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 Lok Sabah and Rajya Sabah	20

	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:
 1- Basu Durgadas, "Introduction to the Constitution of India", Lexis Nexis, 21 edition, 2013.
 2- Bakshi, P.M, "The constitution of India", Universal Law Publishing, Delhi,2017 ..
 3-G, Austin, " The Indian Constitution: Corner Stone of a nation" , Oxford University press, oxford, 1996.
 4- Kapur A.C and Mishra, Select Constitutions", S. Chand Publications, 16 Edition 2008.
 5- M. Laxmikant, India polity" , McGraw Hill Education, New Delhi.

6- Pylee, M.V "India's constitution', Asia Publishing House, Bombay, 1962. 2004

7- Rochana, B "Constituent Assembly Debets and Minority Rights", Economics and
Political Weekly, 35(21/22),pp. 1845,2000.

Part-A Introduction

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

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

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	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

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., M.F "dederalizing India in the age of Globalization" , Primus of books New Delhi, 2014.

Suggestive digital platforms web links:
1. https://WWW.Jstor.org/stable/2125628?seq= 1
2. https://politicalscience.stanford.edu/research/ 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)	03x03=09
	Section(B): Fore Short Questions(200Words each)	04x09=36
	Section(C): Two Long Questions(500Words Each)	02x15=30Total 75
Any remarks suggestions:		

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

Part B- Content of the Course

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

Unit	Topics	No. of Lectures

I	**Emergence of Sociology**
	    1.Tradition of Indian Thinking
	    2.Sociology
	        2.1 Meaning
	        2.2 Scope
	        2.3 Subject Matter
	        2.4 Importance
	    3. Origin and Development of Sociology
	    (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 :**	18
	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	

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

V	**Social Control and Change:**	18
	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	

Keywords /Tags : Social Control, Social Change, Social Stratification, Social Mobility, Patters of Social Change

Part C-Learning Resources
Suggested Readings:

1-MacIver, 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

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

Faculty of Education

Part A Introduction

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.

<div align="center">Part D-Assessment and Evaluation</div>

Suggested Continuous Evaluation Methods:

 Maximum Marks:100

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

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

Any remarks suggestions:

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

<div align="center">Subject: Economics</div>

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	**18 Lectures**

| | | 6. Infrastructure Developments in Madhya Pradesh- Power, Transport And Communication
7.Development of Tourism in Madhya Pradesh | |

Key words: Sectorial Composition, Human Resources of India, Indian Agriculture , Industrialization, Infrastructure, Five year Plan in India , Regional Disparities , Industrial Development

Part c- Learning resources
Reference Books ,Other resources

1. **Suggested readings:**

1.Pannagariya, Arvind (2020) ‒India Unlimited :Reclaiming the lost
   Glory , harper collins publishers India

2. Mishra and Puri (2020) ‒ Indian Economy Himalaya publishing House New Delhi.
3. Rudra Dutt and Sundaram - ‒ Indian Economy ,S.Chand and Company House New Delhi .
4. Hariharan, N.P (2008) ‒Lights and Shades of Indian Economy Vishal publishing, Jalandhar
5. Uma Kapila (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 Assessment/Presentation	15 10

Format for Syllabus of Theory Paper

Part. A Interoduction			
Program: Certificate	Class: BA I	Year :2021	Session: 2021.22

Subject : History

1	**Course Code**	A1 HIST-2T
2	**Course Title**	History of Ancient India (From Early to 2015 AD)
3	**Course Type (Core Course/Elective/Generic/ Elective/Vocational.....)**	Core Course
4	**Pre-requisite (if any)**	This course can be opted by any student who has passed 12th class.
5	**Course Learning Outcomes (CLO)**	The students will learn to analyze the various stages of evolution and development of man in the Prehistoric. Protohistoric and Historic Age, To have an in depth knowledge about the ancient civilizations of India like Indus-Saraswati Civilization, Vedic civilization, Later Vedic Civilization etc. and compare them with the other contemporary civilizations of the world. To explain in detail about golden past of India during the Mauryan and Gupta period, their conquests, art, architecture and literature, etc. They will able to write meaningful essays on the brave and courageous, Rajput clans and the South Indian dynasties of India.
6	**Credit Value**	06
7	**Total Marks**	Max. Marks: 25+75	Min. Passing Marks: 33

Part B . Content of the Course		
Total No. of Lectures.Tutorials.Practical (in hours per week) :L.T.P :3 H/W		

Unit	Topics	No. of Lectures
I	Prehistoric and Protahistoric Period History-Meaning, Nature, Scope & Significance. Sources of	18

	Ancient Indian History. Geographical Condition of Ancient India, Prehistoric India : Stone Age – Palaeolithic, Mesolithic, Neolithic and 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.	
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 :		

