Part A Introduction				
Program: Certificate/Diploma/ Degree	Class:B.A.1st Year		Year: 2021	Session :2021-2022
Subject :political science				
1	Course Code		A1-POSC-1T	
2	Course Title		**Political Theory -I**	
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)		1. Student will be able to understand meaning and significance of Political theory, different ideologies and approaches. 2. They will be able to explain concept of state and It's changing nature. 3. They will learn what is power and authority and How they are interwoven. These two concepts will further enhance their understanding of politics. 4. They will be able to learn different dimension Of sovereignty and its relation with state. 5. They will be able to explain liberty, equality, Justice and rights. Understanding of these key political concepts will facilitate students in real political world. 6. They will be able to explain different models of Democracy and theories of representation.	
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	**Understanding political theory**
	    1. Political theory: Meaning and significance
	    2. Approaches to study of politics.
	    3. Different terms – Political Science, Political philosophy, Political Theory, Political Thought and Politics.
	    4. Introducing Ideologies
				18

II	**Concept of state**
	    1. Defining State, Element of state.
	    2. Theories of Origin of State.
	    3. Changing nature of state
				15

III	**Power, Authority and Sovereignty**			15

IV	**Core Political Concepts**
	    1. Freedom
	    2. Equality
				24

	3. Justice	
	4. Rights	
V	**The Idea of Democracy**	18

| **Part C-Learning Resources** |
| Text Books, Reference Book, Other resources |

Suggested Readings:
1- Acharya, A & Bhargava, R. (Ed) "Political Theory : An Introduction" , Pearson, New Delhi.
2- Arblaster,A, Democracy : Concept in Social Science" , Open University Press, New York, 1994.
3- Bhargava, R.," What is Political Theory and Why DO WE need it?", Oxford University Press , Oxford, 2010.
4- Berry, N "AN Introduction to modern Political theory", Macmillan, London, 1981.
5- Held, D., models of Democracy", Polity press, Cambridge, 1991.
6- Ferryely, C.A " Introduction to contemporary Political Theory : A Reader" , London , Sage,
2004
7- Gauba, O.P. , An Introduction to political Theory" , Macmilan Publication, Delhi 2009
8. Heywood, A "Political Ideologies: An Introduction" Palgrave, London, 2004.
9- Heywood, A "Politics Palgrave Macmilan, London 2013.
10- Mackinnon, C. " Issues in Political Theory" , Oxford University Press , New York, 2008
11- Smits, k " Applying Political Theory", Palgrave Macmilan , London , 2016
12-Vincent, a The Nature of Political Theory", Oxford University Press, New York, 2004.

Suggestive digital platforms web links
1. https://WWW.Jstor.org/stable/2125628?seq= 1
2. https://politicalscience.stanford.edu/research/ political- theory
3. https://link. Springer. Com/referenceworkentry/10.1007%2f978-1-4020-8265-8-1431
4. https:// www. Youtube.watch? v= fd TNIx52weg

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: 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:		

Part A Introduction

Program: Certificate/Diploma/ Degree	Class:B.A.1st 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)**	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** 1. Constitutional Development in India. 2. Making of the Constituent Assembly : History and Objectives 3. Salient Features of the Constitution 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** 1. **Central legislature** 1.1 Indian Parliament—composition and Function of the	20

	Lok Sabah and Rajya Sabah **1.2** Speaker of the Lok Sabah- Role, Power and Functions. Independence and Impartiality of the Speaker. **1.3** Legislative procedure of the parliament**.** **2. State Legislature** **2.1** Vidhan sabha- Composition and Functions 2.2 Vdhan parishad - Composition and Functions	
III	**Executive** **Union Executive** 1.1 **president-** Power and Functions **1.2 Prime Minister-** Role and functions 1.3 **Council of Ministers-** Composition, Role and Functions **State Executive** **2.1 Governor-** Power and Functions**.** **2.2 Chief Minister-** Power and Functions **2.3** State Council of ministers.	20
IV	**Judiciary and other Constitutional Bodies** **1. Supreme court**- Composition and Jurisdiction**.** **2. High court --** Composition and Jurisdiction **3. Constitutional Bodies** 3.1 Election commission. 3.2 Union public Service commission 3.3 National Commission for SC'S 3.4 National Commission for ST'S 3.5 State public Service Commission.	18

V	**Division of Powers**
	  1. Center state Relations
	 1.1 Legislative Relations.
	1.2 Administrative Relations.
	1.3 Financial Relations.
	 3. Local self Government - 73rd and 74 Amendment.
	  18
		14

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

	Suggested Readings:
	    2- Basu Durgadas, "Introduction to the Constitution of India", Lexis Nexis, 21 edition, 2013.
	   2- Bakshi, P.M, "The constitution of India", Universal Law Publishing, Delhi,2017
	..	

Suggested Readings:
2- Basu Durgadas, "Introduction to the Constitution of India", Lexis Nexis, 21 edition, 2013.
2- Bakshi, P.M, "The constitution of India", Universal Law Publishing, Delhi,2017

3-G, Austin, " The Indian Constitution: Corner Stone of a nation" , Oxford University
press, oxford, 1996.
4- Kapur A.C and Mishra, Select Constitutions", S. Chand Publications, 16 Edition 2008.
5- M. Laxmikant, India polity" , McGraw Hill Education, New Delhi.
6- Pylee, M.V "India's constitution', Asia Publishing House, Bombay, 1962.
 2004
7- Rochana, B "Constituent Assembly Debets and Minority Rights", Economics and Political Weekly, 35(21/22),pp. 1845,2000.
8. S.K ashyap, "Our Constitution", NBT Delhi 2007.

9- S.K ashyap, "Our Parliament", NBT Delhi 2004.

10- Sharma B.K: Introduction to the constitution of India", PHE Publications, New Delhi,8th Edition 2017.
11- Shankar, B.L& Rodriguez, V "The Indian parliament: A democracy at work" , Oxford University Press New Delhi , 2014 .
12-Singh, M.P., &Saxena, R., V Federalizing India in the age of Globolization", Primus books New Delhi, 2014.

Suggestive digital platforms web links
  5. https://WWW.Jstor.org/stable/2125628?seq= 1
  6. https://politicalscience.stanford.edu/research/ political- theory
  7. https://link. Springer. Com/referenceworkentry/10.1007%2f978-1-4020-8265-8-1431
  8. https:// www. Youtube.watch? v= fd TNIx52weg

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: 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)	03x03=09
		04x09=36
	Section(B): Fore Short Questions(200Words each)	
		02x15=30Total 75
	Section(C): Two Long Questions(500Words Each)	
Any remarks suggestions:		

Part A Introduction

Program :certificate Course	Class:B.A.1st Year	Year: 2021	Session :2021-2022

	Subject :Sociology		
1	Course Code	A1-SOCI-1T	
2	Course Title	Indian Society and Culture (Paper- I)	
3	Course Type	Core Course	
4	Pre- requisite (if any)	Open for all B.A. 1st Year Students.	

5	Course Learning outcomes (CLO)	This paper is expected to bring familiarity among student about Indian society.
		
		 It will present a comprehensive. Integrated and empirical profile of Indian society.
		
		It I s supposed that the structure and presented in this paper will also enable student to gain a better understanding of their own situation and region.
		
		   1. Get an impression about the basic composition of Indian society .its histororica moorings .basic philosophical foundations of the society and the in situations.
		   2. The student will have extensive comprehension of Indian traditions and the opportunity to explore and express them.
		   3. They will also learn in detail about the three layers of Indian society :namely "Aranyal Lok (Gramya) and Nagar"
		   4. After reading this course the student will beadle to understand and strengthen local/ regional employment venues.	

6	Credit Value	Theory-6	
7	Total Marks	Max. Marks; 25+75	Minimum Passing Marks: 33

Part B- Content of the Course		

Total no of Lectures –Tutorials -(in hours per week): 6 hours per week
Total Lectures: 90 Hours.

Unit	Topics	No. of Lectures
I	**1. Indian Society:** 1.1 Foundations of Indian Society: Aranyak, Lok (Gramya) &Nagar 1.2 Historical Background: Ancient ,Medieval, Modern Period 1.3 Varna, Ashram, Purusharth. 1.4 Rina, Yagya , Sanskar 1.5 Doctrine of Kanna. 1.6Rcciprocity:Aranyak.Lok(Gramya) and nagar settlements **2. Demographic and Cultural Scenrio.**	18
Keywords /Tags : Indian society: Vurna system, Sanskar, Socialreeiprocity, Aranyak Lok (Gramya)Nagar.		

II	**Aranyak Society:**
	   1.1 Tribes Historical outline
	   1.2 Tribal Area and Classification.
	   1.3 Social institutions: Family, Marriage, Kinship
	   1.4 Tribal Religious Beliels and Practices
	   1.5 Social Issues
	   1.6 Tribes Constitutional Provisions.
		18

Keywords /Tags : Indian Tribes, Schedule Tribes, Constitutional Provisions.		
III	**Lok (Gramya) Society:**	

	1.1 Lok (Gramya) Society: Historical Outline	
	1.2 Rural Life: Folk Culture, Little and Great Traditions.	
	1.3 Caste System: History of caste and Changing Patterns.	
	1.4 Social Institutions: Family, Marriage, Kinship	
	1.5 Religion: beliefs and Practices.	
	1.6 Social Issues.	
	1.7 Rural Development: Policies, Programs and Challenges.	
Keywords /Tags : Folk Culture, Rural Development, Caste System.		
VI	**Nagar Society:**	18
	1.1 Historical out line of Town, city & Metropolis.	
	1.2 Indian Cities and their Development.	
	1.3 Changes in Urban Society	
	1.4 Challenges of Urban Societies, globalization.	
	1.5 Socio- Cultural Continuities: Aranyak, Lok and Nagar	
	1.6 Urban Planning Management.	
Keywords /Tags : Town, City, Metropolitan, Urban Planning, Urban Management.		
V	**Social Issues:**	18
	1.1 National Integration issues and Challenges.	
	1.2 Indian Family System: Values, Patterns and Issues	
	1.3 Issues of Children, Youth and Elderly.	
Keywords /Tags : National Integration, Youth, Generational Conflict.		
Part C-Learning Resources		
Text books, Reference Books, Other resources		

Suggested Readings:

1. Beteille Andre (1965)Caste Class &power, California University, Berkeley
2. Ghurye G.S. (1962) Caste Class & occupation, Popular Book Depot, Bombay
3. Beteille Andre (1985) Six Essays in Comparative Sociology , Oxford University Press,New Delhi.
4. Chauhan.B.R.(2018)Indian Village, Rawat Publication, Jaypur
5. Marriott MC Kim (2017) Village India: Studies in the Little Community, Rawat Publication, Jaypur.
6. Behera MC (2019) Tribal Language Literture and Folklore, Rawat Publication, Jaypur
7. Indra Deva (2018) Society and culture in India, Rawat Publication, Jaypur
8. Muncher J. (1991) The Caste System Upside Down, Ind Gupta (ED) Social Stratification Oxford University Press, New Delhi
9. Giddens.A.(2006) Sociology (5thed) Oxford University Press, Lodon.
10. Radcliffe_Brown A.R.(1976). Structure and Function in Primitive Society, Cohen and West London.
11. Goode.William.J.(1977) Principlesol Sociology, McGraw Hill.America.
12. Sharma. Y.K.(2007) Indian Society :Issues & Problems,Laxmi Narayan Agarawal,Agra.
13. Desai, A.R.(2009) भारतीय ग्रामीण समाजशास्त्र रावल पब्लिकेशन जबलपुर।
14. महाजन धर्मवीर एंव कमलेश 2015 जनजातिय समाज का समाजशास्त्र विवेक प्रकाशन नई दिल्ली
15. Kosambi,D.D. (1990) Prachin Bharat ki Sanskriti or Sabhyata, Raj Kamal Pub . PVT , LTD.
16. Tiwari K.K. (2019)Madhyawarti Bharat Jan Sanakritika Bhartiya Drishtikon, Duttopanth Thengeri Sodh Sansthan Bhopal.
17. Mukhrejee, Radhakumud: (1990) Hindu Sabhayata,rajkam Prakashan Pub PVT, LTD.
18. Bashain. A.L. (1975). A Cultural History of India,New Delhi Oxford.
19. Aanbedkar B.R. Castes in India .Their Mechaism Genesis and Development India AntiQuary Vol XI VI (May 1997)
20. Single R.G. Bhartiya Samaj,Hindi granth Academy , Bhopal.

