, Print Preview Excel 2007: Introduction, Workbook, Worksheet, Formatting in excel MS PowerPoint: Introduction, Creating a Presentation	12
IV	Introduction to Internet, WWW and Web Browsers: Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes (Internet etiquette).	12
V	Useful Google tools such as drive, sheet, doc, meet, etc Firewall, Computer Virus and Anti Virus Softwares, Internet Security & Privacy Basics of Electronic Data Interchange (EDI) and Electronic Payment System(EPS), Types of Payment System: Digital Cash, Electronic Cheque, Smart Card, Introduction to Digital Signature and Digital Certificates	12

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Suggested Digital Platforms, Weblinks

1. https://edu.gcfglobal.org/en/computerbasics/
2. https://edu.gcfglobal.org/en/subjects/office/
3. https://vikaspedia.in/education/digital-litercy/it-literacy-courses-in-associating-with-msup/computer-fundamentals
4. https://onlinecourses.swayam2.ac.in/nou20_cs03/
5. https://www.tutorialspoint.com/computer_fundamentals/index.htm
6. https://ecomputernotes.com/e-commerce/electronic-commerce/define-electronic-payment-system-its-requirements-and-payment-methods
7. https://edu.gcfglobal.org/en/topics/googleapps/
8. https://onlinecourses.swayam2.ac.in/cec19_cs06/preview
9. https://nptel.ac.in/courses/106/106/106106092/
10. https://vikaspedia.in/education/digital-litercy/it-literacy- courses-in-associating-with-msup/computer-fundamentals
11. https://nptel.ac.in/courses/106/103/106103068/

Suggested Readings:

- Introduction to Computers: C. Xavier, New Age International.
- Computer Fundamentals : Concepts, Systems & Applications : Priti Sinha, Pradeep K., Sinha, BPB Publications
- Fundamentals of Information technology : Alexis Leon & Mathews Leon, Vikas Publishing House, NewDelhi.
- Microsoft Office 2019 For Dummies : Wallace Wang, Wiley

Part D: Assessment and Evaluation (Theory)

MaximumMarks: 106
Continued ComprehensiveEvaluation(CCE): 40
UniversityExam(UE): 60
Time:02:00Hours

Internal Assessment : Continued ComprehensiveEvaluation(CCE):	ClassTest	20
	Assignment/Presentation	20
	Total	40
External Assessment: University Exam	Section(A):Three Very Short Questions (50words each)	$3 \times 2 = 6$
	Section(B):Four Short Questions (200 words each)	$4 \times 7 = 28$
	Section(C):Two long Questions (500words each)	$2 \times 13 = 26$
	Total	60

(Dr D N GOSWAMI

		Industrialization	
		4. MSME- Definition, Trends and Challenges	
		5. Start-up India, Make in India and Aatm Nirbhar Bharat.	
		6. India's Foreign Trade- Importance, Composition and Direction	
Unit IV. Planning and Development		1. Indian Planning -Objectives, Achievements and Failures	12
		2. NITI Aayog	
		3. Infrastructure Composition -Power, Transport and Communication	
		4. Indian Economic Problems – Poverty, Unemployment and Regional Inequality	
Unit V. Economy of Madhya Pradesh		1. Salient Features of Madhya Pradesh's Economy	12
		2. Natural Resources of Madhya Pradesh - Land, Forest, Water and Minerals	
		3. Trends and Regional Disparities in Agriculture of Madhya Pradesh	
		4. Industrial Development in Madhya Pradesh	
		5. Infrastructure Development in Madhya Pradesh– Power, Transport and Communication	
		6. Employment oriented Schemes in Madhya Pradesh	

Key Words : Sectoral Composition, Human Resource of India , Indian Agriculture, Industrialization , Infrastructure ,Five Year Plans in India, Regional Disparities, Industrial Development

Part C-Learning Resources
Text Books, Reference Books, Other resources

I. **Suggested Readings:**

1. Panagariya, Arvind. (2020)-India Unlimited: Reclaiming the Lost Glory, HarperCollins 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, New Delhi.

