

Part A Introduction			
Program: Certificate/Diploma/ Degree	Class:B.A.1 st Year	Year: 2021	Session :2021-2022
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 identity the Power division in constitutional setup. 	
6	Credit Value	Theory-6	
7	Total Marks	Max. Marks; 25+75	Min. Passing Marks: 33
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	Legislature <ol style="list-style-type: none"> 1. Central legislature <ol style="list-style-type: none"> 1.1 Indian Parliament—composition and Function of the Lok Sabah and Rajya Sabah 	20	

	<p>1.2 Speaker of the Lok Sabha- Role, Power and Functions. Independence and Impartiality of the Speaker.</p> <p>1.3 Legislative procedure of the parliament.</p> <p>2. State Legislature</p> <p>2.1 Vidhan sabha- Composition and Functions</p> <p>2.2 Vidhan parishad - Composition and Functions</p>	
III	<p style="text-align: center;">Executive</p> <p>Union Executive</p> <p>1.1 president- Power and Functions</p> <p>1.2 Prime Minister- Role and functions</p> <p>1.3 Council of Ministers- Composition, Role and Functions</p> <p>State Executive</p> <p>2.1 Governor- Power and Functions.</p> <p>2.2 Chief Minister- Power and Functions</p> <p>2.3 State Council of ministers.</p>	20
IV	<p>Judiciary and other Constitutional Bodies</p> <p>1. Supreme court- Composition and Jurisdiction.</p> <p>2. High court -- Composition and Jurisdiction</p> <p>3. Constitutional Bodies</p> <p>3.1 Election commission.</p> <p>3.2 Union public Service commission</p> <p>3.3 National Commission for SC'S</p> <p>3.4 National Commission for ST'S</p> <p>3.5 State public Service Commission.</p>	18
V	<p>Division of Powers</p> <p>1. Center state Relations</p> <p>1.1 Legislative Relations.</p> <p>1.2 Administrative Relations.</p> <p>1.3 Financial Relations.</p> <p>3. Local self Government - 73rd and 74 Amendment.</p>	14
Part C-Learning Resources		
Text Books, Reference Book, Other resources		
<p>Suggested Readings:</p> <p>1- Basu Durgadas, "Introduction to the Constitution of India", Lexis Nexis, 21 edition, 2013.</p> <p>2- Bakshi, P.M, "The constitution of India", Universal Law Publishing, Delhi,2017 ..</p> <p>3-G, Austin, " The Indian Constitution: Corner Stone of a nation" , Oxford University press, oxford, 1996.</p> <p>4- Kapur A.C and Mishra, Select Constitutions", S. Chand Publications, 16 Edition 2008.</p> <p>5- M. Laxmikant, India polity" , McGraw Hill Education, New Delhi.</p>		

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- Keshri, C. “Introduction to the constitution of India”, PHE Publications, New Delhi, 8th Edition, 2017.
Program Certificate Course Class: B.A. NBT Delhi Year: 2020-2021
Session :2021-2022

9- S.K ashyap, “Our Parliament”, NB PDE, New Delhi, 2004.
Subject: Sociology

1	Course Code	A1-SOCI-2T
2	Course Title	Basic Concepts of Sociology(Paper II)
3	Course Title (Core Course)	10- Sharma, B. K. Introduction to the constitution of India”, PHE Publications, New Delhi, 8 th Edition, 2017.
3	Course Title (Generic Elective)	Core Course
3	Course Title (Vocational)	11- Shankar, B.L & Rodriguez, V “The Indian parliament: A democracy at work” , Oxford University Press, New Delhi, 2014.
4	Pre-requisite (if any)	This is an elective paper open for all B.A. 1 st Year Students.
5	Single Learning outcomes	12- Singh, M. P. & Sanyal, P. M. “Federalizing India in the age of Globalization”, Prapn of books New Delhi, 2014.

Suggestive digital platforms web links
 1. <https://WWW.Jstor.org/stable/2125628?seq=1>
 2. <https://politicalscience.stanford.edu/research/>
 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.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): 25marks University Exam (UE) 75 marks

Internal Assessment:	Class Test	15
Continuous Comprehensive Evaluation(CCE):25	Assignment/Presentation	10
External Assessment:	Section (A): Three Very Short Questions(50Words Each)	03x03=09
University Exam Section:	Section(B): Fore Short Questions(200Words each)	04x09=36
75	Section(C): Two Long Questions(500Words Each)	02x15=30Total 75
Time:02.00 Hours		

Any remarks suggestions:

		<p>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; 25+75 Min. Passing Marks: 33
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	<p>Emergence of Sociology</p> <p>1.Tradition of Indian Thinking</p> <p>2.Sociology</p> <p> 2.1 Meaning</p> <p> 2.2 Scope</p> <p> 2.3 Subject Matter</p> <p> 2.4 Importance</p> <p>3. Origin and Development of Sociology (Including Special Reference to Madhya Pradesh)</p> <p>4. Sociology as a Science</p> <p>5. Humanistic Orientation in Sociology</p> <p>6. Relationship with other Social Sciences</p> <p>7.Sociology and Professions</p>	18
Keywords /Tags : Tradition of Indian Thinking Emergence of Sociology ,Development of Sociology ,Humanistic orientation in Sociology, Profession in Sociology		
II	<p>Basic Concepts :</p> <p>1. Society</p> <p>2. Relation between Individual and Society</p> <p>3. Community</p> <p>4. Association</p> <p>5. Institution</p> <p>6. Social Group</p> <p>7. Social Structure and Function</p> <p>8. Status and Role</p>	18
Keywords /Tags : Relation between Individual and Society , Social Structure,Social Group, Social Status, Association in Sociology		
III	<p>Social Organization and Institutions: (Concept ,Emergence ,Development, Forms and Challenges)</p> <p>1. Social Organization</p> <p>2. Social System</p> <p>3. Family</p>	

	<ul style="list-style-type: none"> 4. Kinship 5. Marriage 6. Caste, Class and Power 7. Education 	
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Keywords /Tags : Social Organization, Social System, Social Institution, Class, Kinship

VI	<p>Social Cultural Processes :</p> <ul style="list-style-type: none"> 1.Culture <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 2.1 Meaning 2.2 Characteristics 2.3 Stages 2.4 Agencies 2.5 Types 2.6 Importance 3.Social processes <ul style="list-style-type: none"> 3.1 Cooperation 3.2 Accommodation 3.3 Competition 3.4 Conflict 	18
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Keywords /Tags : Culture, Social Process, Cultural lag, Civilization, Socialization

V	<p>Social Control and Change:</p> <ul style="list-style-type: none"> 1.Social Control <ul style="list-style-type: none"> 1.1 Meaning 1.2 Characteristics 1.3 Types 1.4 Means of Social Control 2. Social Stratification <ul style="list-style-type: none"> 2.1 Meaning 2.2 Characteristics 2.3 Bases 2.4 Forms 3. Social Mobility <ul style="list-style-type: none"> 3.1 Meaning 3.2 Characteristics 3.3 Types 4.Social Change <ul style="list-style-type: none"> 4.1 Meaning 4.2 Characteristics 4.3 Factors of social Change 4.4 Patterns of social change 	18
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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, Berkley.
 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 (5th 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,
 14–आहुजा राम (2008) समाजशास्त्र विवेचना और परिप्रेक्ष्य, रावल पब्लिकेशन, जयपुर
 15– अग्रवाल जी के (2018) समाजशास्त्र की मूल अवधारणाएँ, साहित्य भवन पब्लिकेशन,आगरा
 16–सिंह जे पी (2019) समाजशास्त्र अवधारणाएँ एवं सिद्धान्त , रावल पब्लिकेशन, जयपुर
 17– बघेल डी एस (2020) समाजशास्त्र, कैलाश पुस्तक सदन, भोपाल
 18– पाटिल अशोक डी एवं भदौरिया एस एस (2015) समाजशास्त्र परिचय, मध्यप्रदेश हिन्दी ग्रन्थ अकादमी, भोपाल
 19–सचदेवा डी आर 2005 समाजशास्त्र के सिद्धान्त,किताब महल , इलाहाबाद

Suggestive digital platforms web links

[https://nios.ac.in/online-course-material/sr-secondary-courses/Sociology-\(331\).aspx](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

15

Assignment/Presentation

10

External Assessment:

University Exam Section:

75

Time:02.00 Hours

Section (A): Three Very Short Questions(50Words Each)

03 x 03=09

Section(B): Fore Short Questions(200Words each)

04 x 09=36

Section(C):Two Long Questions(500Words Each)

02 x 15=30Total 75

Any remarks suggestions:

Program: Certificate	Class B.A. (Plain) I Year	Year:2021	Session:2020-2021
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 :75+25	Min. Passing in Marks:33
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 economy 2. Trends and Sectorial Composition of National Income 3. Sectorial Distribution of work force 4. Nature Resources Endowments :- land ,water Livestock forest and mineral Resources 5. Demographic Features: Population. Composition size and Growth Rates 6. 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 Agriculture 2. Land Use Pattern and land Reforms 3. Trends in Agriculture Production and Productivity 4. Green Revolution-Objectives achievements and failures 5. Agriculture: Finance and Insurance 6. Agriculture Marketing 7. New Technology in Agriculture 	18 Lectures
III Industry and Infrastructure	<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 	
IV India's foreign trade and Development	<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 	18 Lectures
V Economy of Madhya Pradesh	<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 	18 Lectures