21. उपेती हरीसचन्द्र 1995 भारतीय जनजातियाँ राजस्थान हिन्दी ग्रन्थ अकादमी जयपुर

22. दीक्षित ध्रुव कुमार 2010 नगरीय समाजशास्त्र रिसर्च पब्लिकेशन जयपुर

23. सिंहवी एन 2015 नगरीय समाजशास्त्र गवन पब्लिकेशन जयपुर

24. बघेल डी एस 2019 नगरीय समाजशास्त्र, कैलाश पुस्तक सदन ,भोपाल

25. वोस. निर्मलकुमार 2013 भारत का ग्रामीण जीवन. एकता और विविधता, रावल पब्लिकेशन जयपुर.

Suggestive digital platforms web links
Indian Tribes:
https://tribal.nic.in/Scholarship.aspx

Indian Society:
http://sdettoe.ae.in/sites/default/files/sdevideos/11%20Sem.%20-20socio%20-
%20Indian%20Society%202019%20Admn%281%29.pdf

Suggestive equivalent online courses:
IGNOU & Other centrally/state 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=30 **Total 75**

Any remarks suggestions:

Part A Introduction			
Program :certificate Course	**Class:B.A.1st Year**	**Year: 2021**	**Session :2021-2022**

Subject :Sociology

1	Course Code	A1-SOCI-2T
2	Course Title	**Basic Concepts of Sociology(Paper II)**
3	Course Title (Core Course /Elective /Generic Elective /Vocational/…….	**Core Course**
4	Pre- requisite (if any)	This is an elective paper open for all B.A. 1st Year Students.
5	**Course Learning outcomes (CLO)**	1. The course is designed to incorporate all the key concepts of Sociology which would enable the learner to develop keen insight to distinguish between the commonsense knowledge and Sociological Knowledge. 2. The conceptual learning of Society, Social groups, Social structure, Social institution etc, will help students in their day to day living. 3. By studying this paper students will get information about various employment opportunities in government, corporate, N.G.O. and self-employment sector. 4. This paper gives students an awareness of cultural differences

and provides them with opportunity to enhance their cultural sensitivity.

5. The concepts of Indian social institutions, such as, family , Marriage ,Kinship will enable students to consider their roles in solving many social problems.

6. The theory of cultural lag will male student bettet understand the conflict of generational gap and minimize it in due course.

7.Teaching of culture, socialization ad civilization will emphasis not only the new agencies of socialization but also their significance in personality development.

6	**Credit Value**	Theory-6	
7	**Total Marks**	Max. Marks; 25+75	Min. Passing Marks: 33

<div align="center">Part B- Content of the Course</div>

Total no of Lectures –Tutorials –Practical (in hours per week): 6 hours per week

Unit	Topics	No. of Lectures

I	**Emergence of Sociology**
	    1.Tradition of Indian Thinking
	     2.Sociology
	            2.1 Meaning
	            2.2 Scope
	            2.3 Subject Matter
	            2.4 Importance
	        3. Origin and Development of Sociology
	        (Including Special Reference to Madhya Pradesh)
	        4. Sociology as a Science
	        5. Humanistic Orientation in Sociology
	          6. Relationship with other Social Sciences
	           7.Sociology and Professions
		18

Keywords /Tags : Tradition of Indian Thinking Emergence of Sociology ,Development of Sociology ,Humanistic orientation in Sociology, Profession in Sociology		

II	**Basic Concepts :**
	    1. Society
	    2. Relation between Individual and Society
	    3. Community
	    4. Association
	    5. Institution
	    6. Social Group
	    7. Social Structure and Function
	    8. Status and Role
		18

Keywords /Tags : Relation between Individual and Society , Social Structure,Social Group, Social Status, Association in Sociology		

III	**Social Organization and Institutions:**
	(Concept ,Emergence ,Development, Forms and Challenges)
	    1. Social Organization
	    2. Social System
	    3. Family
	    4. Kinship
	    5. Marriage
	    6. Caste, Class and Power
	    7. Education	

Keywords /Tags : Social Organization, Social System, Social Institution, Class, Kinship		

VI	**Social Cultural Processes :**
	 1.Culture
	   1.1 Meaning
	   1.2 Characteristics
	   1.3 Types
	   1.4 Components of Culture
	   1.5 Cultural lag
	   1.6 Culture and Civilization
	 2. Socialization
	    2.1 Meaning
	   2.2 Characteristics
	   2.3Stages
	   2.4 Agencies
	   2.5 Types
	   2.6 Importance
	 3.Social processes
	   3.1 Cooperation
	   3.2 Accommodation
	   3.3 Competition
	   3.4 Conflict
		18

**Keywords /Tags :** Culture, Social Process, Cultural lag, Civilization, Socialization

V	**Social Control and Change:**
	 1.Social Control
	    1.1 Meaning
	    1.2 Characteristics
	    1.3 Types
	    1.4 Means of Social Control
	 2. Social Stratification
	    2.1 Meaning
	    2.2 Characteristics
	    2.3 Bases
	    2.4 Forms
	 3. Social Mobility
	    3.1 Meaning
	    3.2 Characteristics
	    3.3 Types
	 4.Social Change
	    4.1 Meaning
	    4.2 Characteristics
	    4.3 Factors of social Change
	    4.4 Patterns of social change
		18

	**Keywords /Tags :** Social Control, Social Change, Social Stratification, Social Mobility, Patters of Social Change
	**Part C-Learning Resources**

	**Suggested Readings:**
	  1-Maclver, Robert M& Charles Hunt Page (1949) Society: An Introductory Analysis, New York.
	  2- Beteille Andre (1965) Caste Class &Power, California University, Berkcley.
	  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

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2- Beteille Andre (1965) Caste Class &Power, California University, Berkcley.

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 संस्कति, राजकमल प्रकाशन, नई दिल्ली,

    14–आहुजा राम (2008) समाजशास्त्र विवेचना और परिप्रेक्ष्य, रावल पब्लिकेशन, जयपुर

    15– अग्रवाल जी के (2018) समाजशास्त्र की मूल अवधारणाऐं, साहित्य भवन पब्लिकेशन,आगरा

    16–सिहं जे पी (2019) समाजशास्त्र अवधारणायें एंव सिद्धांन्त , रावल पब्लिकेशन, जयपुर

    17– बधेल 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
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
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	Section(C): Two Long Questions(500Words Each)	02 x 15=30Total 75
Any remarks suggestions:		

Part A Introduction

Program: Certificate	Class B.A. (Plain) I Year	Year:2021	Session:2020-2021

Subject: Economics		
Course Code	A1-ECON-1T	
Course Type (Core Course/ Elective Course	**CORE COURSE**	
Course Tittle	**Micro Economics (Paper 1)**	
Credit Value	**06**	
Total marks	**Max. Marks :75+25**	**Min. Passing in Marks:33**
Pre -requisite	**12 th pass in Any Discipline**	
Course Objectives:	**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. **CO-2**. Students will be able to evaluate the consequences of economic activities on institution, individual and social welfare. **CO-3**. To make awareness among the students about various economic issues in India. **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	
Course learning outcomes:- CLO	After completing this, students will be able to understand behavior and fundamentals of microeconomics. They will be able to explain consumers and producer's behavior and their optimum decisions .They will able to know about firms and Industry .markets and their decisions about optimum production. They They will be also able to explain the theory of distribution and concept of economic welfare. Learning microeconomics is an excellent way to gain an understanding of many factors that affect us in the real-world such as methods of buying goods, product pricing and input	

	pricing. Ultimately learning microeconomics is key in learning about the principles of economics.	

Part B- Course Contents:

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

UNIT	Topics	No of Lectures

I
 	
Introduction Of Economics
	1.Definition, Scope and nature of economics
	2. Relation of economics with other
	   Social Science Subjects
	3.Postive and Normative Economics
	4. Methods of economics analysis-Inductive
	   and Deductive
	5.Basic Concept ;- Commodity Value and
	   Price, Rational Behavior. Economics
	   Laws Wants and choices
	6.Central Problems of An Economy –
	   Production Possibility Curve
		18 Lectures

II
Consumer Behavior
	1.Cardinal Approach –Utility ,Marginal
	  Utility and Total Utility
	2. Law of diminishing marginal utility
	3 Law of EquiMarginal Utility
	   Consumer's Surplus
	4.Ordinal Approach – Indifference
	  Curves Meaning characteristic
	  and consumers equilibriums
	5.Behavioural Approach –Revealed
	  Preference Theory.
	6. Law of Demand and its exceptions,
	   Giffin goods
	7. Elasticity of demand; Price Income
	  and Cross
		18 Lectures

III
Production
	1.Law of Supply and Elasticity of Supply
	2.Production function
	3.Law of Variable Proportions
	4.Returns to Scale
	5.ISO- Product Curves- Meaning
	  and characteristics
	6. producer's equilibrium
	7. Economics of Scale
	8. Concept of cost and Revenue-
	   Total, Marginal & Average
		18 Lectures

IV
Market   and
Price
Determination
	1. Meaning, and classification of Market
	2.Perfect Competition- Meaning
	   and characteristics
	  3.Perfect Competition and Pure Competition
	   4.Determination of Price and Output
	    under Perfect Competition
	 5.Determination of Price and Output
	   under Monopoly Competition
	6.Monopolistic Competition
		18 Lectures

V **Theory of** **Factor Pricing** **Madhya** **Pradesh**	1. Marginal Productivity Theory 2. Theory of distribution a.Rent. b.Wages c.Interest d.Profit 3. Concept of Welfare Economics	**18 Lectures**

Key words:

    Positive Economics. Normative Economics **,** Inductive And Deductive Methods, Consumer Behavior, Production function, Perfect Competition, Monopoly, Monopolistic, Marginal Productivity

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Part c- Learning resources

Reference Books ,Other resources

Suggested Equivalent online course:

https://www.mcafee,ce.cc/introecon/IEA2007.pdf

Suggested Digital platform:
. 1.https://epep.inflibnet.ac.in/Home/Viewsubject?catid=11
2.https://wwwswayamprabha.gov.in/index.php/channel profile/profile/7

Part D-Assessment and Evaluation

Suggested continuous Evaluation Methods:

Max. Marks :100
Continuous Comprehensive Evaluation (CCE):25 Marks
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

Faculty of Education

Part A Introduction

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 Tittle	**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:	**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. **CO-2**. Students will be able to evaluate the consequences of economic activities on institution, individual and social welfare. **CO-3**. To make awareness among the students about various economic issues in India. **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.	
Course learning out comes:- CLO	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 .	
Part B- Course Contents:	
Total No of Lectures-Tutorials – Practical (in hours per week): 3 hours	