4. Hariharan, N. P. (2008) – Lights and Shades of Indian Economy, Vishal Publishing Co., Jalandhar.

5. Uma Kapila (20th Edition) (2009) – Indian Economy since Independence, Academic Foundation, New Delhi.

6. Reserve Bank of India –Annual Reports.

7. Annual Economic Survey, Government of India (Latest).

8. Brahmananda, P. R. and V. R. Panchmukhi (Eds.) (1987) – The Development Process of the Indian Economy, Himalaya Publishing House, Bombay.

9. Government of India, Planning Commission, 12th Five Year Plan, New Delhi

10. रूद्रदत्त-विकास, गरीबी एवं समता, दीप एंड दीप पब्लिकेशन प्रा.लि. नई दिल्ली

11. जे.पी. मिश्रा – भारतीय अर्थव्यवस्था, साहित्य भवन पब्लिकेशन आगरा

12. मध्यप्रदेश का आर्थिक सर्वेक्षण 2020-21 – आर्थिक एवं सांख्यिकी संचालनालय भोपाल मध्यप्रदेश

Suggested equivalent online courses: https://onlinecourses.nptel.ac.in/noc21_hs51/preview

Suggestive Digital Platform :

1. http://des.mp.gov.in/Portals/0/Economic_Survey_%202020-21.pdf

2. https://www.indiabudget.gov.in/economicsurvey/ebook_es2021/index.html

3. www.indiabudget.gov.in/economicsurvey/

4. https://www.rbi.org.in/Scripts/AnnualReportMainDisplay.aspx

5. https://www.rbi.org.in/hindi/Scripts/armainpage.aspx

6. https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=11

7. https://www.swayamprabha.gov.in/index.php/channel_profile/profile/7

Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks : 100

Continuous Comprehensive Evaluation (CCE) : 40 marks University Exam (UE): 60 marks

Internal Assessment : Continuous Comprehensive Evaluation (CCE) 40	Class Test	
	Assignment/Presentation	20
		20
External Assessment : University Exam Section: 60 Time : 02.00 Hours	Section(A) : Three Very Short Questions (50 Words Each)	3x2 = 6
	Section (B) : Four Short Questions (200 Words Each)	4x7 = 28
	Section (C) : Two Long Questions (500 Words Each)	2x13 = 26

Any remarks/ suggestions:

29.5.21   डॉ. दीप्ति ढवले

THEORY SYLLABUS

	PART A INTRODUCTION			
	**Porgramme : Certificate Course** | **Class : B.Sc.** | **Year : I year** SEM | **Session :** 2022-23

| **SUBJECT: ZOOLOGY** |

1	Course Code	**S1-ZOOL1G**
2	Course Title	**Human Diseases**
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	**Elective**
4	Pre-requisite (if any)	The course can be opted as Generic Elective by the students of all streams after passing class 12th .
5	Course Learning outcomes (CLO)	Upon completion of the course students will be able 1. To gain the knowledge of various human diseases. 2. To understand the causes of human diseases. 3. To explain the structures of disease causing virus, bacteria and protozoa.
6	Credit Value	**2**
7	**Total Marks**	Max. Marks: 40+60 | Min. Passing Marks: 35

29.05.2021

(Chairman)

C. B.O. S. Zool.

PART B - CONTENT OF THE COURSE

Total No. Of Lectures-Tutorials-Practical (in hours per week): 02 hours per week
L-T-P :

Unit	Topics	No. Of Lectures
1	**Human diseases: Historical background, Disease and causes** 1.1 The historical background of human diseases with reference to India. 1.2 A brief description regarding active Indian scientists in the field of Human diseases. 1.3 Disease, definitions and types. 1.4 The causes of diseases. A brief study of Viruses, Bacteria, Protozoans, round worms and flat worms. 1.5 A brief study of diseases caused by different pollutants. **Keywords/Tags :** Human diseases, Virus, Bacteria, Protozoan, Worms, Pollutants.	9
2	**Viral diseases : Pathogenicity and therapy** 1.1 Small pox 1.2 Hydrophobia (Rabies) 1.3 AIDS 1.4 Influenza 1.5 SARS **Keywords/Tags :** Pathogenicity, Small pox, Hydrophobia (Rabies), AIDS, Influenza, SARS	12
3	**Bacterial diseases Pathogenicity and therapy** 1.1 Diphtheria 1.2 Tuberculosis 1.3 Typhoid 1.4 Leprosy 1.5 Pneumonia **Keywords/Tags :** Diphtheria, Tuberculosis, Typhoid, Leprosy, Pneumonia	12
4	**Protozoan diseases Pathogenicity and therapy** 1.1 Malaria 1.2 Amoebiasis 1.3 Pyrrohoea 1.4 Trypanosomiasis 1.5 Trichomoniasis. **Keywords/Tags :** Malaria, Amoebiasis, Pyrrohoea, Trypanosomiasis, Trichomoniasis	12