	6. Infrastructure Developments in Madhya Pradesh- Power, Transport And Communication 7. Development of Tourism in Madhya Pradesh	
Key words: Sectorial Composition, Human Resources of India, Indian Agriculture , Industrialization, Infrastructure, Five year Plan in India , Regional Disparities , Industrial Development		
Part c- Learning resources		
Reference Books ,Other resources		
1. Suggested readings:		
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 (20th Edition) (2009) Indian Economy since Independence, Academic Foundation, New Delhi.		
6. Reserve Bank of India- Annual Reports		
Suggested Equivalent online course:		
https://online.course.nptel.ac.in/noc21hs/preview		
Suggested Digital platform:		
.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 .		
Part D-Assessment and Evaluation		
Suggested continuous Evaluation Methods:		
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

Format for Syllabus of Theory Paper

Part. A Interoduction			
Program: Certificate	Class: BA I	Year :2021	Session: 2021.22
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: 25+75	Min. Passing Marks: 33
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		18

	Ancient Indian History. Geographical Condition of Ancient India, Prehistoric India : Stone Age – Palaeolithic, Mesolithic, Neolithic and Chalcolithic 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.	
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 Administration. Asoka-and his Dhamma. Mauryan Culture and Architecture. Decline of Mauryan empire. Shunga i Dynasty-Pushyamitra Shunga and his Achievements. Satvahana Dynasty Gautamiputra Shatkami Achievements. Period Shaka&Kshatrapas. Kushana Dynasty - Kanishka. And his achievements, Gandhara and Mathura Art.	18
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 Invansion on India and its Impact: Mohammad Bin Qasim, Turk Invansion on India and their Impact: Mehmud Ghaznavi and Mohammad Ghorī.	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 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 Sanskritic 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, कितततंघर,
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, सेन्द्रल 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-historycal-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/ certificate	Class:B.A.1 st Year	Year: 2021	Session :2021- 2022
Subject : Psychology			
1	Course Code	A1-PSYC-1P	
2	Course Title	Report Presentation(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)	On completion of this course, learners will be able to: 1. Students will learn to evaluate their strength weakness, opportunities and challenges. 2. Students will develop ability to enhance their personality through applications of communication skills, time and stress management	
6	Credit Value	Two	
7	Total Marks	Max. Marks: 25+75	Min. Passing Marks: 33
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 and approaches of Personality Nature and types of personality Determinants personality Approaches of personality-type .Trait, Psychodynamic- Freud,Neo Freudin- Erickson,Social learning-Bandura, Humanistic- Rogers	12	
Keywords /Tags :Approaches of personality			
Unit B	Analysis and report(any one) 1. SWOC/SWOT analysis 2. Communication Skills 3. Stress management 4. Time management	8	7
		8	7
Keywords /Tags :SWOC/SWOT analysis Time management techniques			

Part C-Learning Resources

Text Book, Reference books, other resources

1. Freeman, F.S(1971) Theory and practice of psychological testing New Delhi, Oxford & IBH Publishing company private limited.
2. Kothurkar, V.K.& Vanarase, S.J(1986) Experimental Psychology: A systematic Introduction, Wiley Eastern Ltd. New Delhi
3. Mohsin S.(1995) Experiments in psychology, Motilal Banarsidas Patna
4. Postman, L&Egen, J.P (1949)Experimental psychology: An introduction Harper&Brothers Publishers, New York

Suggested Readings:

Suggestive digital platforms web links

Newton,P & Bristoll H(2020) SWOT analysis <https://free-management-e-books.com/SWOT>
Sharma,S.M.&Shivaramakrishana, M(2019) handbook on time management skills, Center for good governance www.CGI.gov.in handbook on time management skills
Jha S.K: Malik.M (2020) communication skills www.agrimoon.com/ Communication skills
Kaiwart.A(2016) Indian Techniques for management of stress www.researchgate.net/

Suggestive 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	Marks	External Assessment	Marks
Class interaction/Quiz	10	Vica voce or practical	15
Attendance	5	Practical Record File	10
Assignments(Charts/Model Seminar/ Rural Service/Technology Dissemination/ report of excursion/ lab visits/survey/ industrial visit	10	Table work/experiments	50
TOTAL	25		75

Any remarks suggestions:

(भाग-अ) परिचय

कार्यक्रम : प्रमाण-पत्र

कक्षा : बी.ए.

वर्ष

सत्र 21-22

प्रथम वर्ष

विषय : हिन्दी साहित्य

1	पाठ्यक्रम का कोड	
2	पाठ्यक्रम का शीर्षक	कार्यालयीन हिंदी एवं भाषा कम्प्यूटिंग (प्रश्न पत्र 2)
3	पाठ्यक्रम का प्रकार	कोर कोर्स
4	पूर्वापेक्षा (Prerequisite)	इस कोर्स का अध्ययन करने के लिए, विद्यार्थी ने किसी भी विषय से कक्षा 12वीं प्रमाण पत्र / डिप्लोमा किया हो, पात्र है।

सैद्धान्तिक
प्रश्न पत्र के
पाठ्यक्रम हेतु
प्रारूप

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 25+75	न्यूनतम उत्तीर्ण अंक 33

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 : 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, यूनिकोड, 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 वेबसाईट, 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>	20

	<p>1.7 विज्ञापन</p> <p>1.8 निविदा</p> <p>1.9 संकल्प</p> <p>1.10 प्रेस विज्ञापित 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>	
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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 चिन्ह, अशुद्धि-संशोधन एवं प्रूफ-शोधन</p> <p>1.6 व्यावहारिक अभ्यास - विभिन्न प्रकार के कार्यालयीन पत्र, ब्लॉगिंग, पोस्टर, ईमेल एवं अन्य</p>	
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सार बिन्दु (की वडी) / टैग, कार्यालयीन हिन्दी, शब्द संसाधन, कार्यालयीन पत्राचार, संक्षेपण, पल्लवन, देवनागरी लिपि के अनुप्रयोग, स्पीच टू टेक्स एवं टेक्स टू स्पीच, हन्दी शार्टहेन्ड, प्रुफ-शोधन

भाग स - अनुशांसित अध्ययन संसाधन

पाठ्य पुस्तकें, संदर्भ पुस्तकें, अन्य संसाधन

अनुशांसित सहायक पुस्तकें / ग्रंथ / अन्य पाठ्य संसाधन / पाठ्य सामग्री :

संदर्भ ग्रंथ -

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 पाठशाला”, 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, डॉमाधव, “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.wikipediya.org
2. www.egyankosh.ac.in
3. www.youtube.com
4. <https://epgp.inflibnet.ac.in>
5. Hi.m.wikipediya.org
6. www.india.gov.in>topics

BA I Year: English Literature

Part A Introduction			
Program: Certificate Course		Class: BA	Year: I
Session: 2021-22			
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 12th.	
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: 25+75	Min. Passing Marks: 33
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	


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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.

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“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-in-english.

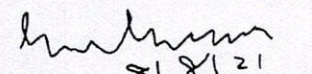
Literaturemini.Com. “The Brief History of English Poetry.” 2018, 2018. www.literaturemini.com/2018/08/the-brief-history-of-english-poetry.html

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.


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- <https://www.coursera.org/learn/modpo> Modern and Contemporary American Poetry by Al Filreis, University of Pennsylvania.
- <https://www.classcentral.com/course/modern-american-poetry-5963> Modern American Poetry- Free online Course

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 : Continuous Comprehensive Evaluation (CCE):25	Class Tests	15
	Assignment/Presentation	10
External Assessment : University Exam Section: 75 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)	03 x 03 = 09 04 x 09 = 36 02 x 15 = 30 Total 75

Any remarks/ suggestions:

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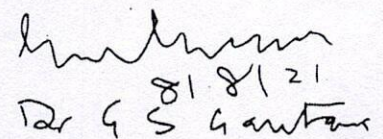
II	2. British and Indian Poetry 2.1 William Shakespeare: Sonnet 116 <i>Let Me Not to the Marriage of True Minds</i> 2.2 PB Shelley: Ode to the West Wind 2.3 Guru Nanak Dev: The Sky is Your Platter Keywords/ Tags: <i>Romanticism. Revolutionary spirit. Impact of the French revolution. Lord Byron. Disillusionment. 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. Rhyme 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.


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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.

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- <https://www.classcentral.com/course/modern-american-poetry-5963> Modern American Poetry- Free online Course

Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Internal Assessment	Marks	External Assessment	Marks
Class Interaction /Quiz	10	Viva-Voce based on the syllabus and assignment (as mentioned below)	15
Attendance	5	Assignment of five essays of 300 words each about the prescribed syllabus (handwriting and shape of presentation)	10
Assignments (Charts/ Model Seminar / Report of Excursion/ Lab Visits/ Survey)	10	The above assignment will be evaluated by the external examiner assessing the student's (creative) knowledge of the following: <ul style="list-style-type: none"> • Control over linguistic, stylistic and communicative competence, • Knowledge of the literature prescribed, • Analysing, interpreting and arguing capacity, • Various themes, contemporary issues and linguistic problems, • Culture of the concerned literature 	50
TOTAL	25		75

Any remarks/ suggestions : Practice of writing poetry on contemporary issues, interpretation, and analysis will be appreciated.