UNIT	Topics	No of Lectures
I **Introduction**	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**	1.Nature and Importance Characteristics of Indian Agriculture 2. Land Use Pattern and land Reforms 3. Trends in Agriculture Production and Productivity 4.GreenRevolution-Objectives achievements and failures 5. Agriculture: Finance and Insurance 6. Agriculture Marketing 7. New Technology in Agriculture	**18 Lectures**
III **Industry and Infrastructure**	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	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	1. Salient features of Madhya Pradesh Economy 2. Nature Resources of Madhya Pradesh:- land ,water forest and mineral 3.Trends and Regional Disparities in Agriculture Sector of Madhya Pradesh 4.Organic Farming and playhouse in Madhya Pradesh 5. Industrial Development in Madhya Pradesh 6. Infrastructure Developments in Madhya Pradesh- Power, Transport And Communication 7.Development of Tourism in Madhya Pradesh	**18 Lectures**

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 (20thEdition) (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/economics

survey/ebookes2021/index.html

 2.https://des.mp.gov.in/Ports/o/Economic   surely/ebookes2021%2020-

21.pdf

 3.www.indidbudget.gov.in/economic survey/

 4.https://www.rbi.org.in/scripts/AnnulReportMainDisplay.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: Continuous Comprehensive Evaluation(CCE):25 Marks	Class Test	15
	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**		A-1 HIST-IT	
2	**Course Title**		Idea of Bharat	
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	
5	**Course Learning outcomes (CLO)**		Students will acquire knowledgbiregarding the primitive life and cultural status of the people of ancient India They can gather knowledge about the society, culture, religion and political history of ancient India. They will also acquire the knowledge of changing socio&cultural scenarios of India. By studying this paper, students will get to know the golden past of India and feel proud of Course Learning outcomes (CLO) themselves.	
6	**Credit Value**		06	
7	**Total Marks**		Max. Marks: 25+75	Min. Passing Marks: 33

Patr 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	Concept of Bharatvarsha I. Understanding of Bharatvarsha II. Eternity of synonyms Bharat III. Indian concept of time and space IV. Indian View of History V. The Glory of Indian Literature:Ved, Vedanga, Upanishads, Epics, Jain and Buddhist Literature, Smriti, Puranas Etc.	18
II	Indian Knowledge Tradition. Art and Culture I. Evolution of language and Script: Brahmi, Kharoshthhi, Pali, Prakrit, Sanskrit, Tigaliri etc	18

		II. Salient features of Indian Art & Culture III. Indian Educational System IV. The Ethics of Indian Valor	
III	Dhrama, Philosophy and Vasudhaiva Kutumbakam I. Indian Perception of Dharma and Darshan II. The Concept of Vasudhaiva Kutumbakam: Man, Family, Society and World III. Polity and Governance IV. The Concept of Janpada & Gram Swarajya	18
IV	Science Environmental and Medical Science I. Science and Technology in Ancient India II. Environmental Conservation: Indian View III. Health Consciousness of (Science of Life) : Ayurveda, Yoga and Naturopathy IV. Indian Numeral System and Mathematics	18
V	Indian Economic Traditions I. Indian Economic thoughts II. Concept of Land, Forest and Agriculture III. Industry, Inland Trade and Commerce IV. Maritime Trade	18
Keywords/ Tags: Bharat, Language, Art Culture, Science and			
Economy. Part C-Learning Resources			
Text Books, Reference Books, Other resources			

Suggested Readings:

1. Basham A.L.:The Wonder that was India, Rupa, Delhi 1994
2. Altekar A.S. Education in Ancient India, Nand Kishore & Bros, Varanasi 1944
3. Balbir Singh Sihag: Kautilya:The true founder of Economics, Vitasta Publishing Pvt. Ltd, Delhi, 2014
4. Dharampal:The Beautiful Tree, Other India press, Delhi 1995
5. Elliott Faith Robertson: Gender Family and Society, St. Martin press, New York, 1996
6. Arrhenius G.:Evolution for space
7. Mookerji Radha Kumud: Indian Shipping, Pub. South Asia Books, 1999
8. Thomas Maurice: Indian Antiquities, Pub. T. Maurice, 1806, London
9. Will Durant: The Story of civilization, five communicatibh, US, Jan. 1993 (11 vol.)
10. Zekuthial Ginshurg New light on our Numerais
11. Mookherjee R.K:The Fundamental Unity of India
12. पोबरियाल (निशंक) रमेश भारतीय संस्कृतिए सभ्यता एवं परम्पराए डायमंड पब्लिकेशनए नई दिल्ली
13. टंडन किरनः भारतीय संस्कृति, ईस्टर्न बुक लिंकर्स, नई दिल्ली
14. ज्ञानी शिवदत्तः भारतीय संस्कृति, राजकमल प्रकाशन, नई दिल्ली
15. मिश्र विद्या निवासः भारतीय संस्कृति के आधार, प्रभात प्रकाशन, नई दिल्ली
16. सिंघानिया नितिनः भारतीय कला एवं संस्कृति, मेग्राहिल्स, नई दिल्ली
17. दिनकर, रामधारीसिंहः संस्कृति के चार अध्याय, लोकभारती प्रकाशन, इलाहाबाद
18. कृष्ण कुमारः प्राचीन भारत का सांस्कृतिक इतिहास, श्री सरस्वती सदन, नई दिल्ली
19. मिश्र जयशंकरः प्राचीन भारत का सामाजिक इतिहासए बिहार ग्रन्थ अकादमी, पटना

20. लूणिया बी. एन. प्राचीन भारतीय संस्कृति, लक्ष्मीनारायण अग्रवाल आगरा
21. गुप्त शिव कुमारः प्राचीन भारत का सामाजिक इतिहास, पंचशील प्रकाशन, जयपुर

Suggestive Digital Platforms web Links:
1. https://en.wikipedia.org/wiki/Culture_of_India
2. https://xaviers.edu/main/index.php/ancient-indian-culture
3. https://vidyaonline.org/dl/cultddk.pdf
4. https://www.livescience.com/2863-indian-culture.html
5. https://www.india-in-your-home.com/Ancient-India-Culture.html
6. https://www.indianculture.gov.in/rarebooks/ancient-indian-historical-tradition
7. https://www.culturalindia.net/indian-history/ancient-india/index.html

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 Assignment/Presentation	15 10
External Assessment : University Exam Section : 75 Time : 02-00 Hour	Section (A) : Three Very Short Question (50 Words Each) Section (B) : Four Short Question (200 Words Each) Section (C) : Two Long Questions (500 Words Each)	03 X 03 = 09 04 X 09 = 36 02 X 15 = 30 कुल अंक 75
Any remarks/ suggestions :		

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 Ancient Indian History. Geographical Condition of Ancient India, Prehistoric India : Stone Age – Palaeolithic, Mesolithic, Neolithic and Chalçolithic Cultures. Protohistoric India Indus/ Saraswati Civilization-Origin, expansion & Decline. Economic, Social and Religious Life. Town Planning and different arts. The New centres of Harappan Civilization. Vedic Culture - Rig Vedic and Post Vedic Period Political, Social, Economic and Religious Life.	18
II	Mauryan and Post Mauryan Period Mahajanapadas and Republics in 6th cen. BC. Religious Revolution in North India Jainism and Buddhism. Rise of Magadha. Alexanders Invasion and Its Impact. Establishment of Mauryan Dynasty. Chandragupta Maurya and his 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-MilitaryCampaigns, 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 Ghori.	18

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

Part C.Learning Resources

Text Books, Reference Books, Other resources

Suggested Reading :

1. Majumdar, R.C. : The History and Culture of Indian People Vol. I, vedic Age, Bhartiya Vidya Bhavan, Bombay, 1954
2. Majumdar, R.C.: The History and Culture of Indian People,Vol. ll 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,Vishwavidyalya Prakashan,Varanasi,2010.
8. Raychaudhary, H.C: Political History of Ancient India½ 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,Ox ford 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, किततंघर,
17. श्रीवास्तव भी.के. प्राचीन भारत का इतिहास, साहित्य भवन (गंजय), आगरा
18. गुप्त शिवकुमार : प्राचीन भारत का इतिहास, पंचशील प्रकाशन, आगरा
19. पान्डेय पीने प्राचीन भारत का राज एवं सां, इतिहास, लोकभारती प्रकाशन, इलाहाबाद

20. पान्डेय मिचन्द्र प्राचीन भारत का राज एवं सा, इतिहास, सेन्ट्रल पब्लिकेशन, नई दिल्ली
21. राज पुरोहित भगवती लालः 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://wwwclearias.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 Assignment/Presentation	**15** **10**
External Assessment : University Exam Section : 75 Time : 02.00 Hour	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 :		

<table>
<tr><td colspan="5" align="center">Part A Introduction</td></tr>
<tr>
<td>Program :Certificate/Diploma/Degree/ certificate</td>
<td>Class: B.A.</td>
<td colspan="2">Year: First Year</td>
<td>Session :2021-2022</td>
</tr>
<tr><td colspan="5" align="center">Subject :psychology</td></tr>
<tr><td>1</td><td>Course Code</td><td colspan="3" align="center">A1-PSYC-1T</td></tr>
<tr><td>2</td><td>Course Title</td><td colspan="3" align="center">Personality Development(paper 1/2)</td></tr>
<tr><td>3</td><td>Course Title (Core Course/Elective /Generic Elective /Vocational/…….</td><td colspan="3" align="center">Core Course</td></tr>
<tr><td>4</td><td>Pre- requisite (if any)</td><td colspan="3">To study this course, a student must have had the subject open for all in class/12th/certificate/diploma.
………………………………………..
This course can be opted as an elective by the students of following subjects: open for all/open for all</td></tr>
<tr><td>5</td><td>Course Learning outcomes (CLO)</td><td colspan="3">1. Students will gain knowledge of personality
2. Students will learn to implement coping strategies for better adjustment
3. Student will develop skills to enhance self esteem .
4. Students will learn the skills of SWOC, Communication. time and stress management for their life
5. Acquisition of life skills based on happiness and positive thinking

</td></tr>
<tr><td>6</td><td>Credit Value</td><td colspan="3" align="center">Four</td></tr>
<tr><td>7</td><td>Total Marks</td><td colspan="2">Max. Marks: 25+75</td><td>Min. Passing Marks: 33</td></tr>
</table>

<table>
<tr><td colspan="3" align="center">Part B- Content of the Course</td></tr>
<tr><td colspan="3">Total no of Lectures –Tutorials –Practical (in hours per week): 6 hours per week</td></tr>
<tr><td>Unit</td><td>Topics</td><td>No. of Lectures</td></tr>
<tr><td>Unit I</td><td>Conceptand approaches of Personality
Nature and types of personality
Determinants personality
Approaches of personality-type .Trait, Psychodynamic-Freud,Neo Freudin- Erickson,Social learning-Bamdura, Humanistic-Rogers</td><td>12</td></tr>
<tr><td colspan="3">Keywords /Tags :Approaches of personality</td></tr>
<tr><td>Unit II</td><td>Adjustment and Coping
Adjustment –concept, Type of .Psychological adjustive reactions –Task Oriented and DE compensation and Recompensation under excessive stress
Coping – Concept.Strategies – appraisal Focused.Problem focused constructive coping</td><td>13</td></tr>
<tr><td colspan="3">Keywords /Tags :Adjustment and coping strategies</td></tr>
<tr><td>III</td><td>Self Concept Nature factors shaping the self Concept, Self Esteem. Self perception , self regulation and self 13 presentation</td><td>11</td></tr>
</table>