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

1	Course Code	**A1-PSYC-1P**	
2	Course Title	**Report Presentation(paper 1/2)**	
3	Course Title (Core Course/Elective /Generic Elective /Vocational/…….	**Core Course**	
4	Pre- requisite (if any)	To study this course, a student must have had the subject open for all in class 12th/certificate/diploma. ……………………………………………….. This course can be opted as an elective by the students of following subjects: open for all/open for all	
5	Course Learning outcomes (CLO)	On completion of this course, learners will be able to: 1. Students will learn to evaluate their strength weakness, opportunities and challenges. 2. Students will develop ability to enhance their personality through applications of communication skills, time and stress management	
6	Credit Value	Two	
7	Total Marks	Max. Marks: 25+75	Min. Passing Marks: 33
Part B- Content of the Course			
Total no of Lectures –Tutorials –Practical (in hours per week): 6 hours per week			
Unit	**Topics**		**No. of Lectures**
Unit I	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		12
Keywords /Tags : Approaches of personality			
Unit B	Analysis and report(any one) 1. SWOC/SWOT analysis 2. Communication Skills 3. Stress management 4. Time management		8 7 8 7
Keywords /Tags :SWOC/SWOT analysis Time management techniques			

Part C-Learning Resources	

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

Suggested Readings:

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

Suggestive equivalent online courses:

Part D-Assessment and Evaluation
Suggested Continuous Evaluation Methods:
  Maximum Marks:100
Continuous Comprehensive Evaluation (CCE): 25marks 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:

(भाग-अ) परिचय			
कार्यक्रम : प्रमाण-पत्र	कक्षा : बी.ए.	वर्ष प्रथम वर्ष	सत्र 21-22
विषय : हिन्दी साहित्य			
1	पाठ्यक्रम का कोड		
2	पाठ्यक्रम का शीर्षक	कार्यालयीन हिंदी एवं भाषा कम्प्यूटिंग (प्रश्न पत्र 2)	
3	पाठ्यक्रम का प्रकार	कोर कोर्स	
4	पूर्वपेक्षा (Prerequisite)	इस कोर्स का अध्ययन करने के लिए, विद्यार्थी ने किसी भी विषय से कक्षा 12वीं प्रमाण पत्र / डिप्लोमा किया हो, पात्र है।	

5	पाठ्यक्रम अध्ययन की परिलब्धियां (कोर्स लर्निंग आउटकम) (CLO)	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	क्रेडिट मान	06
7	कुल अंक	अधिकतम अंक 25+75 न्यूनतम उत्तीर्ण अंक 33

भाग ब – पाठ्यक्रम की विषयवस्तु		
व्याख्यान की कुल संख्या – 90 (प्रति सप्ताह घंटे में 02)		
इकाई	विषय	व्याख्यान की संख्या
इकाई–1	**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। 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	18
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 1.3 पदनाम एवं अनुभाग	16
इकाई–4	1. कार्यालयीन हिन्दी पत्राचार 1.1 आवेदन पत्र 1.2 शासकीय एवं अर्द्धशासकीय पत्र 1.3 कार्यालयीन आदेश 1.4 परिपत्र 1.5 अधिसूचना 1.6 कार्यालयीन ज्ञापन	20

	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**	
	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 वड) / टैग, कार्यालयीन हिन्दी, शब्द संसाधन, कार्यालयीन पत्राचार, संक्षेपण, पल्लवन, देवनागरी लिपि के अनुप्रयोग, स्पीच टू टेक्स एवं टेक्स टू स्पीच, हन्दी शार्टहेन्ड, प्रुफ–शोधन

भाग स – 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, डोंमाधव, ''प्रयोजनमूलक हिन्दी : प्रयुक्ति और अनुवाद'', वाणी प्रकाशन नई दिल्ली

7. भाटिया, कैलाशचन्द्र ''प्रयोजनमूलक हिन्दी : प्रक्रिया और स्वरूप'' तक्षशिला प्रकाशन, नई दिल्ली 2005

8. जैन, डॉ. संजीव कुमार सं., ''प्रयोजनमूलक कामकाजी हिन्दी एवं कम्प्यूटिंग'', कैलाश पुस्तक सदन, भोपाल

9. मल्होत्रा, विजयकुमार, ''कम्प्यूटर के भाषिक अनुप्रयोग'', वाणी प्रकाशन, नई दिल्ली

10. गोयल, संतोष, ''हिन्दी भाषा और कम्प्यूटर'', श्री नटराज प्रकाशन, दिल्ली

11. हरिमोहन, ''आधुनिक जनसंचार और हिन्दी'', तक्षशिला प्रकाशन, नई दिल्ली

12. हरिमोहन, ''कम्प्यूटर और हिन्दी'', तक्षशिला प्रकाशन, नई दिल्ली

13. द्विवेदी, संजय ''नए समय का संवाद : सोशल नेटवर्किंग'', नेहा पब्लिशर्स एंड डिस्ट्रीब्यूटर्स, नई दिल्ली