[Handwritten Signature]
 Dr G S Gantam
 8/8/21

Part A : Introduction		
Program: CERTIFICATE		Class : UG Year: I year session :2021-2022
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)	<p>On the completion of this course student will be able -</p> <ul style="list-style-type: none"> • 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	4
7.	Total Marks	Max. Marks: 25+75 Min. Passing Marks: 33
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	<p>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.</p>	12
II	<p>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</p>	12
	<p>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</p>	
III	<p>MS Access Concepts & terms : database tables ,relational database , records , fields , controls & objects , queries, forms, reports ,properties , wizards , macros , MS Access requirements , starting & quitting MS Access , MS Access workspace, tool & views . Creating database & tables with & without wizard , field name , data types & properties , adding & deleting fields, renaming fields & their position , resizing fields , freezing columns , primary key field & indexing fields. MS Access 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 for PivotChart views in an Access desktop database.</p>	12

<p>IV</p>	<p>Creating Excel Worksheets: Entering and Editing Cell Entries : Excel Application Window , Workbooks and Worksheets, Moving the Cell Pointer, Enterinf Text and Numbers , Revising Text and Numbers. Working with Numbers , Creating Formulae, Formatting numbers. Changing Worksheet Layout ; Adjusting Column Width and Row Height, nserting 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 m Excel , Print Preview, Changing Page Setup , Checking Worksheet Spelling.</p> <p>Advanced Techniques in Excel</p> <p>Using Functions and References : Use of Functions , Entering i;;-unction s, Relative and Absolute Cell References.</p> <p>Create Named Ranges, Creating Easy-to-Understand Charts ; Pie Charts , Series Charts , Creating Charts , Moving , Sizing and) rinting Chart Objects . Editing and Formatting Challs ; Adding a Data Series , Deleting a Data Series , Modifying and Formatting Charts . Macros. Creation of PivotTable to analyze orksheetdata.</p>	<p>12</p>
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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		
	<p>Suggested Digital Platforms, Web links</p> <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 <p>Suggested Readings:</p> <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: 2021** | **session:2021-2022**

Subject : Computer Application

1.	Course Code	S1-COAP-2P
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:25+75 Min. Passing Marks: 33

**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 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, 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. 	:30 Marks
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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.

Part -C Learning Resources			
<p>Suggested Digital Platforms, Web links</p> <ol style="list-style-type: none"> 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. http://www.youtube.com/watch?v=Zv3XMBb3V6A 5. http://www.digimat.in/nptel/courses/video/121106007/L12.html <p>Suggested Readings:</p> <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 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):		25	
University Exam(UE):		75	
Internal Assessment	Marks	External Assessment	Marks
Class Interaction	10	Viva voce on Practical	15
Attendance	5	Practical Record File	10
Assignments(Charts/Seminar/ Technology Dissemination/ Report of Excursion/ Lab Visits/ Survey/ Industrial visit	10	Table Work/ Experiments	50
TOTAL	25		75

Part A Introduction

Program U.G, Level Certificate		Class: UG I Year	Year 2021	Session :2021-2022 onwards
Subject :BOTANY				
1	Course Code	S1-BOTA2G		
2	Course Title	Herbal Cosmetics		
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)	<ul style="list-style-type: none"> Students will learn about raw materials used in herbal cosmetics including the skin and hair care, herbal products and their evaluation. Students can seek the opportunity of setting up their own business of herbal cosmetics after this course. 		
6	Credit Value	04 credits		
7	Total Marks	Marks 25 Max +75	Minimum Passing Marks: 17	
Part B- Content of the Course				
Total no of Lectures –15Hrs.(01 hours per week)				
Total No. of Lectures:15				
	Topics	No. of Lectures		
I	<ul style="list-style-type: none"> COSMETICS- Classification and categories Brief history of herbal cosmetics Difference between herbal and synthetic cosmetic products benefits of herbal cosmetic products Challenges in formulating herbal cosmetics. 	15		
II	<ul style="list-style-type: none"> Raw materials, machinery and equipment's used in preparation of herbal cosmetics Processes used in the manufacture of herbal cosmetics Plants used in skin care products like scrub, ubtan packs, moisturizer etc. Plants used in hair products like oil, shampoo, conditioner hair tonic etc 	15		
III	Preparation of- Scrub, face packs, vanishing cream, face wash, soap, moisturizer, talcum powder, sunscreen. Preparation of- shampoo, hair oil, hair conditioner, hair dye. Preparation of- toothpaste, tooth powder, Kajal. Nail polish, lipstick lip balm, deodorant, shaving cream, after shave solution	15		

VI	Introduction to Aromatherapy, plants used in aromatherapy <ul style="list-style-type: none"> • Methods of extraction of essential oils • Sanitary practices in cosmetics manufacturing • Basic ideas of storage of raw materials, pre production preparations production management packaging and labeling, marketing and pricing of herbal cosmetics. • Quality assurance, ISO certification. 	15
PART C-Learning Resources		
Text books, Reference Books,Other resources		
Suggested Readings:		
<ol style="list-style-type: none"> 1. Beetle Andre (1985) Six Essays in Comparative Sociology, Oxford University Press, and New Delhi. 2. Chauhan.B.R.(2018)Indian Village, Raw atPublication, Jaipur 3. Marriott MC Kim (2017) Village India: Studies in the Little Community, Raw at Publication, Jaipur. 4. Becerra MC (2019) Tribal Language Literature and Folklore, Raw at Publication, Jaipur 5. Indira Deva (2018) Society and culture in India, Raw at Publication, Jaipur 6. Mincer J. (1991) The Caste System Upside Down, Ind Gupta (ED) Social Stratification Oxford University Press, New Delhi 7. Giddens.A.(2006) Sociology (5thed) Oxford University Press, London. 8. Radcliffe BrownA.R.(1976). Structure and Function in Primitive Society, Cohen and West London. 9. Goode.William.J.(1977) Principles Sociology, McGraw Hill. America. 10. Sharma.Y.K.(2007) Indian Society :Issues & Problems,Laxmi Narayan Agarawal,Agra. 11 Classification of cosmetic raw materials and adjuncts IS3958 of Indian standard 12 Smith R.V. Stewart J.T.text book of bio pharmaceutical analysis. 13 Drugs and cosmetics acts and rules Govt. India publications 14 Panda h the complete technology book on herbal perfumes and cosmetics. 15 Guenther Ernest VOL I the essential oils ingram short title (2007) 		
Part D-Assessmentand Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks:100		
Continuous Comprehensive Evaluation (CCE): 25marks University Exam (UE) 75 marks		
Internal Assessment:	Class Test	15
Continuous Comprehensive Evaluation(CCE):25	Assignment/Presentation	10
		TOTAL MARKS 25
External Assessment:	Section (A): Three Very Short Questions(50Words Each)	03 x 03=09
University Exam Section:	Section(B): Fore Short Questions(200Words each)	04 x 09=36
75	Section(C): Two Long Questions(500Words Each)	02 x 15=30 Total 75
Time:02.00 Hours		
Any remarks suggestions:		

Part A Introduction			
Program U.G, Level Certificate	Class: UG I Year	Year 2021	Session :2021-2022 onwards
Subject :CHEMISTRY			
1	Course Code	S1-CHEM1G	
2	Course Title	CHEMISTRY IN EVERY DAY LIFE	
3	Course Type(Core Course/Elective/Generic Elective Vocational)	Elective	
4	Pre- requisite (if any)	<p>This course can be opted as an elective by the students of all faculty/ open for all</p> <p>To study this course a student must have had the subject science/arts/commerce in class +2 or equivalent</p>	
5	Course Learning outcomes (CLO)	<p>By the end of this course students are expected to-</p> <ol style="list-style-type: none"> 1. Learn about the chemistry of ancient India, ancient construction materials and discoveries 2. Gain information about acids,bases, salts involved in every day life. 3. Have an idea of food adulteration, its harmful effects and methods to detect adulteration and the important constitute of our food. 4. Student will be familiar with the chemical nomenclature of the commonly used material in daily life including toiletries, kitchen and beverages. 5. Have an elementary idea of disinfectants, pesticides and cleaners. 	
6	Credit Value	04 credits	
7	Total Marks	Max marks 25 +75	Minimum Passing Marks: 33

Part B- Content of the Course

Total no of Lectures –15Hrs.(01 hours per week)

Total No. of Lectures:15

	Topics	No. of Lectures
I	<p>Ancient chemistry- Chemistry in ancient India</p> <ul style="list-style-type: none"> • Alchemy- construction material in ancient times like pottery, Bricks, cements Minerals. • Discovery and uses of glass, cosmetics and perfumes paper & ink. <p>Metal extraction in ancient time, fiber cloth and dying chemistry in ancient times.</p> <p>Basic introduction of chemistry- Elements up to (atomic no.36) atoms, molecules, compounds.</p> <p>Keywords/ tags: ancient chemistry, alchemy, glass, metal extraction ,atoms molecules.</p>	12
II	<p>Acids, bases and salts in Daily Life-</p> <ul style="list-style-type: none"> • Definition of acids, bases, and neutral substance, Ph. scale <p>Sources and use of-</p> <ul style="list-style-type: none"> • Acids – hydrochloric acid, acetic acid (vinegar)ascorbic acids, carbonic acid, sulfuric acid, tartaric acid, citric acid. • Bases- sodium hydroxide, magnesium hydroxide calcium hydroxide, ammonia. • Salts- sodium fluoride, sodium chloride, sodium carbonate, sodium bicarbonate, copper sulphate , alums, calcium carbonate, ammonium chloride. 	12