Keywords /Tags : Shaping the self concept		
VI	Personality measurement Personality Test-Nature and Types Personality Inventories and Projective test- nature, uses and limitation	12
Keywords /Tags : Personality test-uses and limitations		
V	Applied areas of personality development SWOC analysis, communication skills, time management, stress management, happiness and positive thinking	12
Keywords /Tags : Applied areas of personality development		

Part C-Learning Resources
Text Book, Reference books, other resources

1. Cervone, D.& Lawrence P.A(2013) Personality Psychology(ed.12) New York Wiley
2. Coleman, J.C(1971) Psychology and Effective behavior, D.B. Taraporevala Sons & Co. Private Ltd. Bombay
3. Covey, S.R(2004). The 7 habits of highly effective people. Free Press
4. Dweek, C.S(2006) Mindset: The New Psychology of Success. Random house
5. Hall, C.S, Lindzey. G.& Campbell. J.B. (2007). Theories of Personality. 4th Edn. Wiley:India
6. Kundu, C.L. (1989). Personality Development. N.D:Sterling Pub
7. Larsen, R.J & Buss D.M (2013) Personality Psychology Domains of Knowledge about Human Nature (5th ed.) New York McGraw Hill
8. Mischel, W;Shoda, Y& Smith R.E(2004). Introduction to personality. John Wiley & sons
9. Peale, N.V. (2019) The power of positive thinking. Samaira Book Publishers
10. Ruch, F.L(1970) Psychology and Life 7th ed. D.B Taraporevala Sons & Co. Private Ltd. ,Bombay
11. Snyder, C.R Lopez, S.J & pedrotti, J.T 2010. Positive Psychology SAGE south asia ed.
12. Tuhovsky I(2015) Communication skills: A pratical guide to improving your social intelligence, presentation, persuasion and public speaking. Create space independent publishing Platform.
13. Weiten. W.W & Lioyd, M.A(2007) Psychology Applied to modern Life-adjustment in the 21st century Eighth ed. , Thomson Wadsworth, Indian reprint akash press, Delhi

Suggested Readings:

Suggestive digital platforms web links
Psychology if stress and well being
https://nptel.ac.in/courses/109/103/109103182
Interpersonal Skills
https://nptel.ac.in/courses/109/107/109107/155
Communication Skills
https://nptel.ac.in/courses/109/104/109104030
Body Language
https://nptel.ac.in/courses/109/107/109107154

Suggestive equivalent online courses:

Program :certificate/Diploma/Degree/ certificate	Class:B.A. 1st Year	Year: 2021	Session :2021-2022

Part D-Assessment and Evaluation

Suggested Cotinuous Evaluation Methods:

Maximum Marks.100

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

Subject : Psychology

		Class Test	**A1-PSYC-1P**
1	Internal Assessment: Continuous Comprehensive Evaluation(CCE)25	Assignment/Presentation	**Report Presentation(paper 1/2)** 10
	Course Code		
	Course Title		
External Assessment: University Exam Section: 75 Time:02.00 Hours	Course Title (Core Course/Elective /Generic Elective /Vocational/........	Section (A): Three Very Short Questions(50Words Each)	03*03=09
	Core Course		
	Pre- requisite (if any)	Section(B): Fore Short Questions(200Words each)	04*09=36
	"To study this course, a student must have had the subject open for all in class 12th /certificate/diploma.	Section(C):Two Long Questions(500Words Each)	02*15=30 Total 75

Any remarks suggestions:

		…………………………………………..
		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

<table>
<tr><td colspan="3" align="center">Part B- Content of the Course</td></tr>
<tr><td colspan="3">Total no of Lectures –Tutorials –Practical (in hours per week): 6 hours per week</td></tr>
<tr><td>Unit</td><td>Topics</td><td>No. of Lectures</td></tr>
<tr><td>Unit I</td><td>Conceptand approaches of Personality
 Nature and types of personality
 Determinants personality
 Approaches of personality-type .Trait, Psychodynamic-Freud,Neo Freudin- Erickson,Social learning-Bamdura, Humanistic-Rogers</td><td>12</td></tr>
<tr><td colspan="3">Keywords /Tags :Approaches of personality</td></tr>
<tr><td>Unit B</td><td>Analysis and report(any one)
 1. SWOC/SWOT analysis
 2. Communication Skills
 3. Stress management
 4. Time management</td><td>8
 7
 8
 7</td></tr>
<tr><td colspan="3">Keywords /Tags :SWOC/SWOT analysis
 Time management techniques</td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td></tr>
</table>

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/

Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:
  Maximum Marks:100
Continuous Comprehensive Evaluation (CCE): 25marks Uiversity 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:			

सैद्धान्तिक प्रश्न पत्र के पाठ्यकम हेतु प्रारूप

(भाग–अ) परिचय			
कार्यक्रम : यूजी लेवल प्रमाण–पत्र	कक्षा : बी.ए.	वर्ष प्रथम वर्ष	सत्र 21–22
विषय : हिन्दी साहित्य			

1	पाठ्यक्रम का कोड	**A1-HLIT-1T**
2	पाठ्यक्रम का शीर्षक	हिन्दी काव्य (प्रथम प्रश्न पत्र)
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।
5	पाठ्यक्रम अध्ययन की परिलब्धियां (कोर्स लर्निंग आउटकम) (CLO)	1. इस पाठ्यक्रम के अध्ययन स विद्यार्थी हिन्दी काव्य की सुदीर्घ परम्परा से परिचित होंगे। 2. प्रसिद्ध रचनाओं के अध्ययन से देश की सामाजिक सांस्कृतिक एवं राष्ट्रीय पृष्ठीूमि से सुविज्ञ होंगे। 3. विद्यार्थियों के व्यक्तित्व का विकास होगा, उनकी जीवन

		दृष्टि का विस्तार होगा जिससे वह जीवन एवं जीवन मूल्यों को समझने में सक्षम होंगे। 4. रचनात्मक कौशल में दक्षता होगी जिससे उन्हें रोजगार की अनेक संभावनाऐं मिलेगी।
6	क्रेडिट मान	06
7	कुल अंक	अधिकतम अंक 25+75 न्यूनतम उत्तीर्ण अंक 33

इकाई	विषय	व्याख्यान की संख्या
	भाग ब – पाठ्यक्रम की विषयवस्तु	
	व्याख्यान की कुल संख्या – 90 (प्रति सप्ताह घंटे में 02)	
इकाई–1	**भारतीय ज्ञान परंपरा के अन्तर्गत हिन्दी साहित्य के इतिहास की पृष्ठभूमि एवं प्रमुख कवि** **1. हिन्दी साहित्य के इतिहास की पृष्ठभूमि –** 1.1 काल विभाजन एवं नामकरण 1.2 आदिकाल की सामाजिक एवं सांस्कृतिक पृष्ठभूमि 1.3 आदिकालीन काव्य धाराएँ एवं प्रवृत्तियाँ 1.4 आदिकालीन कवि **2. प्रमुख कवि –** **2.1 गोरखनाथ (व्याख्या एवं समीक्षा)** गोरखबानी सबदी – पद सं. 2, 4, 7, 8, 16 राग रामग्री पद 10, 11 **2.2 चंदबरदाई (व्याख्या एवं समीक्षा)** पृथ्वीराज रासो – कनवज्जा समय – कवित 144, 145, 146 **2.3 विद्यापति (व्याख्या एवं समीक्षा)** पदावली पद सं. 1, 49, 54, 55, 58	16
इकाई–2	**1. भक्तिकाल एवं प्रमुख कवि** 1.1 भक्ति आंदोलन सामाजिक, सांस्कृतिक पृष्ठभूमि 1.2 काव्य धाराएँ एवं प्रवृत्तियाँ 1.3 प्रमुख निर्गुण एवं सगुण कवि, भक्तिकाल की प्रवृत्तियाँ **2. प्रमुख कवि – निर्गुण मार्गी** **2.1 कबीरदास (व्याख्या एवं समीक्षा)** साखी – गुरुदेव को अंग 1, 5, 7, 11, 13 विरह को अंग 4, 10, 12, 20, 23 पद • दुलहनी गावहु मंगलचार • पंडित बाद बदंते झूठा • लोका मति के भोरा रे • बोलौ भाई राम की दुहाई	18

	2.2 मलिक मोहम्मद जायसी (व्याख्या एवं समीक्षा) मनसरोदक खण्ड – पदस 1 से 3 3. प्रमुख कवि – सगुणमार्गो 3.1 सूरदास (व्याख्या एवं समीक्षा) पद सं. 21, 23, 25, 85 3.2 गोस्वामी तुलसीदास (व्याख्या एवं समीक्षा) अयोध्याकाण्ड – मागी नाव न केवटु आना। कहड़ तुम्हार मरमु मैं जाना।। से बिदा कीन्ह करूनायतन भगति विमल बरु देइ। (102 दोहा तक)	
इकाई–3	1. **रीतिकाल की पृष्ठीूमि एवं प्रमुख कवि** 1.1 रीतिकाल की सामाजिक, सांस्कृतिक पृष्ठभूमि 1.2 रीतिकालीन साहित्य के प्रमुख भेद – रीतिसिद्ध, रीतिबद्ध और रीतिमुक्त 1.3 रीतिकाल की प्रवृत्तियाँ 2. **प्रमुख कवि** 2.1 **बिहारी (व्याख्या एवं समीक्षा)** छोहा कं. 1, 16, 18, 20, 21, 25, 27, 28, 37, 46 2.2 भूषण (व्याख्या एवं समीक्षा) शिवा बावनी पद सं. 4, 25, 26 छत्रसाल दशक पद सं. 1.7	16
इकाई–4	1. आधुनिककाल की पृष्ठीूमि एवं प्रमुख कवि 1.1 आधुनिक काल की सामाजिक, सांस्कृतिक पृष्ठभूमि, पुर्नजागरण काल, हिन्दी नवजागरण काल एवं प्रवृत्तियाँ 1.2 भारतेन्दु युगीन साहित्य एवं प्रवृत्तियाँ 1.3 द्विवेदी युगीन साहित्य एवं प्रवृत्तियाँ 1.4 छायावाद युगीन साहित्य एवं प्रवृत्तियाँ 2. **प्रमुख कवि** 2.1 **भारतेन्दु हरिशचन्द्र (व्याख्या एवं समीक्षा)** हिन्दी भाषा–निज भाषा उन्नति अहे, सब उन्नति को मूल (10 दोहे) 2.2 **अयोध्यासिंह उपाध्याय 'हरिऔध्' (व्याख्या एवं**	20