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Part C-Learning Resources
Text Books, Reference Books, Other resources

Suggested readings :

1. Crowley, "An Introduction to human diseases", Jones and Bartlett.
2. Wright, K, "The Big book of Infectious diseases Trivia", Ulysses press.
3. Tamparo , "Diseases of Human Body", F.A. Davis.
4. Neighbors, "Human diseases", Cengage Learning Inc.
5. https://www.hindinotes.org (मानव रोग : Free e-book)

Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods :

Maximum Marks: 100

Continuous Comprehensive Evaluation (CCE): 40 Marks University Exam (UE): 60 Marks

Internal Assessment: Continuous Comprehensive Evaluation (CCE) : 40	Class Test Assignment/ Presentation	20
	Total	20
		40
External Assessment: University Exam : 60 Time : 02.00 Hours	Section (A): Three Very Short Questions (50 Words Each) Section (B): Four Short Questions (200 Words Each) Section (C): Two Long Questions (500 Words Each)	$3 \times 2 = 6$ $4 \times 7 = 28$ Total = 60 $2 \times 13 = 26$
Any remarks/suggestions :		

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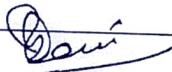Chairman
Central Board of Studies
Subject – Zoology
Date - 29.05.2021

PRACTICAL SYLLABUS

PART A - INTRODUCTION

Porgramme : Certificate Course	Class : B.Sc.	Year : I year SEM	Session : 2022-23

SUBJECT: ZOOLOGY

1	Course Code	S1-ZOOL1R
2	Course Title	**Laboratory work on Human Diseases**
3	Course Type (Core Course/Elective/Generic Elective/Vocational/ .....)	**Generic Elective**
4	Pre-requisite (if any)	The course can be opted as Generic Elective by the students of all streams after passing class 12th.
5	Course Learning outcomes (CLO)	Upon completion of the course students will be able 1. To gain the knowledge of various human diseases. 2. To understand the pathological tests of various human diseases. 3. To explain the structures and lifecycles of various parasites.
6	Credit Value	2
7	Total Marks	Max. Marks: 40+60 Min. Passing Marks: 35

PART B - CONTENT OF THE COURSE

Total No. Of Lectures-Tutorials-Practical (in hours per week): 02 hours per week
L-T-P :

Unit	Topics	No. of Lectures
1.	Study of museum specimens and slides relevant to theory paper : Human diseases	10
2.	Study of life cycle of various ectoparasites and endoparasites, viz. Mosquito, round worm, Schistosoma etc.	10
3.	Study of simple instruments : Microscope, Centrifuge, Stethoscope, Sphygmomanometer etc.	05
4.	Virtual demonstration of various diagnostic tests, viz, T.B Skin test, VIDAL Test, Malaria antigen test etc.	05

Keywords/Tags : Human diseases, Ectoparasites, Endoparasites, Mosquito, Round worm, Schistosoma, Diagnostic tests

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PART C-LEARNING RESOURCES
Text Books, Reference Books, Other resources

Suggested readings
1. Mohan, Text-book of Diagnostic Micro-biology
2. Sunil K. Sen. Essentials of clinical diagnosis
3. Lakhani & Khan, Manual of Experiments in Bio-technology

Part D- Assessment and Evaluation

Suggested continuous Evaluation Methods:

Internal Assessment	Marks	External Assessment	Marks
Class Interaction/Quiz	10	Viva Voce on Practical	20
Attendance	05	Practical Record File	20
Assignments (Charts/Model Seminar/Rural Service/Technology Dissemination/ Report of Excursion/lab Visits/Survey/Industrial visit)	20	Table work/Experiments a. Museum Specimen (5) b. Life Cycle (2) c. Instruments d. Diagnostics tests	60
TOTAL	40		60

Any Remarks/Suggestion:

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THEORY SYLLABUS

Part A- Introduction S+StAM			
Porgramme : Certificate Course	Class : B.Sc.	Year : I year	Session : _ 2022-23
Subject: Zoology			

1	Course Code	S1-ZOOL2G	
2	Course Title	Apiculture	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/......)	Elective	
4	Pre-requisite (if any)	The course can be opted as Generic Elective by the students of all streams	
5	Course Learning outcomes (CLO)	Upon completion of the course students should be able to 1. Understand the Various species of honey bees in India, their social organization and importance. 2. Understand the techniques, involved in Bee keeping and honey production. 3. Know about various products obtained from beekeeping sector and their importance. 4. Be aware about the opportunities and employment in apiculture in public, private and government sectors. 5. Develop entrepreneurial skills for self-employment in bee keeping sector.	
6	Credit Value	40+60 2	
7	Total Marks	Max Marks:	Min. Passing Marks: 35

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Total No. Of Lectures-Tutorials-Practical (in hours per week): 02 hours per week

L-T-P :

Unit	Topics	No. of Lectures
I	**Historical background and Biology of Bees** **1. Historical Background:** 1.1 History and Importance of Beekeeping in India 1.2 Indian species of Honey bees **2. Biology of Bees:** 2.1 Classification and Biology of Honey bee 2.2 Social organization of Bee colony 2.3 Behavioural patterns (Bee dance, Swarming) **Keywords/Tags:** Apiculture in India, Honey bee, Classification, Social organization, Behavioural pattern	07
II	**Rearing of Bees** 1.1 Artificial Bee Rearing (Apiary) 1.2 Beehives – Newton and Langstroth Box; Bee Pasturage 1.3 Selection of Bee species for apiculture 1.4 Modern Bee keeping equipment 1.5 Methods of extraction of Honey (Indigenous and Modern methods) and processing 1.6 Apiary Management–Honey flow period **Keywords/Tags:** Apiary, Newton and Langstroth Box, Bee Pasturage, Bee keeping equipment	10
III	**Diseases and Enemies** 1.1 Diseases and Enemies of honey bees 1.2 Control and preventive measures **Keywords/Tags:** Bee disease, Enemies, Prevention	04
IV	**Economic importance and Entrepreneurship in Apiculture** **1. Economic importance of Apiculture** 1.1 Products of Apiculture industries and its uses- Honey, Bee wax, Propolis, Pollen **2. Entrepreneurship in Apiculture** 2.1 Bee Keeping industry – Recent Efforts 2.2 Modern methods for employing artificial Beehives for cross pollination in horticulture gardens 2.3 Economics in Small scale and Large scale Bee Keeping **Keywords/Tags:** Apiculture products, Recent efforts in beekeeping, Cross pollination, Horticultural gardens	09

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Chairman

C. B.O.S. Zool.

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Part C-Learning Resources
Text books, Reference Books, Other resources

Suggested readings

1. Bisht, DS, "Apiculture", ICAR Publication, 1980
2. Conrad, R, "Natural Beekeeping", Second edition, Chelsa Green Publisher, 2013.
3. Cramp, D, "The Complete Step by Step Book of Beekeeping", Anness Publishing, 2012.
4. Flottum, K, "The Backyard Beekeeper", Fourth edition, Quarry Books Publisher, 2018.
5. Gupta, JK, "Apiculture, Indian Council of Agricultural Research", New Delhi, 2016.
6. Mishra, RC, "Honeybees and their Management in India", Indian Council of Agricultural Research, New Delhi, 1995.
7. Philips, T, "Beginning Beekeepingg", Alpha publisher, 2017.
8. Prost, PJ, "Apiculture", Oxford and IBH, New Delhi, 1962.
9. Rahman, A, "Beekeeping in India", Indian Council of Agricultural Research, New Delhi, 2017.
10. Singh, S, "Beekeeping in India", Indian Council of Agricultural Research, New Delhi, 1962.
11. Shukla, G.S. and Upadhyay, VB., "Economic Zoology", Rastogi publication Meerut, 2014.
12. Vishwapremi, KKC, "Economic Zoology", Anmol publication Pvt. Ltd., New Delhi.