I	<p>Knowing computer :what is computer ,basic applications of computer ,components of computer system, Morden central Processing unit (CPU),vedio display unit,keyboard and mouse ,optical storage devices ,basic of hard drive,concept of hardware and software ,concept of computing ,data and information ,application of information ,Electronics and communicationTechnology,connecting keyboard ,mouse,monitor and printer to CPU and checking power supply.</p> <p>Computer software & Its types : System software ,application software ,types of Operating System, role of operating system, Utility programs ,packages,Communication software ,commonly used software.</p>	12
II	<p>Operating computer using GUI based Operating System :what is an Operating System ,basics of Popular Operating System ,the user interface ,basics of O.S. setup,common utilities .</p> <p>MS Windows Operating System:Definition and functions ,basic componets of windows ,Icons, Desktop ,Taskbar,Notification area ,Files and folders ,Start menu, operation ,my computer ,network neighborhood , recycle bin ,windows explorer creating copying ,moving and deleting files ,setting wall papers ,changing the mouse ,pointer,paint notepad ,setting date 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 ,folder and directories ,Creating remaining of files and folder, opening and closing of different windows using help ,creating short cuts using windows accessories .</p>	12
III	<p>MS Word :Introduction ,windows 2007 Interface ,customizing the word Application ,Document views ,Creating & editing documents .</p> <p>Selecting ,deleting ,replacing text ,copying text to another file .Insert ,formatting using Bullet and Numbering in paragraph ,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 priew.</p> <p>Excel 2007 : Introduction , Workbook ,Worksheet ,Formatting in excel .</p> <p>MS Power Point : Introduction ,creating a presentation .</p>	12
IV	<p>Introduction to Internet ,WWW and Web browser :Basics of computer networks ,LAN,WAN ,concept of Internet ;Application of Internet ,connecting to internet ,What is ISP ,knowing the Internet ,basics of internet connectivity related troubleshooting ,Web Browsing software ,speech Engines , Understanding URL, Domain Name ; IP address ,using e governance website . Basic of electronic mail ,getting an email account , sending and receiving emails ,accessing sent emails ,using emails documents collaboration .Instant messaging,Netiquettes (Internet etiquette).</p>	12

V	Useful Google tools such as drive ,sheet ,doc, meet, etc Firewall ,computer Virus and Antivirus Software ,Internet Security & privacy Basic of Electronics data Interchange (EDI) and Electronics payment system (EPS) ,types of Payment system , Digital cash ,Electronic Cheque , Smart Card ,Introduction to Digital Signature and Digital Certificate s.	12
Keywords /Tags : Programming, C++,Data Structure, Expressions, Control ,File Handling, Arrays, Stack, Queue, Linked List, Tree, Graphs, Structure, Union, Search, Algorithm.		

PART C: Learning Recourses	
Textbooks, References Books, Other Recourses	
Suggested Readings :	
<ul style="list-style-type: none"> • Introduction to Computer: C. Xavier , New age International . • Computer Fundamentals: Concept, System &Applications :PreetiSinha ,Pradeep K Sinha BPB Publications . • Fundamenta of Information Technology :Alexis Leon & Mathews Leon ,Vikas Publishing House ,New Delhi. • Microsoft Office 2019 for Dummies :Wallace Wang Wiley . 	
Suggested Digital Platforms ,Web links :	
<ol style="list-style-type: none"> 1. https://edu.gcfglobal.org/en/computerbasics/ 2. https://edu.gcfglobal.org/en/subjects/office/ 3. https://vikaspedia.in/education/digital-literacy/it-litracy-course-in-associating-with-msup/computer-fundamentals 4. https://onlinecourse.swayam2.ac.in/nou20_cs03/ 5. https://www.tutorialspoint.com/computer_fundamentals/index.htm 6. https://ecomputernotes.com/e-coorce/electronic-commerce/define-electronic-payment-system-itsrequirments-and-payment-methods 7. https://edu.gcfglobal.org/en/topics/googleapps/ 8. https://onlinecourse.swayam2.ac.in/cec19_cs06/preview 9. https://nptel.ac.in/course/106/106/106106092/ 10. https://nptel.ac.in/course/106/103/106103068/ 	

Part D : Assessment and Evaluation (Theory)

Maximum Marks:100
Continuous Comprehensive Evaluation (CCE):25
University Exam (UE) :75
Time : 02.00 Hours

Internal Assessment :Continuous	Class test	15
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PART A : Introduction

Program :Certificate	Class:UG	Total	Year : I Year	Session: 25
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External Assessment :University Exam	Section (A) : Three very Short	03X03=09
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Subject : **Computer Applications**
Questions (30 words each)

1.	Course Code		S1-COAP1G	
			Section (B) : Four Short	04X09=36
2.	Course Title		Questions (200 words each)	
			Computer Fundamentals	
			Section (C) : Two Long	02X15=30
3.	Course Type (Core		Questions (500 words each)	
	Course/Elective/Generi			
	c Elective/Vocational)		Total	75 Marks

4.	Pre-Requisite (if any)		
		Part A Introduction	
5.	Course Learning Outcomes(CLO)	Class: B.SC. I Year	Year : 1st Year
Program:Certificate Course		On the Completion of this course, Students will be able:	Session :2021-2022 onwards
		<ul style="list-style-type: none"> • To understand the fundamentals of computer . • To use computer in his daily life as well as can assigned official work with ease . • Troubleshoot,issue relatade to wrking with computer and internet . • To communicate through internet as well as can use IT for day to day work . 	
6.	Credit value	Theory-4 Credits	
7	Total Marks	Max .Marks : 25+75	Min. Passing Marks : 33
Part B:Content Of the Course			
Computer Fundamentals			
Total No. of Lectures : 60 (2hrs/lecture per week):2-0-0.			
Module	Topics		No. of Lectures

Subject : Mathematics			
1	Course Code		S1-MATH2G
2	Course Title		Mathematical Logic and Sets
3	Course Type		Elective
4	Pre- requisite (if any)		Open For All.
5	Course Learning outcomes (CLO)		<p>At the end of the course the students will be able to:</p> <ol style="list-style-type: none"> Using the principles of logic to distinguish between sound and unsound reasoning in discourse of everybody. Construct truth tables for logical expression:test statement for logical equivalence and represent mathematical statement in the language of predicate language. Using the appropriate set theoretic concepts. thinking process. Tool and techniques in the solution to various conceptual or real-word problems
6	Credit Value		4
7	Total Marks	Maximum Marks:25+75	Minimum Passing Marks: 33
Part B- Content of the Course			
Total no of Lectures (in hours per week):2 hours per week Total Lectures : 60 hours			
Unit	Topics	No. of Lectures	
I	Mathematical Logic -I; 1.1 Propositions and Truth table 1.2 Negation,Conjunction and Disjunction 1.3 Implications and Double implication 1.4 Bi –conditional propositions 1.5 Contrapositive implication and converse 1.6 Contrapositive andand inverse propositions	15	
II	Mathematical Logic -II; 2.1 Precedence of logical operators 2.2 Tautology and contradiction 2.3 Propositional equivalence :Logical equivalences 2.4 Predicates and quantifiers. 2.4.1 Introduction 2.4.2 Quantifiers 2.4.3Binding variables and Negations	15	
	Set Theory		

III	3.1 Introduction to sets 3.2 Finite and infinite sets. 3.3 Counting principle 3.4 Standard set operations 3.4.1 Classes of set 3.4.2 Power set of a set 3.4.3 Difference and Symmetric difference of two sets 3.4.4 Set identities 3.4.5 Generalized union and intersections 3.4.6 Principle of inclusion and Exclusion 3.5 Cardinality 3.6 Fuzzy set and its basic operations	15
IV	Relations: 4.1 Cartesian product of set 4.2 Composition of relations 4.3 Types of relations 4.4 Partitions 4.5 Equivalence relations 4.6 Partial ordering relations 4.7 Congruence modulo relation	15
	Keywords: Mathematical Logic, Set Theory, Fuzzy Sets, Relation on set	
Part C-Learning Resources		
Text books, Reference Books, Other resources		
	Suggested Reading: Text Books: <ol style="list-style-type: none"> 1. R.M.Somasundaram: Discrete Mathematical structures, PHI Learning pvt.Ltd.2003. 2. Samar BallavBhor: A text book of Logic and set. Education Publishing 2018. 3. Ganesh : Introduction to Fuzzy Set and Fuzzy Logic. Prentice Hall India Learning private Limited.2006 4. मध्य प्रदेश हिन्दी ग्रन्थ अकादमी Reference Books: <ol style="list-style-type: none"> 1. Ajit Kumar .S.Kumaresan.Bhaba Kumar Sharma: A Foundation Course in Mathematics, Alpha Science International Ltd.2018. 2. R.P.Grimaldi .Discrete Mathematics and Combinatorial Mathematics. Pearson Education.1998. 3. Jean –Paul Tremblay, RManohar : Discrete Mathematics Structures with Applications to computer science. McGraw Hill Education.1st edition.2017 4. G.J.Klir and B. Yuan , Fuzzy Logic .pearson.2015 	
Part-D Assessment and evaluation		

	Suggested Continuous Evaluation Methods:		
	Maximum Marks:	100	
	Continuous Comprehensive Evaluation (CCE):	25	
	University Exam (UE):	75	
Internal Assessment Continuous Comprehensive Evaluation(CCE)	Class Test		15
	Assignment / Presentation		10
	Total Marks		25
External Assessment University Exam Section:25 Time: 02.00Hours	Section (A): Three Very Short Questions (50 Words Each)		3x3=30
	Section (B): Four Short Questions (200 Words Each)		4x9=36
	Section (C): Two Long Questions (500 Words Each)		2x15=30
	Total Marks		75