	समीक्षा)	
	काव्य – एक बूंद, मीठी बोली	
	2.3 जयशंकर प्रसाद (व्याख्या एवं समीक्षा)	
	कामायनी के श्रद्धा सर्ग से – ''प्रकृति के यौवन का श्रृंगार करेंगे कभी न बासी फूल............ से खिंची आवेगी सकल समृद्धि'' तक का अंश	
	2.4 सूर्यकान्त त्रिपाठी 'निराला' (व्याख्या एवं समीक्षा)	
	जागो फिर एक बाद भाग–2, वह तोड़ती पत्थर	
	2.5 महादेवी वर्मा (व्याख्या एवं समीक्षा)	
	मैं नीर भरी दुख की बदली	
	बीन भी हूँ मैं तुम्हारी, रागिनी भी हूँ	
इकाई–5	1. छायावादोतर काव्य धाराएँ एवं प्रमुख कवि	
	1.1 उत्तर छायावाद की विविध वैचारिक प्रवृत्तियाँ	
	1.2 प्रगतिवाद साहित्य एवं प्रवृत्तियाँ	
	1.3 प्रयोगवाद साहित्य एवं प्रवृत्तियाँ	
	1.4 नई कविता, समकालीन कविता, प्रमुख प्रवृत्तियाँ	
	2. **प्रमुख कवि**	
	2.1 अज्ञेय (व्याख्या एवं समीक्षा)	
	न्दी के द्वीप, यह दीप अकेला	
	2.2 गजानन माधव 'मुक्तिबोध' (व्याख्या एवं समीक्षा)	
	मैं तुम लोगों से दूर हूँ, भूल गलती	
	2.3 नागार्जुन (व्याख्या एवं समीक्षा)	
	ट्काल और उसके बाद, बादल को घिरते देखा है	
	2.4 धूमिल (व्याख्या एवं समीक्षा	
	रोटी और संसद, बीस साल बाद	
	3. **अभ्यास**	
	3.1 काव्यपाठ (सस्वर)	
	3.2 सुलेखन	
	3.3 शुद्धवाचन	

सार बिन्दु (की वर्ड) / टैग, पुनजागरण, नवजागरण, समकालीन सांस्कृतिक पृष्ठीभूमि, काव्य प्रवृत्तियां
भाग स – अनुशंसित अध्ययन संसाधन
पाठ्य पुस्तकें, संदर्भ पुस्तकें, अन्य संसाधन

अनुशंसित सहायक पुस्तकें / ग्रन्थ / अन्य पाठ्य संसाधन / पाठ्य सामग्री :

पाठ्य पुस्तकें –

1. सं. बड़थ्वाल, पीतांबरदत्त, ''गोरखवाणी'' प्रकाश हिन्दी साहित्य सम्मेलन प्रयाग
2. दीक्षित, आनंद प्रकाश, ''विद्यापति पदावली'' साहित्य मंदिर प्रकाशन ग्वालियर
3. सं. दास, श्यामसुन्दर ''कबीर ग्रंथावली'' नागरी प्रचारणी सभा वाराणसी
4. शुक्ल आचार्य रामचन्द्र, ''आयसी ग्रंथावली'' नागरी प्रचारणी सभा वाराणसी
5. शुक्ल आचार्य रामचन्द, ''भ्रमरगीत सार'' लोक भारतीय प्रकाशन इलाहबाद
6. गोस्वामी, तुलसीदास, ''रीरामचरितमानस'' गीता प्रेस गोरखपुर
7. रत्नाकर, जगन्नाथदास, ''बिहारी रत्नाकर'' रत्नाकर पब्लिकेशन वाराणसी
8. मिश्र, विश्वनाथ प्रसाद, ''भूषण ग्रंथावली'' साहित्य सेवक कार्यालय काशी
9. शर्मा, हेमन्त, ''भारतेन्दु समग्र'' हिन्दी प्रचारक संस्था वाराणसी
10. शाही, सदानन्द, ''अयोध्या सिंह उपाध्याय हरिऔध रचनावली'' वाणी प्रकाशन नई दिल्ली
11. प्रसाद, जयशंकर, ''कमायनी'' लोक भारतीय प्रकाशन इलाहबाद
12. शर्मा, रामविलास, ''राग–विराग'' लोक भारती प्रकाशन इलाहबाद
13. वर्मा, महादेवी, ''परिक्रमा'' साहित्य भवन प्रा.लि. इलाहबाद
14. पालिवा, कृष्णदत्त, ''अज्ञेय रचनावली'' भारतीय ज्ञानपीठ प्रकाशन नई दिल्ली
15. मुक्तिबोध, गजानन माधव, ''चाँद का मुँह टेढ़ा है'' राजकमल प्रकाशन नई दिल्ली
16. सिंह, नामवर, ''प्रतिनिधि कविताएँ नागार्जुन'' राजकमल प्रकाशन नई दिल्ली
17. संपादक, द्विवेदी, हजारीप्रसाद ''संक्षिप्त पृथ्वीराज रासो'' काशी विश्वविद्यालय, वनारस प्रथम संस्करण 1952 ई.

संदर्भ ग्रन्थ –

1. डॉ. नगेन्द्र, (संपा.), ''हिंदी साहित्य का इतिहास'', नेशनल पब्लिशिंग हाउस, नई दिल्ली, 1976
2. शुक्ल, रामचन्द्र ''हिंदी साहित्य का इतिहास'', लोक भारती प्रकाशन, इलाहाबाद, 2019
3. तिवारी, रामचन्द्र, ''हिंदी गद्य का इतिहास'', विश्वविद्यालय प्रकाशन, वाराणसी, 1992
4. चतुर्वेदी, रामस्वरूप, ''हिंदी साहित्य और संवेदना का विकास'', लोकभारती प्रकाशन, इलाहाबाद, 2019
5. सिंह नामवर ''आधुनिक साहित्य की प्रवृत्तियाँ'', राजकमल प्रकाशन, नई दिल्ली, 2011
6. ओझा, डॉ. दुर्गा प्रसाद एवं राय डॉ. अनिल, ''छायावादोत्तर काव्य प्रतिनिधि रचनाएँ'', प्रकाश केन्द्र लखनऊ
7. ओझा, डॉ. दुर्गा प्रसाद, ''आधुनिक हिंदी कविता'', प्रकाशन केन्द्र, लखनऊ, 2011
8. द्विवेदी, हजारी प्रसाद, ''हिंदी साहित्य का आदिकाल'' बिहार राष्ट्र भाषा परिषद, पटना, 1961 तृतीय सं.
9. भटनागर, डॉ. रामरतन, ''प्राचीन हिंदी काव्य'', इंडियन प्रेस लिमिटेड, प्रयाग, 1952
10. द्विवेदी, हजारी प्रसाद, ''हिन्दी साहित्य की भूमिका'', हिन्दी ग्रंथ रत्नाकर कार्यालय, मुम्बई, 1940

11. श्रीवास्तव, डॉ. रणधीर, ''विद्यापति एक अध्ययन'', भारतीय ग्रंथ निकेतन, नयी दिल्ली 1991
12. सिंह, डॉ. शिवप्रसाद, ''विद्यापति'', हिन्दी प्रचारक पुस्तकालय, वाराणसी, 1957
13. वर्मा, रामकुमार, ''संत कबीर साहित्य'' भवन लिमिटेड, इलाहाबाद, 1943
14. द्विवेदी, हजारी प्रसाद, ''कबीर'', हिन्दी ग्रंथ रत्नाकर कार्यालय, मुम्बई, 1946

15. वर्मा रामकुमार ''कबीर का रहस्यवाद'', साहित्य भवन, इलाहाबाद, 1941

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22. दीक्षित राजपति, ''तुलसीदास और उनका युग'', ज्ञानमंडल लिमिटेड, वाराणसी 1953

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27. गौड, राजेन्द्र सिंह, ''आधुनिक कवियों की काव्य साधना'', श्रीराम, मेहता एंड संस, आगरा 1953

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36. सिंह, शम्भूनाथ, ''छायावादयुग'', सरस्वती मंदिर प्रकाशन, वाराणसी, 1962

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2. **अनुशंसित डिजीटल प्लेटफार्म वेब लिंक**

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   5. Hindiwi.org

   6. Kavitakosh.org

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अनुशंसित समकक्ष ऑनलाइन पाठ्यक्रम ः https://swayam.gov.in/

सैद्धान्तिक प्रश्न पत्र के पाठ्यक्रम हेतु प्रारुप

(भाग—अ) परिचय			
कार्यक्रम : प्रमाण-पत्र	कक्षा : बी.ए.	वर्ष प्रथम वर्ष	सत्र 21—22

विषय : हिन्दी साहित्य		
1	पाठ्यक्रम का कोड	**A1-HLIT-2T**
2	पाठ्यक्रम का शीर्षक	कार्यालयीन हिंदी एवं भाषा कम्प्यूटिंग (प्रश्न पत्र 2)
3	पाठ्यक्रम का प्रकार	कोर कोर्स
4	पूर्वपिक्षा (Prerequisite)	इस कोर्स का अध्ययन करने के लिए, विद्यार्थी ने किसी भी विषय से कक्षा 12वीं प्रमाण पत्र / डिप्लोमा किया हो, पात्र है।
5	पाठ्यक्रम अध्ययन की परिलब्धियां (कोर्स लर्निंग आउटकम) (CLO)	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 संभावनाऐं मिलेगी।
6	केडिट 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	**कार्यालयीन हिन्दी का स्वरूप, उद्देश्य एवं क्षेत्र :** 1.1 कार्यालयीन हिन्दी का स्वरूप एवं उद्देश्य 1.2 कार्यालयीन हिन्दी तथा सामान्य हिन्दी का संबंध एवं अंतर 1.3 कार्यालयीन कार्यकलाप की सामान्य जानकारी 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।	16

इकाई–2	**हिन्दी के शब्द संसाधन (कम्प्यूटर टंकण)**	
	1.1 हिन्दी में उपलब्ध साफ्टवेयर एवं विभिन्न की–बोर्ड, देवनागरी लिपि के विविध फोण्ट्स, यूनीकोड, हिन्दी स्लाइड, पी.पी.टी. पोस्टर निर्माण, स्पीच टू टेक्स्ट एवं टेक्स्ट टू स्पीच, हिंदी शार्ट हैण्डका परिचय।	18
	1.2 हिन्दी से संबंधित वेबसाईट, ई मेल, इंटरनेट पर उपलब्ध पत्र-पत्रिकायें, दृश्य श्रव्य सामग्री, ई पुस्तकालय सरकारी तथा गैर सरकारी चैनल, आभासी कक्षाएँ	
इकाई–3	**कार्यालयीन हिन्दी में प्रयुक्त पारिभाषिक शब्दावली**	
	1.1 शब्दावली निर्माण के सिद्धान्त	
	1.2 कार्यालयीन हिंदी की पारिभाषिक शब्दावली प्रशासनिक, विधि संबंधी एवं वाणिज्यिक परिभाषिक शब्दावली	16
	1.3 पदनाम एवं अनुभाग	
इकाई–4	1. कार्यालयीन हिन्दी पत्राचार	
	1.1 आवेदन पत्र	
	1.2 शासकीय एवं अर्द्धशासकीय पत्र	20
	1.3 कार्यालयीन आदेश	
	1.4 परिपत्र	
	1.5 अधिसूचना	
	1.6 कार्यालयीन ज्ञापन	
	1.7 विज्ञापन	
	1.8 निविदा	
	1.9 संकल्प	
	1.10 प्रेस विज्ञप्ति एवं अन्य कार्यालयीन पत्र	
	2. प्रारूपण, टिप्पण, संक्षेपण, पल्लवन, प्रतिवेदन एवं हिंदी का मानकीकरण	
	2.1 प्रारूपण का अर्थ, सामान्य परिचय, प्रारूपण लेखन की पद्धति	
	2.2 टिप्पण का अर्थ, सामान्य परिचय, टिप्पण लेखन की पद्धति, टिप्पण और टिप्पणी में अंतर	
	2.3 संक्षेपण का अर्थ एवं संक्षेपण पद्धति, पल्लवन का अर्थ, पल्लवन के सिद्धान्त, पल्लवन और निबंध लेखन में अंतर	