Suggested equivalent online courses:
1. Swayam (MHRD) Portal Vocational Beekeeping
   (https://swayam.gov.in/courses/5844-vocational-beekeeping)
2. e-PG Pathshala (MHRD) Portal, (https://epgp.inflibnet.ac.in/)
3. Science Direct Open Access Content
   (https://www.sciencedirect.com/book/9781843342038/open-access)

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Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods :
Maximum Marks: 100
Continuous Comprehensive Evaluation (CCE): 40 Marks   University Exam (UE): 60 Marks

Internal Assessment: Continuous Comprehensive Evaluation (CCE) :40	Class Test Assignment/ Presentation	- 20 - 20
	Total	- 40
External Assessment: University Exam : 60 Time : 02.00 Hours	Section (A): Three Very Short Questions (50 Words Each) Section (B): Four Short Questions (200 Words Each) Section (C): Two Long Questions (500 Words Each)	$3 \times 2 = 6$ $4 \times 7 = 28$ $2 \times 13 = 26$ Total- :- 60

Any remarks/suggestions :

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Practical Syllabus

Part A- Introduction   SEM

Porgramme : Certificate Course	Class : B.Sc.	Year : I year	Session : 2022-23

<table>
<tr><td colspan="2" align="center">Subject: Zoology</td></tr>
<tr><td>1</td><td>Course Code</td><td colspan="2">S1-ZOOL2R</td></tr>
<tr><td>2</td><td>Course Title</td><td colspan="2">Beekeeping</td></tr>
<tr><td>3</td><td>Course Type (Core Course/Elective/Generic Elective/Vocational/......)</td><td colspan="2">Generic Elective</td></tr>
<tr><td>4</td><td>Pre-requisite (if any)</td><td colspan="2">The course can be opted as Generic Elective by the students of all streams</td></tr>
<tr><td>5</td><td>Course Learning outcomes (CLO)</td><td colspan="2">Upon completion of the course students should be able to understand
1. The life cycle of bees.
2. Analysis of honey purity.
3. Enhance collaborative learning, communication skills and entrepreneur skills through practical sessions, team work, group discussions, assignments and projects.</td></tr>
<tr><td>6</td><td>Credit Value</td><td colspan="2" align="center">2</td></tr>
<tr><td>7</td><td>Total Marks</td><td>Max. Marks:- 40+60</td><td>Min. Passing Marks: 35</td></tr>
</table>

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Part B: Content of the Course

Total No. Of Lectures-Tutorials-Practical (in hours per week): 02 hours per week L-T-P :

Units	Topics	No. of Lecture
1.	Study of life history of Honey Bee	8
2.	Spotting (Study of morphological structures through permanent slides/photographs) Mouth parts, Antenna, Wings, legs, Pollen basket, Sting apparatus	10
3.	Study of artificial hive Langstroth hive/Newton hive	8
4.	Study of Bee Keeping equipment's	8
5.	Analysis of Honey purity	6
6.	Study of Bee pasturage – Visits to fields/gardens /Orchards for studying the Bee activity (role in pollination and Nectar collection)	10
7.	Making of Herbarium of nectar and pollen yielding flowering plants	10

Keywords/Tags: Honey bee, Be Keeping

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Part C: Learning Resources
Text Books, Reference Books, Other Resources

Suggested Reading:
1. Patterson, R, "Beekeeping-A practical guide", Little, Brown book group publisher, 2012.
2. "Practical Beekeeping Book – Start Beekeeping"
   https://passiveincomeblueprints.com/2021/04/16/practical-beekeeping
3. "Beekeeping: A practical manual of Beekeeping", Free download
   https://archieve.org/details/A_Practical_Manual_of_Beekeeping
4. Virtual Labs (https://www.vlab.co.in)

Part D- Assessment and Evaluation

Suggested continuous Evaluation Methods:

Internal Assessment	Marks	External Assessment	Marks
Class Interaction/Quiz	10 ⎱ 20	Viva Voce on Practical	~~15~~ 20
Attendance	05 ⎰	Practical Record File	~~10~~ 20
Assignments (Charts/Model Seminar/Rural Service/Technology Dissemination/ Report of Excursion/lab Visits/Survey/Industrial visit)	20	Table work/Experiments a. Life history of Honey Bee b. Spotting (Any four) c. Artificial hive / Bee keeping equipment's d. Analysis of purity of honey e. Bee pasturage study f. Making of herbarium	
TOTAL	40		60

Any Remarks/Suggestion:

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Date – 29.05.2021