Part A Introduction			
Program U.G, Level Certificate	Class: UG I Year	Year;FIRST Year	Session :2021-2022 onwards
Subject ZOOLOGY			
1	Course Code	S1-ZOOL1G	
2	Course Title	Human Disease	
3	Course Type(Core Course/Elective/Generic Elective Vocational)	Elective	
4	Pre- requisite (if any)	The course can bevopted as generic elective by the students of all streams after passing class 12th	
5	Course Learning outcomes (CLO)	Upon completionof the course students will be able <ol style="list-style-type: none"> 1. To gain the knowledge of various human diseases. 2. To understand the causes of human diseases. 3. To explain the structures of diseases causing virus, bacteria, pathogens. 	
6	Credit Value	3 Credit	
7	Total Marks	Max. Marks; 25-75	Minimum Passing Marks: 33
Part B- Content of the Course			
Total no of Lectures –tutorials-practical (in hours per week) 02 hours per weekL-T-P			
	Topics	No. of Lectures	
I	Human diseases; Historical background, diseases and causes <ul style="list-style-type: none"> • The historical background of human diseases with reference to India • A brief description regarding active Indian scientists in the field of human diseases. • Diseases, definitions and types • The causes of diseases a brief study of viruses, bacteria, protozoans, round worms and flat worms. • A brief study of diseases caused by different pollutants. Keywords/ tags: Human diseases, virus, bacteria, worms, pollutants.	12	

II	Viral Diseases: Pathogenicity and therapy <ol style="list-style-type: none"> 1. small pox 2. hydrophobia (Rabies) 3. AIDS 4. Influenza 5. SARS KEYWORDS/TAGS: Pathogenicity, smallpox,hydrophobia,rabies Influenza,SARS	
III	Bacterial diseases pathogenicity and therapy <ul style="list-style-type: none"> • Diphtheria • Tuberculosis • Leprosy • Pneumonia Keywords: Diphtheria, tuberculosis, typhoid, leprosy, pneumonia.	12
VI	Protozoan diseases pathogenicity and therapy <ul style="list-style-type: none"> • Malaria • Amoebiasis • Pyorrhea • Trypanosomiasis • Trichomoniasis Keywords /tags: malaria,pyorrhea,amoebiasis,	12
Part C-Learning Resources		
Text books, Reference Books,Other resources		
Suggested Readings: <ol style="list-style-type: none"> 11. Crowley ,”An introduction to Human Diseases Jones and Bartlett.. 12. Wright, K ”The big book of Infectious diseases Trivia,” Ulysses press. 13. Tampers, ”Diseases of Human Body”, F.A. Davis. 14. Neighbors, ”Human Diseases”, CEng age learning Inc. 15. https://www.hindinotes.org (Manavrog Free E- BOOK) 		
Part D-Assessmentand 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)	03 x 03=09 04 x 09=36

	Section(C): Two Long Questions(500Words Each)	02 x 15=30Total 75
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Part A Introduction			
Program Certificate	Class: B.SC.	Year : FIRST Year	Session :2021-202 onwards
Subject : ZOOLOGY			
1	Course Code	S1-ZOOL1R	
2	Course Title	Laboratory work on Human Diseases	
3	Course Type	Generic elective	
4	Pre- requisite (if any)	To Study this course a student must have had the subject	
5	Course Learning outcomes (CLO)	On completion of this course, learners will be able to understand To gain the knowledge of various human diseases. To understand the pathological tests of various diseases, To explain the structure and lifecycles of various parasites..	
6	Credit Value	1	
Total marks	Max marks; 25+75	Min. passing marks-33	
Part B – Content of the Course			
Total No. of Lectures:30			
Lectures – Tutorial – Practical (In hours per week): L-T-P: 0-0-2			
S. No.	Name of the Exercise	No. of L	
1.	Study of museum specimens and slides relevant to theory paper Human Diseases'	4	
2.	Study of life cycle of various ectoparasites and endoparasites, viz. Mosquito, round worm, Schist soma etc.	6	
3	Study of simple instruments: Microscope, centrifuge, stethoscope, sphygmomanometer etc.	2	
4.	Virtual demonstration of various diagnostic tests, viz, T.B. skin test VIDAL test malaria antigen test etc.	2	
	Keywords /tags Human diseases, Ectoparasites, Endoparasites, mosquito, round worm, diagnostic test.		
Part- C Learning Resources			
Text Books, References, and other Resources Books			
Suggested Reading;			
1. Mohan, text book of Diagnostic Microbiology 2. Sunil K. Sen. essential of clinical diagnosis 3. Lakhani&khan, manual of experiments of bio-technology			
Part-D Assessment and evaluation			
Suggested continues Evaluation Methods			
Internal assessment	Marks	External assessment	Marks
Class interaction Quiz	10	Viva voce on practical	15
Attendance	05	Practical Record File	10
Assignment(Charts /Model Seminar /Rural service technology(Dissemination/R eport of Excursion/ lab	10	Table work/ Experiment	50
		a. Museum Specimen (5)	10
		b. Life cycle (2)	20
		c. Diagnostics test	10

Part A Introduction

Program U.G, Level Certificate		Class: UG I Year	Year 2021	Session :2021-2022 onwards
1	Course Code	S1-PHYS2G		
2	Course Title	Non –conventional energy sources		
3	Course Type(Core Course/Elective/Generic Elective Vocational)	elective		
4	Pre- requisite (if any)	Open for all		
5	Course Learning outcomes (CLO)	<p>At the end of the course student will be able to achieve:</p> <ul style="list-style-type: none"> • A good understanding of various non- conventional energy resources. • Knowledge about non-conventional energy harvesting technology • The knowledge about the availability of non-conventional energy resources in India. • A good understanding of the solar energy and the appliances based on solar energy. • A Non-conventional energy harvesting technical skill will be helpful for employment. 		
6	Credit Value	04 credits		
7	Total Marks	Max marks 25 +75	Minimum Passing Marks: 33	
Part B- Content of the Course				
Total no of Lectures –15Hrs.(01 hours per week)				
Total No. of Lectures:60				
	Topics	No. of Lectures		
I	<p>Introduction to non –conventional energy sources-</p> <ul style="list-style-type: none"> • Classification of energy resources consumption trend of primary energy resources, importance of non – conventional energy resources. • Energy chain, common form of energy, limitation of non- conventional energy resources. • Salient features of non conventional energy resources environmental aspects of energy. • World energy status energy scenario in India. <p>Keywords/ tags: Energy resources, energy chain, non – conventional energy.</p>	12		
II	<p>Solar Energy:</p> <ul style="list-style-type: none"> • the sun as a source of energy, solar radiation at the earth’s surface. • Photo thermal applications solar collectors, solar drying solar cooker (box type) solar distillation solar water heating systems solar thermo- mechanical system. 	12		

	<ul style="list-style-type: none"> • Photo voltaic system, photo voltaic principle, basic photovoltaic system for power generation, solar cells, types of solar cells, concentrator cells, Sun tracking systems, limitations and environmental aspect of solar cells. • Photovoltaic applications solar cell panels, solar light solar pump, solar power plants, solar cell in transportation, solar refrigeration and air conditioning. <p>Keywords/ tags: solar radiation, photo thermal, photovoltaic, solar cells.</p>	
III	<p>Bio mass Energy:</p> <ul style="list-style-type: none"> • Biomass resources, biomass conversion technology biogas generation. • List of factors affecting bio- digestion, working of biogas plant (with block diagram)biogas from plant waste. • Methods of obtaining energy from biomass thermal gasification of biomass. • Biomass energy program in India, biodiesel production from non- edible oil seeds. <p>Keywords/tags biogas biomass, thermal gasification, bio-digestion.</p>	12
VI	<p>Wind Energy:</p> <ul style="list-style-type: none"> • concept of wind, origin of winds, wind climate, wind profile, limitations of extracted power from a wind turbine. • Wind resource map and the site identification land requirement • Wind turbine setting wind turbine aerodynamics wind turbine type upwind and down wind turbines blade count constant and variable speed wind turbines onshore and offshore wind turbines. • Wind turbine rotor working of wind turbine Drag principle, Lift principle. <p>Keywords/tags: wind climate, wind energy, wind turbine</p>	12
V	<p>Geothermal and Ocean energy:</p> <ul style="list-style-type: none"> • Geothermal energy, origin and distribution of geothermal energy. Types of geothermal resources analysis of geothermal resources. 	12

	<ul style="list-style-type: none"> • Exploration and development of geothermal energy. • Advantages and disadvantages of geothermal energy, limitations. • Ocean energy: Tidal energy- origin and nature of tidal energy, environmental impact, energy and power in waves, advantages and disadvantages of wave energy. • Ocean thermal energy , ocean thermal conservation technology (OTEC), ENVIRONMENTAL IMPACT. <p>Keywords/tags: geothermal energy, ocean energy, tidal energy, OTEC.</p>	
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PART C-Learning Resources

Text books, Reference Books,Other resources

Suggested reading:

- Rai G.D., Non conventional energy sources.” KHANNA PUBLISHERS, 4TH edition
- Sukhumi S.P. and Nyack J.K. SOLAR ENERGY principles of thermal collection and storage”, Tata MC GRAW hill Ltd. Second edition.
- Rai G.D., “SOLAR ENERGY UTILIZATION,”KHANNA PUBLISHERS. 5TH EDITION
- KHAN B.H. ; “non- conventional energy resources” MC Grew HILL PUBLICATIONS.