	2.4 प्रतिवेदन का अर्थ, सामान्य परिचय एवं प्रयोग	
इकाई–5	1. **कम्प्यूटर एवं इंटरनेट में हिंदी भाषा एवं देवनागरी लिपि के अनुप्रयोग**	

इकाई–5

1. **कम्प्यूटर एवं इंटरनेट में हिंदी भाषा एवं देवनागरी लिपि के अनुप्रयोग**

1.1   कम्प्यूटर में हिंदी भाषा के विकास का इतिहास

1.2   हिंदी का मानकीकृत रूप

1.3   ब्लॉगिंग एवं सोशल मीडिया पर हिन्दी लेखन कौशल फेसबुक, यूट्यूब एवं अन्य प्लेटफार्म

1.4   ई-गर्वनेंस

1.5   विराम चिन्ह, अशुद्धि-संशोधन एवं प्रूफ-शोधन

1.6   व्यवहारिक अभ्यास – विभिन्न प्रकार के कार्यालयीन पत्र, ब्लॉगिंग, पोस्टर, ईमेल एवं अन्य

सार बिन्दु (की वर्ड) / टैग, कार्यालयीन हिन्दी, शब्द संसाधन, कार्यालयीन पत्राचार, संक्षेपण, पल्लवन, देवनागरी लिपि के अनुप्रयोग, स्पीच टू टेक्स एवं टेक्स टू स्पीच, हन्दी शार्टहेन्ड, प्रूफ-शोधन

भाग स – अनुशंसित अध्ययन संसाधन

पाठ्य पुस्तकें, संदर्भ पुस्तकें, अन्य संसाधन

अनुशंसित 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 पाठमाला'', राजभाषा विभाग, गृह मंत्रालय, भारत सरकार, नई दिल्ली

4.   गेदरे, डॉ. विनोद, ''प्रयोजनमूलक हिन्दी, सिद्धान्त और प्रयोग'', वाणी प्रकाशन, नई दिल्ली

5.   झाल्टे दंगल, ''प्रयोजनमूलक हिन्दी : सिद्धान्त और प्रयोग'', वाणी प्रकाशन नई दिल्ली, 2016 पंचम संस्करण

6.   सोनटक्के, डोमाधव, ''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
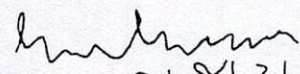
15. कुमार, सुरेश, ''इन्टरनेट पत्रकारिता'', तक्षशिला प्रकाशन, नई दिल्ली

16. श्रीवास्तव, गोपीनाथ, ''कम्प्यूटर का इतिहास और कार्यविधि'' सामाजिक प्रकाशन नई दिल्ली

Part A Introduction

17. सिंह, अरूण कुमार, इलेक्ट्रॉनिक पत्रकारिता, लोकभारती प्रकाशन इलाहाबाद

Program: Certificate Course | **Class:** B.A. | **Year:** I | **Session:** 2021-22

2. अनुशंसित डिजीटल प्लेटफॉर्म सेवा लिंक **Subject:** English Literature (Theory)

1	Course Code	A1-ELIT1T
2	1. Course Title [www.wikipediya.org]	Study of Drama (Paper I, Theory)
3	2. Course Type (Core Course/Elective/Generic Elective/Vocational/.....) [www.gyankosh.ac.in] 3. [www.youtube.com]	Core Course
4	4. Pre-requisite (if any) [https://epgp.inflibnet.ac.in]	To study this course, a student must have had the subject English Language/ English Literature in class 12th.
5	5. Course Learning outcomes (CLO) [Hi.m.wikipediya.org] 6. [www.india.gov.in>topics]	The course will inculcate team work, communicative ability, creativity and aesthetic sense in students, enabling them to understand, in detail, drama and the theatre. Through this course, the students will acquire the knowledge of • Different genres of drama, like comedy, tragedy, epic theatre, and commedia dell'arte • Distinctive features of Sanskrit, Greek, English, American, and Indian plays • Dramatic techniques and elements like plot, theme, character, spectacle and narrative
6	Credit Value	4 (Theory) + 2 (Practical)
7	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	• **Classical Drama** 1.1 Sophocles: Oedipus Rex - Story **Keywords:** *Sanskrit theatre, Rasa theory, Classical tragedy, Greek tragedy, Greek theatre, Trilogy, Plot structure, Oedipus Complex, Electra Complex, Epic theatre*	15
II	• **Renaissance Drama** 2.1 Christopher Marlow: Dr. Faustus	18

Dr G S Gautam
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	2.2 William Shakespeare: Tragedy in *The Merchant of Venice* **Keywords:** *Renaissance, Characteristics of literary renaissance, Elizabethan drama, Elizabethan comedy, Morality plays, Elizabethan Tragedy, Catharsis*	
III	• **Restoration Drama** 3.1 John Dryden: All for Love **Keywords:** *Restoration drama, Restoration comedy, Comedy of manners, Heroic couplet, Restoration of monarchy, Rejection of Puritanism, Satire, Faith and Politics*	12
IV	• **Indian Drama** 4.1 Girish Karnad: Hayavadana **Keywords:** *Indian English Drama, Indian society, Morality, Modern Indian theatre, Regional drama, Gender concern, Mythical and social elements*	15

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

Boulton, Marjorie. *The Anatomy of Drama.* London: Routledge and Kegan Paul Ltd., 1959.

Charlton, H.B. *Shakespearean Comedy.* Routledge Kegan and Paul, 1966.

Karnad, Girish. *Girish Karnad: Three Plays.* New Delhi: OUP, 2002

Nicoll, Allardyce. *British Drama.* Delhi: Doaba House.

Stanivukovic, Goran, and John Cameron. *Tragedies of the English Renaissance: An Introduction (Renaissance Dramas and Dramatists).* 1st ed., Edinburgh University Press, 2018.

Straub, Kristina, et al. *The Routledge Anthology of Restoration and Eighteenth-Century Drama.* 1st ed., Routledge, 2017.

Suggested digital platforms weblinks:

"Restoration Drama in England | Encyclopedia.Com." *Encyclopedia.Com.* 2010, www.encyclopedia.com/humanities/culture-magazines/restoration-drama-england

Wikipedia contributors. "English Drama." *Wikipedia*, 26 Mar. 2021, en.wikipedia.org/wiki/English_drama.

Renaissance Drama
https://www.enotes.com/homework-help/what-main-characteristic-renaissance-drama-

Restoration Drama Characteristics
https://englishsummary.com/restoration-drama/#gsc.tab=0

Shakespeare Sonnets: Summary & Analysis 154 sonnets with translation
https://shakespearequotesandplays.com/shakespeare-sonnets/

Abhijnanashakuntala work by Kalidasa

https://www.britannica.com/topic/Abhijnanashakuntala

Oedipus Rex Greek mythology
https://www.britannica.com/topic/Oedipus-Greek-mythology

Suggested equivalent online courses:

- https://www.classcentral.com/course/modpo-356 Modern Drama – Free online Drama Course

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 Tests	15
	Assignment/Presentation	10
External Assessment : University Exam Section:75 Time : 02.00 Hours	**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
		02 x 15 = 30 Total 75

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

Any remarks/ suggestions:

Part A Introduction				
Program: Certificate Course	**Class`: BA**	**Year: I**		**Session: 2021-22**

	Subject: English Literature (Practical)		
1	**Course Code**	A1-ELIT1P	
2	**Course Title**	**Applied Drama (Paper 1, Practical)**	
3	**Course Type (Core Course/Elective/Generic Elective/Vocational/.....)**	**Core Course**	
4	**Pre-requisite (if any)**	To study this course, a student must have had the subject English Language/English Literature in class 12th.	
5	**Course Learning outcomes (CLO)**	The course will inculcate team work, communicative ability, creativity and aesthetic sense in students, enabling them to understand, in detail, drama and the theatre Through this course, the students will acquire the knowledge of • Different genres of drama, like comedy, tragedy, epic theatre, and commedia dell'arte • Distinctive features of Sanskrit, Greek, English, American, and Indian plays • Dramatic techniques and elements like plot, theme, character, spectacle and narrative	
6	**Credit Value**	2	
7	**Total Marks**	Max. Marks: 25+75	Min. Passing Marks:33

Part B- Content of the Course		
Total No. of (Practical) Lectures- (in hours per week): 01 Practical Total (Practical) Lectures: 30		
Unit	Topics	No. of Practicals /Lectures
I	1. American Drama	10

	1.1 Arthur Miller: All My Sons **Keywords:** *American drama. American tragedy. Native themes. American theatre. Realism in American drama, American dream. Urban plays. Eugene O'Neill. Feminist drama*	
II	**2. Modern Drama** 2.1 JM Synge: Riders to the Sea **Keywords:** *Modern drama. Problem plays. Realism, Symbolism. Celtic literature. Tragedy. Modernism. Protest drama. Drama of the twentieth century.*	10
III	**3. Applied Drama : Problems and Prospects.** 3.1 Difference between comedy, tragedy and tragicomedy: Theme, plot, diction, charcters, comic, elements, stage and costumes. 3.2 Dialogue, action, conflict and mood of the audience 3.3 Rising and falling action and climax **Keywords:** *Catastrophe. Spectacle. Catharsis. Exposition, Antagonist. Melodrama*	10

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

Ibsen, Henrik, et al. *Ibsen: 4 Major Plays. Vol. 2: Ghosts/An Enemy of the People/The Lady from the Sea/John Gabriel Borkman (Signet Classics)*. Reissue, Signet, 2001.

Krasner, David. *A Companion to Twentieth-Century American Drama*. 1st ed., Wiley-Blackwell, 2007.

Lopez, Jeremy. *The Routledge Anthology of Early Modern Drama*. 1st ed., Routledge, 2020.

Miller, Arthur, and Christopher Bigsby. *All My Sons (Penguin Classics)*. New Ed, Penguin Classics, 2000.

O'Neill, Eugene, and Harold Bloom. *Long Day's Journey into Night*. 2nd ed., Yale University Press, 2002.

Watt, Stephen, and Gary Richardson. *American Drama: Colonial to Contemporary*. 1st ed., Heinle & Heinle Pub, 1994.

Williams, Tennessee. *A Streetcar Named Desire (Modern Classics (Penguin))*. 5th or later Edition, Penguin Books, 2009.

Suggestive digital platforms web links

"American Literature - Drama." *Encyclopedia Britannica*, 2019,

www.britannica.com/art/American-literature/Drama.

Wikipedia contributors. "Theater in the United States." *Wikipedia*, 18 May 2021, en.wikipedia.org/wiki/Theater_in_the_United_States.

Suggested equivalent online courses:

- https://www.onlinecourses.swayam2.ac.in/cec21_lg03/preview "MODERN EUROPEAN DRAMA - Course." SWAYAM
- https://www.classcentral.com/course/modpo-356 Modern Drama – Free online Drama 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:	50

		• Control over linguistic and stylistic competence • Knowledge of the literature prescribed • Analysing, interpreting arguing and creative capacity • Various elements of drama • Various themes, plots and contemporary issues • Culture of the concerned literature	
TOTAL	25		75

Any remarks/ suggestions: Practice of playing different roles and staging drama and composing one act play by students will be appreciable.