14. शुक्ल, सौरभ, ''नए जमाने की पत्रकारिता, विजडम विलेज'' पब्लिकेशन्स, दिल्ली

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

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

17. सिंह, अजय कुमार, इलेक्ट्रॉनिक पत्रकारिता, लोकभारती प्रकाशन इलाहाबाद 2014

2. अनुशंसित डिजीटल प्लेटफॉर्म बेव लिंक

1. www.wikipediya.org

2. www.egyankosh.ac.in

3. www.youtube.com

4. https://epgp.inflibnet.ac.in

5. Hi.m.wikipediya.org

6. www.india.gov.in>topics

BA I Year: English Literature

Part A Introduction

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

Subject: English Literature (Theory)

1	Course Code	A1-ELIT2T
2	Course Title	**Study of Poetry (Paper 2, Theory)**
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	**Core Course**
4	Pre-requisite (if any)	To study this course, a student must have had the subject English Language/English Literature in class 12th.
5	Course Learning outcomes (CLO)	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

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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.

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

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

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

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

Suggestive digital platforms web links:

Athar. "Indian Poetry In English." English Summary, 17 Nov. 2017, englishsummary.com/indian-poetry-inenglish.
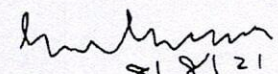
Literaturemini.Com. "The Brief History of English Poetry." 2018, 2018, www.literaturemini.com/2018/08/the-brief-history-of-english-poetry.html.

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.

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- https://www.coursera.org/learn/modpo Modern and Contemporary American Poetry by Al Filreis, University of Pennsylvania.

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

Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks : 100

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

Internal Assessment : Continuous Comprehensive Evaluation (CCE):25	Class Tests	15
	Assignment/Presentation	10
External Assessment : University Exam Section: 75 Time : 02.00 Hours	**Section(A)** : Three Very Short Questions (50 Words Each)	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:

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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.

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

Suggestive digital platforms web links

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

www.williamshakespeare.net/poems.jsp.

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

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

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

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

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

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

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

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

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

Suggested equivalent online courses:

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

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

  California, Berkeley.

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

  Filreis, University of Pennsylvania.

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- https://www.classcentral.com/course/modern-american-poetry-5963 Modern American

Poetry- Free online Course

Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Internal Assessment	Marks	External Assessment	Marks
Class Interaction /Quiz	10	Viva-Voce based on the syllabus and assignment (as mentioned below)	15
Attendance	5	Assignment of five essays of 300 words each about the prescribed syllabus (handwriting and shape of presentation)	10
Assignments (Charts/ Model Seminar / Report of Excursion/ Lab Visits/ Survey)	10	The above assignment will be evaluated by the external examiner assessing the student's (creative) knowledge of the following: • 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, and analysis will be appreciated.

8|8|21

Dr G S Gautam

art A : Introduction	
Program: CERTIFICATE	**Ι Class : UG Ι Year: Ι year session :2021-2022**

Subject : Computer Application		
1.	**Course Code**	**S1-COAP-2T**
2.	**Course Title**	**Data processing Software**
")'.	**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 Ι **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 Grammar 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 lfe 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 witb 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.

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. | **12** |

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**

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Part C: Learning Resources

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Suggested Digital Platforms, Web links

I. https://www.webucato r.com/how-to/how-use-mai I-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

3. https: //s upport.mic rosoft.com/e n-us/o ffice/create-a-pivottable-to- analyze-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 Publicat ion.

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

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

5. Access 2016 Bib le : Michael Alexander, Richard Kusleika

6. Excel 2019 : Greg Harvey

7. Microsoft Powerpoint Made Easy : Chris Smith

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Part D: Assessment and Evaluation(Theory)

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Maximum Marks:	100
Continued Comprehensive Evaluat ion (CCE):	25
University Exam(UE):	75
Time:02:00 Hours	

Internal Assessment : Continued Comprehen sive Evaluation (CCE):	Class Test	15
	Assignment/ Presentat ion	10
	Total	25
External Assessment : Universit y Exam	Section(A): Three Very Short Questions(50 wordseach)	03 X 03 =09
	Section(B) : Four Short Questions(200 wo rds each)	04 X 09=36
	Section(C): Two long Questions(500 words each)	02 X 15=30
	Total	75

Part- A
Introduction

Pro!!ram: certificate		Class : UGI	Year: 2021	session:2021-2022
Subject : Computer Aoolication				
1.	Course Code	S1-COAP-2P		
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.

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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 calculat e 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 .f out ʉ ƀ .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**