SUGGESTIVE DIGITAL PLATFORM WEB LINKS:

- [HTTPS://mnre.gov.in/ministryofnewandrenewableenergy](https://mnre.gov.in/ministryofnewandrenewableenergy)

Suggested equivalent online courses:

<https://nptel.ac.in/courses/121/106/121106014/Byprof.prathapharidoss,IITMadras>

Part D-Assessmentand Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks:100

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

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

Any remarks suggestions:

Part A Introduction			
Program U.G, Level Certificate	Class: UG I Year	Year;FIRST Year	Session :2021-2022 onwards
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 after passing class 12th	
5	Course Learning outcomes (CLO)	<p>Upon completion of the course students will be able</p> <ol style="list-style-type: none"> 1. Understand the various species of Bees in India, their social organization and importance. 2. Understand the techniques involved in Bee keeping and honey production. 3. Know about various product obtain from bee keeping sector and their importance. 4. Be aware about the opportunities and employment in apiculture in private public and government sector. 5. Develop entrepreneurial skills for self- employment in bee keeping sector. 	
6	Credit Value	2 Credit	
7	Total Marks	Max. Marks; 25-75	Minimum Passing Marks: 33
Part B- Content of the Course			
Total no of Lectures –tutorials-practical (in hours per week) 02 hours per weekL-T-P			
	Topics	No. of Lectures	

I	<p>Historical Background:</p> <ul style="list-style-type: none"> • History and importance of Bee keeping in India. • Indian species of Honey Bees. <p>Biology of Bees:</p> <ul style="list-style-type: none"> • Classification and biology of honey bees. • Social organization of Bee colony. • Behavioral patterns Bee dance, swarming. <p>Keywords/ tags: apiculture in India, honey bee, classification, social organization behavioral pattern.</p>	07
II	<p>Rearing of Bee</p> <ul style="list-style-type: none"> • Artificial Bee Rearing (Apiary) • Bee hives- Newton and Langstrothbox; Bee pasturage • Selection of bee species keeping equipment • Modern bee keeping equipment • Methods of extraction oh honey (indigenous and modern methods) • Apiary management – honey flow period <p>KEYWORDS/TAGS: apiary, Newton and bee keeping equipment.</p>	
III	<p>Diseases and Enemies :</p> <ul style="list-style-type: none"> • Diseases and enemies of honey bees. • Control and preventive measures <p>Keywords / tags Bee disease, enemies, prevention</p>	04

VI	<p>Economic importance and entrepreneurship in apiculture:</p> <p>Economic importance of apiculture</p> <ul style="list-style-type: none"> • Products of apiculture industries and its uses – Honey, bee wax, propel pollen. <p>Entrepreneurship in apiculture:</p> <ul style="list-style-type: none"> • Bee keeping industry recent efforts. • Modern methods for employing artificial beehives for cross pollination in horticulture gardens. • Economics in small scale and large scale bee keeping. <p>Keywords /tags: apiculture products, recent efforts in bee keeping, cross pollination, horticultural gardens.</p>	12			
Part C-Learning Resources					
Text books, Reference Books,Other resources					
<p>Suggested Readings:</p> <ol style="list-style-type: none"> 1. Bisht, DS, "APICULTURE" ICAR publication, 1980 2. Conrad, R, Natural bee keeping, second edition 2013. 3. Cramp, D "The complete step by step book of Bee keeping," Aness publishing 2012. 4. Flotsam, K " The backyard bee keeper", Fourth edition Quarry book publisher 2018. 5. Gupta, JK, "Apiculture", Indian council of agricultural research, New Delhi, 2016 6. Mishra, RC, "Honey Bees and their management in India, Indian council of agricultural New Delhi, 1995. 7. Philips, T "beginning of bee keeping", alpha publisher 2017. 8. Prost PJ " "Apiculture ", oxford and IBH, New Delhi, 1962 9. Brahman, A " BOOK KEEPING IN India", New Delhi 2017. 10. Shukla upadhyay, "Economic Zoology" restage publication 2017 					
<p>Suggested equivalent online courses:</p> <ol style="list-style-type: none"> 1. Sway am (MHRD) Portal vocational Bee keeping. 2. E- PG Pataskala (MHRD) Portal, (http://epgp.inflibnet.ac.in) 3. Science direct open access content (https://www.sciencedirect.com/book/9781843342038/open-access) 					
Part- D					
<p>Suggested Continuous Evaluation Methods: Maximum Marks:100 Continuous Comprehensive Evaluation (CCE): 25marks University Exam (UE) 75 marks</p> <table border="1" data-bbox="175 1696 1453 1797"> <tr> <td data-bbox="175 1696 643 1797">Internal Assessment: Continuous Comprehensive Evaluation(CCE):25''</td> <td data-bbox="643 1696 1084 1797">Class Test Assignment/Presentation</td> <td data-bbox="1084 1696 1453 1797">15 10</td> </tr> </table>			Internal Assessment: Continuous Comprehensive Evaluation(CCE):25''	Class Test Assignment/Presentation	15 10
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=30 Total 75
Any remarks / suggestions		

PRACTICAL SYLLABUS

Part A Introduction

Program Certificate	Class: B.SC.	Year : FIRST Year	Session :2021-202 onwards
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Subject : ZOOLOGY

1	Course Code	S1-ZOOL2R
2	Course Title	Bee keeping
3	Course Type	Elective
4	Pre- requisite (if any)	To Study this course a student must have had the subject
5	Course Learning outcomes (CLO)	On completion of this course, learners will be able to understand <ol style="list-style-type: none"> 1. The life cycle of bees. 2. Analysis of honey purity. 3. Enhance collaborative learning, communication skill entrepreneur skills through practical sessions, team group discussions, assignments and projects
6	Credit Value	2

Part B – Content of the Course

Total No. of Lectures:30

Lectures – Tutorial – Practical (In hours per week): L-T-P: 0-0-2

S. No.	Name of the Exercise	No. Of lectu
1.	Study of history of honey bee	8
2.	Spotting (study of morphological structures through permanent slides/ photographs) Mouth parts, antenna, wings, leg, pollen basket, string apparatus.	10
3	Study of artificial hive Lang troth hive/ newton hive	8
4.	Study of bee keeping equipment's	8
5.	Analysis of honey purity	6
6.	Study of bee pasturage Visit to fields/ gardens/ orchards for studying the bee activity (role in pollination and nectar pollination)	10
7.	Making of herbarium of nectar and pollen yielding flowering plants	10
	Keywords/tags: honey bee, bee keeping	

Part- C Learning Resources

Text Books, References, and other Resources Books

Suggested Reading;

4. Patterson R Bee keeping A practical guide little brown book group publisher 2012
5. "practical Beekeeping Book- start Beekeeping
6. "Beekeeping ; a practical manual of bee keeping , free download
[http://archive.org/details/A-PRACTICAL-MANUAL OF BEE KEEPING](http://archive.org/details/A-PRACTICAL-MANUAL_OF_BEE_KEEPING)

Part-D Assessment and evaluation

Suggested continues Evaluation Methods

Internal assessment	Marks	External assessment	Marks
Class interaction Quiz	10	Viva voce on practical	15
Attendance	05	Practical Record File	10
Assignments (charts/ models)seminar/ rural service technology dissemination /excursion/lab/ visits/ survey/industrial visits	10	Table work/ Experiments <ul style="list-style-type: none"> • Life history of honey bee • Spotting (any four) • Artificial hive/bee keeping 	

OTHER ELECTIVE

Part A Introduction

Programme: Certificate Class:B.Com 1 st Year Session 2021-22		
Subject	Commerce	
Course Code	C1-COMA-1G	
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 practivcal banking insurance system, insurance procedure, stock exchange system,• To help them for employment in related field.	
Credit Value	4	
Total Marks	Max Marks:25	Minimum Passing

	+75	Marks:33
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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) historicqal 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
IV	<p>Insurance: origin and development of insurance, meaning, principle and importance of insurance, classification of insurance.</p>	12

	<p>Life Insurance: meaning objectives, principles and importance. types of life insurance policy, claim procedure and settlement.</p> <p>General Insurance: meaning and objectives and importance, general insurance policies: vehicle, health, household goods, commercial premises and goods and other available policies.</p>	
V	<p>Stock Exchange: historical background. meaning functions and importance, important terminology related to stock exchange. primary and secondary market, nse, bse, various index and interpretation of fluctuations in it.</p> <p>Mutual Funds: concept, salient features, importance and types, systematic investment plan(SIP). performance of mutual funds in India.</p>	12
<p>key words/Tags : Business, Ethics, General Insurance, Stock Exchange, Corporate Social Responsibility</p>		

Part C Learning Resources

Suggested Readings:

1. Dr. C.B. Gupta Values & Ethics In Business S.Chand & Sons New Delhi.
2. Dr.C.B. Gupta Business Organization & Management S.Chand & Sons New Delhi
3. Rathi And Agrawal Investment & Security Analysis S.Chand & Sons New Delhi
4. Dr. S.C Saxena & Dr.V.P Agrawal Business Organization And Communication Sahitya Bhawan Publication ,Agra
5. Dr. Op. Gupta & Dr. Sudhir Kumar Sharma Banking And Insurance Sahitya Bhawan Publication ,Agra
6. Dr. R.L. Nolakha Principles Of Insurance R.B.D. Publication Jaipur.