Format for Syllabus of Paper (Theory + Tutorial)-Not applicable

Part A Introduction			
Program: Certificate Course	Class`: BA	Year: I	Session: 2021-22

Subject: English Literature (Theory + Tutorial)			
1	Course Code		
2	Course Title		
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)		
4	Pre-requisite (if any)		
5	Course Learning outcomes (CLO)		
6	Credit Value (T+P)		
7	Total Marks		

Part B- Content of the Course

Total No. of Lectures-Tutorials-Practical (in hours per week): 03
L-T-P: 90 Hours

Unit	Topics	No. of Lectures	No of Tutorial

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

Suggested equivalent online courses:

Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Any remarks/ suggestions:

Note: Please include the Tutorial related information (if any) in this format.

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)	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: • 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	• **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 *The Prologue to The Canterbury Tales*) 1.3 John Donne: Death Be Not Proud 1.4 John Milton: On His Blindness **Keywords/ Tags:** *Figurative language. Extended metaphor. Hyperbole. Imagery. Iambic pentameter. Foot line. Narrative poetry. Metaphysical poetry. Puritan era*	15

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

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

"*A History of Modern Poetry: Modernism and After.*" Perkins, David. Paperback, 1989.

"*Glossary of Literary Terms*" Abrams, M.H., Prism Books Pvt. Limited, 1993.

"*John Donne- The Major Works OWC*". Carey, John and Donne, John. UK: Oxford University Press, 2009. Print.

"*John Keats: His Life and Poetry, His Friends, Critics and After-Fame.*" Colvin, Sidney. London: Macmillan, 1917.

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

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

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

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

Suggestive digital platforms web links:

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

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

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

Wikipedia contributors. "English Poetry." Wikipedia, 21 May 2021, en.wikipedia.org/wiki/English_poetry.

Suggested equivalent online courses:

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

- 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)	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 Course	Class: BA	Year: I	Session: 2021-22

Subject: English Literature (Practical)		
1	Course Code	A1-ELIT1P
2	Course Title	Applied Poetry (Paper 1, Practical)
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Core Course
4	Pre-requisite (if any)	To study this course, a student must have had the subject English Language/English Literature in class 12th.
5	Course Learning outcomes (CLO)	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: • to identify, interpret, analyze, and appreciate the various elements of poetry, • to develop literary intellect, and • to be able to appreciate the lyrical and sonorous quality of language and create poetry. The course is beneficial for learners in understanding the mechanism of literature in a creative manner. This course will: • accelerate the confidence of students for extempore English and surge their knowledge; and • promote the analytical and arguing capacity of students.
6	Credit Value	2
7	Total Marks	Max. Marks: 25+75	Min. Passing Marks:33

Part B- Content of the Course

Total No. of (Practical) Lectures- (in hours per week): 01
Total (Practical) Lectures: 30

Unit	Topics	No. of Practicals /Lectures
I	**1. American Poetry** 1.1 Walt Whitman: O Captain! My Captain! 1.2 Robert Frost: The Road Not Taken **Keywords/ Tags:** *Modern poetry, WWI, Imagination and Reality, War poetry, Symbolist movement, Patriotic poetry, WWII, The Holocaust, Confessional poetry*	10

II	**2. British and Indian Poetry** 2.1 William Shakespeare: Sonnet 116 *Let Me Not to the Marriage of True Minds* 2.2 PB Shelley: Ode to the West Wind 2.3 Guru Nanak Dev: The Sky is Your Platter **Keywords/ Tags:** *Romanticism. Revolutionary spirit. Impact of the French revolution. Lord Byron. Disillusionment. Irish literary revival*	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, Objectvity, Negativity, Resilience 3.3 Language, Vocabulary and Other Essential Elements **Keywords/ Tags:** *Meter. Ryhme scheme.Regular rhythm. Word sounds, Allegory. Shape. Mood. Stanza*	10

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

Dove, Rita. *The Penguin Anthology of Twentieth-Century American Poetry.* 1st ed., Penguin Books, 2013.

Eliot, T. *T. S. Eliot: Collected Poems. 1909–1962 (The Centenary Edition).* 1st ed., Harcourt Brace Jovanovich, 1991.

Frost, Robert. *The Poems of Robert Frost: Poetry for the Ages.* Independently published, 2019.

Lehman, David, and John Brehm. *The Oxford Book of American Poetry.* 1st ed., Oxford University Press, 2006.

Plath, Sylvia. *The Collected Poems.* Reprint, Harper Perennial Modern Classics, 2018.

Shakespeare, William. *Love Poems & Sonnets of William Shakespeare.* Independently published, 2020.

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

Suggestive digital platforms web links

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

www.williamshakespeare.net/poems.jsp.

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

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

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

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

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

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

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

Poets.org - Academy of American Poets. "Robert Frost." *Academy of American Poets,* 2019,
poets.org/poet/robert-frost.
The Editors of Encyclopaedia Britannica. "Sylvia Plath | Biography, Poems, Books, Death, &
Facts." *Encyclopedia Britannica,* 2018, www.britannica.com/biography/Sylvia-Plath

Suggested equivalent online courses:

- https://www.edx.org/course/ap-english-literature-composition-part-2-poems-2 AP English

  Literature and Composition, Part 2: Poems on EDX by Maggie Sokolik, University of

  California, Berkeley.

- https://www.coursera.org/learn/modpo Modern and Contemporary American Poetry by Al

  Filreis, University of Pennsylvania.

- 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: • 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, interpretaion,

4.	**Pre-requisite**	course is based on programming so the students must have the basic knowledge of computers and its basic operations.
5.	**Course Learning Outcomes (CLO)**	On the completion of this course student will be able - • To explore basics of C programming languages. • To approach the programming tasks using techniques learned and write pseudo-code. • To choose the right data representation formats based on the requirements of the problem. • To use the comparisons and limitations of the various programming constructs and choose the right one for the task in hand. • To identify tasks in which the numerical techniques learned are applicable and apply them to write programs, and hence use computers effectively to solve the task.
6.	**Credit Value**	**4**
7.	**Total Marks**	**Max.Marks:25+75 Min. Passing Marks: 33**

Part B: Content Of the Course **Programming in C language**		
Total No. of Lectures =60 (2 hours/lecture per week) : 2-0-0		
Unit	**Topics**	**No. of Lectures**
I	Programming Fundamentals Program Concept, C language: introduction, history of C, Overview of procedural programming and object oriented programming, structure of C program, Algorithms, low Charts - Symbols, Rules for making Flow chart, Types 01 flowchart, techniques of problem solving : Programming Technique5 Top down, Bottom up, Modular, Structured - Features, Merits & Demerits, Programming Logics- Simple Branching, Looping, Recursion, Cohesion & Coupling, Programming. Testing & Debugging & their Tools.	**12**
II	Programming in C including features of 'C', C tokens, Variables Expressions, Identifiers, Keywords, Data Types, Constants, Operator: rithmetic, Logical, Relational, Conditional and Bit wise Operators, Precedence and Associatively of Operators, evaluations o. expressions, Type conversions in expressions, Basic input/output and library functions: Single character input/output i.e. getch(), getcha rO, getche(), puts(), putch() and putchar (), Formatted input output i.e. orintf() and scanf(). Decision Making branching: if-else, switch, conditional operator	**12**

	&goto statements If statement, If.....Else statement, Nesting of If .. .Else Statement, else if ladder, ?: operator, goto statement, Switch statement , Co mpound statement, Looping Introduction, while statement, do statement, for statement, Break and Continue, do while loops.	
III	Func tions: Utilit y of functions, Call by value & call by reference, categories of functions (i) Introduction (ii) User defined function and library functions, Categories of User defined functions , Return rva lues and their types, Calling a function, Void functions, Differentiating between declaration and definition of function argument/parameters in functions , Functions with variable number o arguments, recursion , Function arguments, Return values and nestinf of function, Recursion , Calling of functions, Scope and life o tvariables - local and globa l variable, Storage class - auto, exte rn static, register. rrays : what is array, declaring initializing , accessing individua eleme nts in an array, manipulating array elements using loops, 2D and 3D arrays. String: declaration, string functions - strcat, strcpy strcmp, strlen, strstr.	**12**
IV	Pointers: operations on pointers, Basic of pointers and operators. Accessing the address of variable, Declaring and initializin g pointers. ccessing a variable through its pointer, Pointer expressions. Pointers and function, Array of pointers, Pointer and strings, Pointer o structure, Pointers within structure , preprocessor, #define, defining functions like macros, #error,#incl ude, conditional compilation directives i.e. #if, #else, #elif and #ifdef & undef Structures : Structure definition, declaring and initiali zing Structure ar iables, the struch1re tag , period operator , accessing Structure e mbers, Copying & Comparison of structures, the concept oJ st ructure of structure , array of structure, structure and pointer, arrow operator and nesting of structure, Unions : initialization and use of it in a program.	**12**
V	File Management: Introduction - File handling, File structure, File handling function,File types, Streams, Text, Bina ry, File system basics, The file pointer, Opening a file, Closing a file, Writing a character , Reading a character, Using fopen(), getc(), putc(), and fclose(), Using feof(), Working with string fputs() and fgets(). Standard streams in C, Flushing a stream Using fread() and fwrite(). Direct access file, fseek() and random access 1/0 , fprintf() and f'scanf(), Command line arguments	**12**

	Part C: Learning Resources	

Suggested Digital Platforms, Web links

1. https://beginnersbook.co m/2014/0li e-pointers/
2. https://www.programiz.com/c-programming/c-if-el se-sta tement
3. https://javatutoring.com/control-statements-in-c/
4. https://www.programiz.co m/c-programm ing/c-arrays
5. https://www .tuto rialspoint.com/cprogramming/c_structures.ht m
6. https://beginner sboo k.com/2014 /0 l /c-functions-examp les/
7. https://www.javatpoint.com /data-types-in-c

Suggested Readings:

1. The C Programming Language B.W. Kernighan & D.M. Ritchie
2. The Sprit of C : Cooper, Mullish
3. Programming in ANSI-C : E. Balagur usami, TMH Publication
4. Progra mming in C : Schaum Outline, McGraw-Hill
5. Let us C : Kanetkar Y
6. Pointers in C : Kanetkar Y
7. An introduction to C programming - Amit Saxena, Anamaya Publis hers, New Delhi

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 words each)**		**03 X03 =09**
	Section(B): Four Short Questions(200 words each)		**04X 09=36**
	Section(C): Two long Questions(500 words each)		**02X 15=30**
	Total		**75**

Program: certificate		Class : UG I	Year: 2021	session :2021-2022
Subject : Computer Application				
1.	**Course Code**			
2.	**Course Title**	**Programming in C language (Practical)**		
3.	**Course Type**	**core**		
4.	**Pre-requisite(If any)**			
5.	**Course Learning Outcomes (CLO)**	On the completion of this course student will be able - - To understand how computer works and will be able to understand and visualize the inner working of computer. - To understand the syntax and semantics of the C language. - To recognize how to develop and implement a program in the C language. - To recollect various programming constructs and to develop C programs. - To acquire logical thinking, Implement the algorithms and analyze their complexity.		
6.	**Credit Value**	**2**		
7.	**Total Marks**	**Max. Marks: 25+75**		**Min. Passing Marks: 33**

Part- B Content Of the Course
Programming in C language (Practical)

Total No. of Labs = 30 labs each of 2 hours duration (1 lab per week)

Practical Lab will be conducted based on the theory Syllabus

List of Practical

1. Write a Program to print different data types in 'C' and their ranges.

2. Write an Algorithm & Flowchart to convert temperature from Celsius to Fahrenheit.

3. Write an algorithm & flowchart to find the smallest and largest number of among the three numbers.

4. Write a program to calculate simple and compound interest.

5. Write a C program to find the roots of a quadratic equation.

6. Write a C program to make a simple calculator using switch...case.

7. Write a C program to print natural numbers from 1 to n.

8. Write a C program to find the factorial of a given number.

9. Write a program in C to check a given number is even or odd using the function.

10. Write a C program to access elements of an array using pointers.
11. Write a C program to calculate the average of array elements.
12. Write a C program to store information of 10 students using structures.13. Add two complex numbers by passing structures to a function.
14. Write a C program to find the length of a string.
15. Write a C program to reverse a string using recursion.
16. Write a C Program to find largest element in an array.
17. Write a C program to add two matrices using multi-dimensional arrays.
18. Write a C program to store information of students using structure.19. Write a C program to swap two numbers using pointers.
20. Write a C program to Print Pyramids and Patterns.
21. Write a C program to read and write to a text file.