Suggestive Digital Platforms, Web Links

1. http://cbseacademic.nic.in/web_material/curriculummain20/Sr.secondary/businessstudies.pdf
2. <http://ncert.nic.in/textbook.php?kebs1=0-11>
3. http://www.opentextbooks.org.hk/system/files/export/6/6841/pdf/business_fundamental_6841.pdf
4. <http://vtechworks.lib.vt.edu/bitstream/handle/10919/70961/fundamentals%20of%20business%20%29pdf>

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 (Objective Type) or Descriptive	15 Marks
Continuous Comprehensive Evaluation(CCE):	Assignment/Presentation	10
External Assessment: University Exam Section :75 Marks Time :2 Hours	Section A: Three Very Short Question (50 Word Each)	3x3=9
	Section B: Four Short Questions (200 Words Each)	4x9=36
	Section C:Two Long Questions (500 Word seach)	2x15=30
	Total Marks	75

Part A Introduction

Programme: Certificate Class:B.Com 1 st Year Session 2021-22	
Subject	Commerce
Course Code	C1-COMB-2G
Course Title	Fundamental Accounting
Course Type	Elective
Pre-Requste	Not Required Open For All (Except The Student Of Commerce)
Course Objectives	<p>To understand the meaning of accounting, accountanvy,</p> <p>To understand the terms insed 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, wstudent will be able to</p> <ol style="list-style-type: none">1. To record the basic journal entries2 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	6	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33

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
IV	Preparation Of Final Accounts With Adjustment.	15
V	Depreciation Accounting: definition, reasons governing the existence of depreciation methods, objectives of providing of depreciation , factors determining the amount of depreciation, methods of charging depreciation practical questions of depreciation accounting- fixed and written down value methods only.bank reconcialiation.	15
vi	Accounts of non- profit organisation and professionals.	10

key words/Tags : Financial Accounts, Balancesheet, P&L A/C, Single Entry System, Double Entry System.

Part C Learning Resources

1 हिन्दी ग्रंथ अकादमी, भोपाल

2. Dr.R.K.Sharma/ Dr. R.S.Popli, Financial Accounting, Kitab Mahal Pub., Agra .
3. Anil,Rajesh, Mariya Financial Accounting, Himalaya Publication Nagpur.
5. Financial accounting-Dr.M.S.shukla, Sahityabhawan publication, Agra
- 6.. M.C.Shukla, T.S.Grewal and S.C.Gupta. Advanced Accounts.Chand & Co. New Delhi.
7. S.N. Maheshwari, and. S. K. Maheshwari. Financial Accounting.Vikas Publishing House, New Delhi.
8. Deepak Sehgal. Financial Accounting.Vikas Publishing H House, New Delhi.
9. Gupta R.L. and Radhaswamy M, Advanced Accounting & S chand & Sons, new Delhi.
10. Bhushan Kumar Goyal and HN Tiwari, Financial Accounting, International Book House
11. Dr.S.K Singh,Financial Accounting,SBPD Publication ,Indore.

Suggestive digital platforms, web links:

- 1.<http://www.ddegjust.ac.in/studymaterial/mba/cp-104.pdf>
2. <http://www.ddegjust.ac.in/studymaterial/bba/bba-104.pdf>
3. <http://www.deeppanacademy.com/pdf/cma/foundation/fundamentals-of-accounting.pdf>
- 4.<http://www.academia.edu/38623012/financialaccounting/ifrsedition2ethjerry/weveg>
and

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 (Objective Type) or Descriptive	15 Marks
Continuous Comprehensive Evaluation(CCE):	Assignment/Presentation	10
External Assessment: University Exam Section :75 Marks Time :2 Hours	Section A: Three Very Short Question (50 Word Each)	3x3=9
	Section B: Four Short Questions (200 Words Each)	4x9=36
	Section C:Two Long Questions (500 Word seach)	2x15=30
	Total Marks	75

Part A Introduction

Programme: Certificate Class:B.Com 1 St Year Session 2021-22	
Subject	Rural Banking
Course Code	A1-RBAN-2G
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:25 +75	Minimum Passing Marks:33

Part B Content Of The Course

Total No. of Lectures-60 (In Hour Per Week)2		
Unit	Topic	Lectures
I		12

	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, prodpectus and chalanges of indian banking system..	
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, indigenous banks, role of banking institutions in economic developments, prospectus and chalanges of banking institutions in india.	12
IV	Rural Banking Instutions: rural banking institutions, features, objectives, structure, functions of commercial banks, co-iperative banks, primary agriculture societies, (PACS), regional rurla banks, microcredit, institutions, and nabard, role of banking institutions in rurla development, prospectus and chalenmges, of rurla banking institutions in india.	12
V	Issues And Challenges To Banking Sector: financial inclusion in india, digital banking, technology in banking sector, issue of non-performing assets, (NPA), operational efficeincy & profitability security issues, recent trends in banking system in india. Commercial Banks, prospectus and chalanges, rural banking institutions, co-operative banks,), regional rural banks, , microcredit, NABARD,	12
<p>key words/Tags Indian Banking System, Structure Of Indian Banking System, Challanges Of Indian Banking System..Central Bank, RBI, Banking Sector Reforms, Banking Regulation Act,1949, New Licensing Policy(RBi). Banking Institutions, Financial Inclusion , Digital Banking, NPA, Recent Trends In India.</p>		

Part C Learning Resources

1. Indian Institute Of Banking And Finance(libf), Rural Banking(Caiib2018) Macmillan Publishers India Private Limited ,2018
2. Chakrabarti, Manas, Rural Banking In India, New Century Publications, 2011
3. Gopinath ,M.N., Banking Principles And Operations, Snow White Publications 2017
4. Saha Satish Kumar, Indian Banking System, Sbpdp Publishing House, 2020-21
5. Chawla, O.P. Evolution Of Banking System In India Since 1900, Sage Publications India Pvt. Ltd. July 2019.
6. Singh, Sultan Banking Sector Refirms, In India, Kanishka Publishing House, 2008
7. Indian Institute Of Banking, Basics Of Banking, Taxmann Publication, 2015
8. Indian Institute Of Banking: banking- an introduction, taxmann publication, 2015

Suggestive Digital Platforms, Web Links:

1. <http://www.rbi.org.in/scripts/abouts/display.aspx>
2. <http://www.nabard.org>
3. <http://www.sayulor.org/books>
4. <http://www.epw.in/>
5. <http://onlinecourses.nptel.ac.in/>
6. <http://www.eds.org/school/state-bank-of-india>

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 (Objective Type) or Descriptive	15 Marks
Continuous Comprehensive	Assignment/Presentation	10

Evaluation(CCE):		
External Assessment: University Exam Section :75 Marks Time :2 Hours	Section A: Three Very Short Question (50 Word Each)	3x3=9
	Section B: Four Short Questions (200 Words Each)	4x9=36
	Section C:Two Long Questions (500 Word seach)	2x15=30
	Total Marks	75

Part A Introduction

Programme: Certificate Class:B.Com 1 St Year Session 2021-22	
Subject	Rural Banking
Course Code	A1-RBAN-1G
Course Title	Money & Banking
Course Type	Elective
Pre-Requste	No pre-requisite
Course Objectives	To understand the meaning of Rural Banking, To understand the terms of Money and Banking
Course Learning Outcomes	After the completion of the course, wstudent will be able to 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.	
Credit Value	4	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33

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
IV	Banking Institutions: concept definition, functions, and importance of bank, types of bank, commercial banks, development banks, co-operative banks, Regional rural banks	12

	(RRB), micro finance institutions, private banks, indigenous banks, credit creation, role of banking in an economy.	
V	Central Banks And Policy Reforms In Banking objective of central bank and its role in the economy, reserve bank of india(RBI)- organisation, structure, and its functions, credit creation and control by RBI, nationalization of banks and its objectives, banking sector reforms, recent trends in banking system in india.	12
<p>key words/Tags : Money, Role Of Money, Paper Money, Demonetization, Money Aggregate, Value Of Money, Economic Fluctuations, Inflation, Deflation, Stagflation, Money Market, Credit Control, Monetary Policy, Current Monetary Policy In India, Types Of Bank, Credit Creation, Role Of Bank, In An Economy, Central Bank, RBI, Nationalization Of Bank, Banking Reforms, Bank Recent Trends.</p>		

Part C Learning Resources

- 1 Brandi Michael- Money, Banking, Financial Market & Institutions, Cengage, New Delhi 2019 2nd Edition..
2. Wright Robert E- Money And Banking, Saylor Foundation New York 2012
3. Samy's Guru- Banking Theory, Vijay Nicole Publication, Chennai 2015
4. Trivedi I.V. Dashora Rakesh, Nagpur, Ashok Jain Sanjay- Money And Financial System, Ramesh Books Depo, Jaipur, New Delhi 2006
5. Mishra J.P. Money And Banking, Sahitya Bhawan Publication, Agra.
6. Money And Banking, M.P. Granth Academy, Bhopal.

Suggestive digital platforms, web links:

1. www.moneybanking.com
2. <http://www.nabard.org>
3. [http:// www.saylor.org/books](http://www.saylor.org/books)
4. <http://www.epw.in/>

5.<http://onlinecourses.nptel.ac.in/>

6.<http://www.eds.org/school/state-bank-of-india>

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 (Objective Type) or Descriptive	15 Marks
Continuous Comprehensive Evaluation(CCE):	Assignment/Presentation	10
External Assessment: University Exam Section :75 Marks Time :2 Hours	Section A: Three Very Short Question (50 Word Each)	3x3=9
	Section B: Four Short Questions (200 Words Each)	4x9=36
	Section C:Two Long Questions (500 Word seach)	2x15=30
	Total Marks	75

Part A Introduction

Programme: Certificate Class:B.Com 1 st Year Session 2021-22	
Subject	Business Organization And Management
Course Code	NBCOSE(Y-105)
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	6	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33

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>	18

	Forms Of Business: sole trader, partnership, HUF, limited liability partnership, joint stock company, one person company, micro, small and medium enterprises..	
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
IV	<p>Management:concept, of management, , nature and importance of management, functions of management,, taylors scientific management, henry fayol's principles of management,</p> <p>Planning: concept, importance, process, types of plans, decision making, process, individual vs group decision making</p> <p>Organising: concept & principles of organising: formal/informal organization, virtual organization, organization structure ,span of management.</p> <p>Delegation Of Authority centralization and decentralization, line and staff authority,</p> <p>Staffing: nature and scope of staffing, man power planning-concept and inportance ,recruitment: concept and source, e-recruitment, selection concept, importnats tests and types of interview.performance appraisal: objectives and modern methods.</p>	18
V	<p>Directing: concept and importance of derecting</p> <p>Communication: concept and importance, channels of communication, formal/ informal communication, barriers of communication</p>	18

	<p>Motivation: concept and intrinsic extrinsic motivation, theories of motivation maslow's and need theory, hierarchy, herzberg two factors theory ,Mcgreger theory, X and Y theory.</p> <p>Leadership: concept , style, leadership, theories,-Trait theory, behavioural theory, contingency / situational theory,</p> <p>Conflict: meaning& types of conflict.</p> <p>Control: concept, nature, importance , process and methods, Controlling, techniques, of control financial and quality</p>	
<p>Key Words: Business Organization, Industry And Commerce , Small Amd Medium Enterprises, Plant Location, Plant Layout, Size Of Business Unit, Business Combination, Rationalization, & Nationalization, Management:Concept, Scientific Management, Henry Fayol's Principles Of Management, Planning, Organising, Delegation Of Authority ,Staffing, Performance Appraisal, Communication, Formal/ Informal Communication</p> <p>Directing, Motivation, Leadership, Conflict, Control.</p>		

Part C Learning Resources

- 1 Koontz Horald O, Donneli And Wehrich, Heinz" Essentials Of Management New Delho Tata Macroe Hills , Latest Edition
2. Drucker Peter, Business Organization And Management,, Tasks Responsibilities And Practices Allied Publishers New Delhi 2020
3. C.B. Gupta Business Organization And Management S.Chand Publication.
4. Shukla M.C Business Organization And Management , S.Chand New Delhi .
5. Chhabra T.N. Business Organization And Management , Sun India Publication , New Delhi
- 6 . Shah & Tatted, Business Organization And Management, Sahitya Bhawan Publication,

Suggestive digital platforms, web links:

1<http://ebooks read.com/authors-eng/h-e-morgan/ business- organizatio-hci-shtnl>

2. <http://in.pinterest.com/pin/83513>

3. <http://nptel.ac.in/noc/course/noc21/sem2>

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 (Objective Type) or Descriptive	15 Marks
Continuous Comprehensive Evaluation(CCE):	Assignment/Presentation	10
External Assessment: University Exam Section :75 Marks Time :2 Hours	Section A: Three Very Short Question (50 Word Each)	3x3=9
	Section B: Four Short Questions (200 Words Each)	4x9=36
	Section C:Two Long Questions (500 Word seach)	2x15=30
	Total Marks	75

Part A Introduction

Program:Certificate/Diploma/Degree		Class: 1 Year	Year:2021	Session:2021-22
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 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	04		
7	TotalMarks	Max.Marks: 25+75	Min.PassingMarks:33	
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:	15		

	<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,NCCflag.NCC song. • Organization of NCC-Army.Navy and Air Wing. • Training centres of NCC 	
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. 	15
III	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 	15
IV	Leadership: <ul style="list-style-type: none"> • Introduction and typeof 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: <ul style="list-style-type: none"> • Scope and objectives • First aid in common emergencies,Dressing of Wounds. 	15

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)	PrabhatPrakashan	2016
9	Anand, Arunsagar	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.andManivannan,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	KalpazPublication,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	
<p>2.Suggestive digital platforms web links: 1. https://www.en.m.wikipedia.org</p> <p>2. https://www.firstaidforfree.com</p>				
<p>Suggested equivalent online courses:</p>				

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 Assignment/Presentation	15
Continuous Comprehensive Evaluation(CCE): 25 Marks		10
External Assessment:	Section(A): ThreeVery Short Questions(50 words Each)	03x03=09
University Exam Section:75	Section(B): Four Short Questions(200 Words Each)	04x09=36
Time ; 02.00 Hours	Section(C): Two Long Questions (500 Words Each)	02x15=30 Total 75
Any remarks/Suggestions: NIL		

Part A Introduction	
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Program: Certificate/Diploma/Degree		Class: 1 Year	Year:2021	Session:2021-22	
Subject: NCC					
1	Course Code				
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: 25+75	Min.PassingMarks:33		
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	15			

	<p>at ease, Stand easy.</p> <p>Turning; Right turn, Left Turn and About turn. Sizing, Forming up in three ranks. Numbering and dressing of Troupe.</p> <p>Salute in Army, Navy and Air Force,</p> <p>Its description and training. Falling out and Dismissing.</p>		
UNIT-II	<p>Group Discussion on current topics and issues (National & international)</p> <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.andManivannan,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.

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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/ Course		Class: 1 Year	Year:2021 Session:2021-22
Subject: National Service Scheme (NSS)			
1	Course Code	NSS101	
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)	Course Objective:- <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 	

		<p>relation.</p> <ol style="list-style-type: none"> 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>The end 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 -04	
7	Total Marks	Max.Marks: 25+75	Min.Passing Marks:33

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	<p>Introduction and Basic Concepts of NSS:</p> <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. <p>Key Words:-Concept of NSS.</p>	15 Hours

II	<p>Organization of NSS, Regular Activities and Programmes:</p> <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. <p>Key Words:- Regular Activities.</p>	15 Hours
III	<p>Day camp,Special camp and Personality development:</p> <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. <p>Key Words:- Youth Camping.</p>	15 HOurs
IV	<p>Youth and volunteerism:</p> <ul style="list-style-type: none"> • 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. <p>Key Words:- Youth volunteerism.</p>	15 Hours

Part C- Learning Resources	
Text Books, Reference Books, Other resources	
<p>Suggested Reading Materials:</p> <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. 	
<p>Suggested equivalent online Courses:</p> <p>http://www.thebetterindia.com/140/national-service-scheme-nss</p>	

<http://en.wikipedia.org/wiki/national-service-scheme>

<http://nss.nic.in>

Part D- Assessment and Evaluation (Theory)

Maximum Marks:		100
Continuous comprehensive Evaluation (CCE):		25
University Exam(UE):		75
Time: 02.00Hours		
Internal Assessment:	Class Test	15
Continuous Comprehensive Evaluation (CCE):	Assignment/Presentation	10
	Total	25
External Assessment: University Exam	Section(A): Three Very Short Questions (50 words Each)	03x03= 09
	Section(B): Four Short Questions (200 words Each)	04x09 =36
	Section(C): Two Long Questions (500 words Each)	02x15 =30
	Total	75

Part A : Introduction			
Program:- Certificate/Diploma/Degree/Course		Class: B.Sc.1 Year	Year:2021
Session:2021-22			
Subject: National Service Scheme (NSS)			
1	Course Code	NSS102	
2	Course Title	Project Tool of NSS	
3	Course Type	Practical/ Project Work	
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> <p>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.</p> <p>Learning Outcome:- To impart hands- on skills in Preparation. The end _____ of the paper,a student should be able to:</p> <p>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.</p>	
6	Credit Value	Practical -02	
7	Total Marks	Max.Marks: 25+75	Min.Passing Marks:33

Part B- Content of the Practical Course
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Total numbers of Lectures (in hours per week) :2hours per week	
Credits -02 (Total Lectures :30 Hours)	
<p>Scheme of Practical Examination :-</p> <ul style="list-style-type: none"> • Internal Assessment:- Marks-25 1. Class Interaction. (05) <ul style="list-style-type: none"> • Quiz. (05) • Seminar. (07) • Assignments. (08) • External Assessment:- Marks-75 • Report of Regular Activities in the Society. (15) • Report of NSS Volunteerism. (10) • Report of Communication Skills. (10) • Report of Camping Activity . (15) • Report of Excursion/Training/Survey/Data Collection . (10) • Viva-Voce. (05) • Practical Record (10) 	<p>Max.Marks (25+75=100)</p> <p>Max. (05)</p> <p>Max.</p>
<p>List of Practical/ Project Activity:-</p> <p>Communication Skill:- Personality development, communications Skill development, Problem-Solving.</p> <p>Key Words- Communication skill project activity.</p>	<p>05</p>
<p>Youth and Community :- Adoption of slum, Survey of slum, Service of Slum, Identification of problems of slum areas.</p> <p>Key Words- Youth community project activity.</p>	<p>07</p> <p>Hours</p>
<p>Youth and Health:- AIDS, Drugs and substance abuse, Home nursing, First Aid, Yoga as a tool for healthy lifestyle etc.</p> <p>Key words- Regular activity, project activity.</p>	<p>05</p> <p>Hours</p>

<p>Environmental Issues:- Natural disaster management, natural resource management, Rain water harvesting, Afforestation, Waste management etc.</p> <p>Key words- Natural resources/ disaster management project activity.</p>	<p>06 Hours</p>
<p>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.</p> <p>Key Words- Volunteerism awreness project activity.</p>	<p>07 Hours</p>
<p>Part C : learning Resources</p>	
<p>Text Books, Reference Books, Other resources</p>	
<p>Suggested Reading Materials:</p> <ul style="list-style-type: none"> • National Service Scheme Manual, Government of india. • Trainining 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 oppourtunities in Hospitals, Kapil K. Krishan, TISS. • Social Problems in india, Ram Ahuja. 	
<p>Suggested equivalent online Courses:</p> <p>http://www.thebetterindia.com/140/national-service-scheme-nss</p> <p>htt://en.wikipedia.org/wiki/national-service-scheme</p> <p>htt://nss.nic.in</p>	