	Part -C Learning Resources	

	Suggested Digital Platforms, Web links
	
	  1. htt12s:LLbeginnersbook.comL2014L01Lc-12ointersL
	  2. htt12s:LLwww.12rogramiz.comLc-12rogrammingLc-if-else-statement
	  3. htt12s:LLjavatutoring.comLcontrol-statements-in-cL
	  4. htt12s:LLwww.12rogramiz.comLc-12rogrammingLc-arrays
	  5. htt12s:LLwww.tutorials12oint.comLc12rogrammingLc structures.htm
	  6. htt12s:LLbeginnersbook.comL2014L01Lc-functions-exam 12le sL
	  7. httQs:LLwww.javat12oint.comLdata-ty12es-in-c
	
	Suggested Readings:
	
	  1. The C Programming Language: B.W. Kernighan & D.M. Ritchie
	  2. The Sprit of C: Cooper, Mullish
	  3. Programming in ANSI-C : E. Balagurusami, TMH Publication
	  4. Programming in C : Schaum Outline, McGraw-Hill
	  5. Let us C : Kanetkar Y
	  6. Pointers in C : Kanetkar Y
	  7. An introduction to C programming - Amit Saxena, Anamaya Publishers,New Delhi	

	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

	art A : Introduction				
Program: CERTIFICATE		Class : UG	Year: I year	session :2021-2022	
	Subject : Computer Application				
1.	Course Code				
2.	Course Title	Data processing Software			
3.	Course Type	Core course			
4.	Pre-requisite	At least Intermediate in Any course / stream			
5.	Course Learning Outcomes (CLO)	On the completion of this course student will be able - - To understand the basic concept of various Applications 01 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 h o u rs/ lecture per week) :2-0-0				
Unit	Topics			No. of Lectures	

I	**MS Windows:** ntroduction to MS Windows; Features of Windows; Various !Ve rsions of Windows & their use; Working with Windows; M) Computer & Recycle bin ; Desktop, Icons and Windows Explorer ; Screen description & working styles of Windows; Dialog Boxes & Toolbars; Working with Files & Folders; Shortcuts & Autostarts; Accessories and Windows Settings using Control Panel; Start button & Program lists ; Installing new Hardwares & Softwares.		**12**
II	**Basics Of MS Word:** K:reating Word documents; The Word Window , Entering Texts . Editing Document texts; Selecting Texts, Copying and Moving Texts. Applying Text Enh ancemen ts; Applying Fonts and Font Styles in Word, Highlighting Text For Dist in c tive Look . Aligning and Formatting; Alignin g -Text us ing identificatio n optio ns, Setting Line Spacing Options us in g Tabs. Creating Lis ts, Numb ers and Symbols ; Numberin g and Bullets, Creating Special Characters. Replacing and checking Text ; Creating and Applying Frequently used Texts, Finding and Replacing ifexts , More about Spelling and Gramma r us ing the Thesau rus C ommand , Getting Print us ing Print Preview , Chang ing Page Orientation and Paper Size, Aligning Text Ve1t ically, Setting Margins , Printing Option s. Advanced Formatting Techniques in Word : Formatting Pages; Formatting Sections, Creating and Modifying Page Numbers, Creat ing Headers and Footers , Taking Care of Loose Ends, Working With Columns ; Working With Newspaper		**12**

	Columns, Revising Column Structme . Constructing High-Quality If ables ; Creating and Revising Tables , Modifying Table Structure , Formatting Table, Creating Outlines in Word using Ife mplates , Use of Mail Merge in Microsoft Word		
III	**IMSAccess** Concepts & terms : database tables ,relational database , records , 'ie ld s , co ntrols & objects , queries, fo rms, reports ,properties , wizards , macros , MSAccess requirements , starting & quittinf MSAccess , MSAccess workspace, tool & views . Creating database & tables with & without wizard , field name , data ypes & properties , adding & deleting fields, renaming fields & their K;a pt io n , resizing fields , freezing columns , primary key field & indexing fields. MSAccess Form: Form wizard , Saving & Modifying forms , Entering & Editing data , Finding , sorting & displaying data , reat ing queries , using select queries and wild cards. MS Reports : Creating reports, Previewing repo11s, Printing reports, modifying & Saving reports. Relational databases: definition, purpose, creation, viewing, deleting. Expressions , Create PivotTable ior ivotChart views in an Access desktop database.		**12**

IV	**Creating Excel Worksheets:** Entering and Editing Cell Entries : Excel Application Window , Workbooks and Worksheets, Moving the Cell Pointer, 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.		**12**

Advanced Techniques in Excel

Using Functions and References : Use of Functions , Entering i:;-unction s, Relative and Absolute Cell References.

Create Named Ranges, Creating Easy-to-Understand Charts ; Pie Charts , Series Charts , Creating Charts , Moving , Sizing and Printing Chart Objects . Editing and Formatting Cha11s ; Adding a Data Series , Deleting a Data Series , Modifying and Formatting Charts . Macros. Creation of PivotTable to analyze orksheetdata.

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

<table>
<tr><td colspan="3" align="center">Part C: Learning Resources</td><td></td></tr>
<tr><td colspan="3">

Suggested Digital Platforms, Web links

   I. https://www.webucato r.com/how-to/how-use-mai l-me rge-mic rosoft-wo rd.cfm

   2. https://suppo1t .microsoft.com/en- us/office/create-pivottable-o r-pivotc ha1t-views-in-an-access -desktop-database-83e524df-dfud-456d-9dd0-0a48cl aa6752

   ";". https: //s upport.mic rosoft.com/e n-us/o ffice/create-a-pivottable-to-ana1yze-worksheet -data-a9a84S38-bfe9-40a9-a8e9 f99I34456576

   4. https://www.youtube.com/watch?v=Zv3XMBb3V6A

   5. http://www.digimat.in/nptel/courses/video/l 211 0600 7/L12.html

Suggested Readings:

   I. Microsoft Office 97 Will Train , Gini Courter, Annette Marquis ,BPB Publication.

   2. Microsoft Office 2000 : Gini Courter & Annette Marquis, BPB Publication.

   3. MS Office 2000 for Everyone : Saxena Sanjay , s schnd

   4. Writer's Guide to Microsoft Word: Kari Holloway

   5. Access 2016 Bible : Michael Alexander, Richard Kusleika

   6. Excel 2019 : Greg Harvey

   7. Microsoft Powerpoint Made Easy : Chris Smith

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<tr><td colspan="3" align="center">Part D: Assessment and Evaluation(Theory)</td></tr>
<tr><td colspan="2">Maximum Marks:</td><td align="center">100</td></tr>
<tr><td colspan="2">Continued Comprehensive Evaluation (CCE):</td><td align="center">25</td></tr>
<tr><td colspan="2">University Exam(UE):</td><td align="center">75</td></tr>
<tr><td colspan="3">Time:02:00 Hours</td></tr>
<tr><td rowspan="3">Internal Assessment :
Continued Comprehensive Evaluation (CCE):</td><td>Class Test</td><td align="center">15</td></tr>
<tr><td>Assignment/ Presentation</td><td align="center">10</td></tr>
<tr><td>Total</td><td align="center">25</td></tr>
<tr><td rowspan="3">External Assessment :
University Exam</td><td>Section(A): Three Very Short Questions(50 wordseach)</td><td align="center">03 X 03 =09</td></tr>
<tr><td>Section(B) : Four Short Questions(200 wo rds each)</td><td align="center">04 X 09=36</td></tr>
<tr><td>Section(C): Two long Questions(500 words each)</td><td align="center">02 X 15=30</td></tr>
<tr><td colspan="2" align="center">Total</td><td align="center">75</td></tr>
</table>

Part- A
Introduction

Pro!!ram: certificate	**Class : UGI**	**Year: 2021 session:2021-2022**
**Subject** : **Computer Aoolication**	

1.	**Course Code**	
2.	**Course Title**	**Data Processin!! Software (Practical)**
3.	**Course Type**	**core**
4.	**Pre-requisite(lf anv)**	
5.	**Course Learning Outcomes (CLO)**	On the completion of this course student will be able - • **To understand the basic concepts of various Applications of Softwares.** • **To gain knowledge of MS Word , Excel , Access and Power point.** • **To apply acquired knowledge in office automation tasks.** • **To study various methods of formatting of documentation and use of spreadsheets.** • **To develop and enhance presentation skills using power point**
6.	**Credit Value**	**2**
7.	**Total Marks**	**Max.Marks:25+75 Min. Passing Marks: 33**

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

Practical Lab will be conducted based on the theorv Svllabus

M S Office Practical

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

2. Insert a table, pictur e, clip art and chart into the document.

3. To c rea te a d oc ument for writing mathematical equation s.

4. To create a document, set the margin s, orientati o n, size, colu mn, water mark, page colo r a nd page borders.

5. To create a document using mail merge by conne cting data base.

6. To Print an invitati on letter using mail merge.

:30 ¼1'-S

7. To design a table, form and repo11 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 attendanceof 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 insertingpictures, 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	

Suggested Digital Platforms, Web links

1. https://www.webucato r.com/how-to/how-use-mail-merge-microsoft-word.cfm
2. https://suppor t.microsoft.com/en-us/office/create-pivottab le-or-pivotchart- views-in-an-access-desktop-databa se-83e524df-dfbd-456d-9dd0-0a48c l aa6752
3. http s://support.microsoft.co m/en-us/office/create-a-pivottable-to-analyze-worksheet-data-a9a84538-bfe9 -40a9-a8e9 -f99 134456576
4. htt[;!S:LLwww .'.ou   ᵤ ʜᵉ .comLwatch?v=Zv3XMBb3V6A
5. http://www.digimat.in/nptel/courses/video/121l06007/L12.htm l

Suggested Readings:
1. Mic rosoft Office 97   Will Train , Gini Courter , Annette Marquis ,BPB Publication.
2. Microsoft Office 2000   Gini Courter & Annette Marquis, BPB Publication .
3. MS Office 2000 for Everyone : Saxena Sanjay ,   s schnd
4. Writer's Guide to Microsoft Word : Kari Holloway
5. Access 20I6 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 : **C ontinued Comprehensive Evaluation (CCE):** **University Exam(UE):**	**100** **25** **75**		
Internal Assessment	**Marks**	**External Assessment**	**Marks**
Class Interaction	10	**Viva vOce on Practical**	**15**
Attendance	5	**Practical Record File**	**10**
Assignments(Charts/Seminar/ Te chnolo gy Disse mination/ Report of Excursion/ Lab Visits/ Survey/ Industrial visit	10	**Table Work/ Experiments**	**50**
TOTAL	25		75